

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
MONDAY, AUGUST 8, 2016 6:30 P.M.  
4<sup>th</sup> Floor Robinson-Broadhurst Conference Room  
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Chairwoman  
Michael Barbaro  
Austin Cyganiewicz

Keith R. Hickey, Town Manager  
Linda Daigle, Executive Assistant  
Debra Dennis, Recording Secretary

Absent:

Amy Salter  
Audrey LaBrie, Vice-Chairwoman

---

List of Documents Presented at Meeting:

- Letter of interest from Michaela Benedict to serve on the Parks and Recreation Committee (filed)
- Entertainment Permit Application for GAR Park Dedication Oct. 2, 2016 (filed)
- Draft Memorial Plaque for Edward J. Gandy (attached)
- Vacant and Abandoned Buildings Policy Final Draft (attached)
- Town Manager's Goals and Objectives Prepared by Barbara Anderson (attached)
- Town Manager's Goals and Objectives Draft by Town Manager (attached)
- Report of the Town Manager (attached)
- Minutes Approved: (filed)
  - Monday, April 25, 2016 EXECUTIVE SESSION (Released)
  - Monday, July 25, 2016 Regular Meeting

---

The meeting was called to order by Chairwoman Anderson at 6:30 p.m. with the *Pledge of Allegiance to the Flag of the United States*.

Announce audio/video recording disclosure – There was no one who announced they would be audio or video recording the meeting this evening.

**SELECTMEN'S COMMENTS:**

Chairwoman Anderson spoke of the last of the concert series for Parks and Recreation. The musician was Noel Veilleux. He was absolutely wonderful, a great season closer for Parks and Recreation.

Mr. Hickey said he went to the Chili Cook Off and said it was a great event. The chili was fantastic; there was a number of people there and congratulations to the winners which included the Fire Department.

**PUBLIC COMMENTS AND ANNOUNCEMENTS:** None at this time.

**APPOINTMENTS/RESIGNATIONS:**

Appointment – Parks and Recreation Committee Student Representative – Michaela Benedict came forward and introduced herself. She is a rising junior and became interested in the committee while talking to Brian Dickens. She said they are both interested in music and discussed getting student representatives on the committee. She wants to help him and get more involved. **Selectman Barbaro moved for the appointment; Selectman Cyganiewicz seconded. All aye.**

#### **PERMIT/LICENSE APPLICATIONS:**

Entertainment Permit October 2, 2016 – GAR Park Dedication – Janet Corbosiero of the GAR Park Restoration Committee came forward and spoke about a dedication ceremony for the GAR Park which will be held on October 2nd. She said she is hoping people bring a picnic lunch, a blanket and a chair for themselves and come and enjoy the civil war band “Shades of Gray”. The ceremony starts at 1:00 p.m. She ran through the schedule of events. Fran Murphy and Rick Ward also of the GAR Park Restoration Committee came forward. Mr. Ward mentioned Abraham Lincoln will be at the dedication. His real name is Steve Woods and he is very good. Selectman Cyganiewicz questioned the RSVP. Ms. Corbosiero said it is an open invitation to everyone. The RSVP is meant for the Governor and certain other invitees. **Selectman Barbaro moved for the applicant; Selectman Cyganiewicz seconded. All aye.**

**BOARDS/COMMITTEES/DEPARTMENT HEADS: N/A**

#### **NEW BUSINESS:**

Update on GAR Park Improvements from GAR Park Committee – Janet Corbosiero introduced Fran Murphy of the committee and spoke of the original membership that included themselves and Burton Gould, Rochelle Lafortune, and John Deline. Al Gallant took over for John. She mentioned that they were lucky to get Rick Ward and Lorraine Fortugno to join the group. She said GAR stands for the Grand Republic of the Army. She said they realized the park was in terrible shape when the moving wall came to town. They couldn’t do anything then but a committee was put together of those that have been trying to fix the park. Robinson- Broadhurst has funded a grant. In the summer of 2015, they hired an arborist to thoroughly check each tree for longevity and health. It had been neglected for years. They are trying to do things that will allow the park to continue for another 10-20 years. We took down 30 to 40 trees; it was astounding the rot. The remaining 11 trees were trimmed and anchored. Last year they did the canons which were sand blasted and painted and placed on a 5 x 6’ cement base. In the spring of 2016, the gazebo was reworked almost completely. The gazebo is painted and caulked and now has a coat of oil on it. The top of the gazebo is being remade. The floor is mahogany which was washed and oil was put on it. She said there is a cement walk from the front of the gazebo out to the road. There have been 20 trees already added to the park. There is still 7 to 11 more to be added along the roadways. The pathways will go in after the asphalt. They added a lilac bush, forsythia and a Christmas tree which will have electricity. The banks will be seeded with grass. They will add benches, two more dog waste stations and a security camera. There will be a plaque with the names of those who donated money to buy a tree. Mr. Murphy showed some pictures of how it was in the past. Ms. Corbosiero handed out the invitations and a plan of the park. Selectman Barbaro thanked them for their hard work and efforts. He said this is what we can accomplish when good people get together. Selectman Cyganiewicz echoed his statements and said thank you for everything they do. He was happy to see the trees replaced. He also thanked them for the signs and information in The Winchendon Courier. Chairwoman Anderson questioned the variety of the trees hoping they would be the same. Mr. Murphy said they tried to match the sugar and red maples. He thanked the Fire Department and the Town Manager for the help with watering the trees. Chairwoman Anderson thanked them for coming in to explain what they have done.

Presentation of Edward J. Gandy Memorial Location from the Board Subcommittee - Ms. Coral Grout came forward and thanked the board for having them back. She said they have traveled Winchendon and found that they liked the Glenallan Street parking lot of the bike path for the placement of the memorial just before the bridge by the water. Mr. David Gandy, Ed Gandy’s son, said he is thrilled that it would be near water which goes with the US Navy. He said it doesn’t interfere with the name of the bridge. Ms. Grout said they visited various other intersections for the placement but their recommendation is at the intersection of Glenallan and Spring Street. They said they would like the pole high enough up so no one can steal it but can read it. Selectman Barbaro said he saw

the footage of the pickup of the president. He didn't know it was Mr. Gandy who was the one to rescue President Bush.

Mr. David Gandy spoke of his father's friendship with President Bush. He said his father did a lot above and beyond. He showed how much he cared about the community. It was noted that Mr. Steve Smith was present this evening. He was the one who originally wrote the letter requesting Mr. Gandy get recognition. They spoke about having a stand next to the memorial with copies of information concerning Mr. Edward Gandy. They are hoping to have either a September 11th or November 11th dedication ceremony. Selectman Cyganiewicz said it's a great idea and thanked everyone; "it's a great location and a tremendous honor he deserves". **Selectman Barbaro moved to put the Edward J. Gandy Memorial Square at the corner of Glenallan and Spring; Selectman Cyganiewicz seconded. All aye.**

**Selectman Barbaro moved for a five minute break; Selectman Cyganiewicz seconded. All aye.**  
The Select board took a break at 7:06 p.m. and reconvened at 7:12 p.m.

#### **OLD BUSINESS:**

Vacant and Abandoned Buildings Policy – 2<sup>nd</sup> Reading – Fire Chief Tom Smith came forward. He said he sent the policy to the Town Attorney to review together. This is the finalized version. They moved a lot of things around to make it flow better and added legal specific wording per Town Counsel to stay in line with Mass. General Law. They deleted out the \$5,000 bond with legal questions saying it has been challenged many times. Selectman Barbaro questioned if we can stay on top of this with the vacant buildings in town that need to be addressed. Chief Smith said he would do his best. He needs correct signage and to get an updated list of properties. The hardest part will be the initial implementation; but once up and running, they will be able to stay on top of it.

Chairwoman Anderson said their goal is to make Winchendon a safer community, for citizens as well as the Police and Fire Department. She thinks it's a great step forward. With this policy, it's cleared the steps we can take and allows for repercussions which are important.

Selectman Barbaro said it also gives a clearer definition for other departments coming in and assisting. Selectman Cyganiewicz said he is in full support as long as the Fire Chief and the Town Manager are satisfied. **Selectman Cyganiewicz moved to approve the 2nd reading and adopt as regulations and policy.** Mr. Hickey asked for an effective date of August 9th. **Selectman Cyganiewicz amended his motion to include an effective date of August 9th; Selectman Barbaro seconded. All aye.** Chief Smith was thanked.

#### Finalize Town Manager Goals and Objectives:

Selectman Barbaro asked Mr. Hickey if he was comfortable with the goals and objectives. Mr. Hickey said the included goals are all reasonable and can be met. He said during the year or monthly they can have an agenda item to discuss the goals and objectives and where they are at that time. He said he is comfortable with what he has proposed. Chairwoman Anderson thought her submissions and his were similar and just to put them together. Selectman Cyganiewicz said both are great and say the same things. Mr. Hickey said to use the document that Chairwoman Anderson prepared as the goals and objectives. He also said he would put updates in the agenda packet routinely. **Selectman Barbaro moved to have the Town Manager's goals and objectives prepared by Chairwoman Anderson be enacted; Selectman Cyganiewicz seconded. All aye.** Mr. Hickey thanked the board.

**Selectman Cyganiewicz asked to reopen "Public Comments" to hear the gentlemen's' comment and so moved; Selectman Barbaro seconded. All aye.**

#### **PUBLIC COMMENTS REVISITED:**

Mr. Ken Pratt came forward and said he lives on Russell Farm Road. He went to the Board of Health meeting with his issue and they suggested he see the Board of Selectmen. He said Russell Farm Road is unsafe. He presented a

petition to pave or repave what is now partially paved and gravel. He brought pictures of what the road looks like when vehicles pass. He asked they review them and make a determination on where to go with this problem. He said a year ago they prepared a petition that didn't go anywhere.

Mr. Hickey said his understanding speaking with Public Works is years ago the road was oiled, liquid oiled and covered with an inch of dirt. As vehicles drove on it, it would then harden and be similar to asphalt. It's not supposed to last 20 years. He said what they have out there is a dirt road. He said he met with Mr. Pratt 2 or 3 weeks ago about this and his comment at his meeting was he understands his frustration concerning the road but at this time it is a dirt road in town, it's not a health hazard. It's not any different than any other dirt road. The challenge, candidly he offered, is Russell Farm Road is not a very busy road; it is not high on the priority list. We have a certain amount of money to spend and need to look at what will make the biggest impact. His question was, how is it hazardous. Selectman Barbaro asked if it can be watered down. Mr. Hickey said Public Works could and may have but what's the priority with work that needs to be done. He said we have limited funds and plan to spend on roads more heavily travelled. If the board wants to change priorities, it is their prerogative.

Mr. Pratt said dust is not safe for children. It's horrible and not acceptable to live through. He asked why this has not been maintained. It's ridiculous and unhealthy. Mr. Hickey said he understands his frustration but roads haven't been maintained properly for a long time; we are trying to fix that but it's not fixed overnight. Selectman Barbaro suggested Mr. Pratt water the road down himself. Mr. Pratt said he could. Mr. Pratt said he is looking for a timetable. Mr. Pratt thanked them for their time.

Mr. Norman Norcross who had been listening to the meeting from home, came into the meeting and was recognized. He said there was a similar situation in New Hampshire. The person goes out 9:00 to 10:00 in the morning to hose it and hoses it again 2:00 or 3:00 o'clock in the afternoon and the issue goes away. He said it's been extremely dusty this year.

## **TOWN MANAGER'S REPORT:**

### **1. Financial Updates-**

- a. Mr. Hickey said last week he met with unions and they saved just under \$800,000 by moving to a GIC. He said employees were reimbursed \$500 for a single plan and \$1,000 for a family plan. He said the unions all agreed with the town's consultant Cook and Company. The checks have gone out and he is thrilled the Town saved money. The checks for the retirees will go out a bit later because the accounting department needs more information from them before they issue the checks. This was included in the FY17 budget in the general fund.
- b. The first quarterly water and sewer billing was mailed on Friday. Bills are due on September 5<sup>th</sup>. The bill has some information in it about the shut off policy

### **2. Personnel Updates-**

- a. The Library Trustees and I will be interviewing the two finalists for the Library Director's position on Tuesday evening, August 9<sup>th</sup>. The Library Trustees interviewed four candidates in the initial interviews. He is working with the Trustees to finalize the Library Director's position.

### **3. Project Updates-**

- a. The Transfer Station has not moved to single stream yet. The State needs to approve the proposed changes. Al Gallant expects to receive the State's approval in the next couple of weeks. While we are waiting for approval, the new electrical line that is being run for the recycling compactor and the new cement pad for the same compactor is being installed next week. He said there are a couple issues with the state permit. It is a bookkeeping, housekeeping thing. He said he met today with another recycling company and he will find out shortly from Al Gallant. We might be able to save \$14 a ton if we separate out glass.

- b. The Library project has begun to receive bids from subcontractors. Sub-bids were due July 27<sup>th</sup> and the results were mixed. Only a single bid was received in four out of the five categories and two of them – electrical and miscellaneous metals – were way above our estimate. The architect and OPM have been working on a way forward and have found one, as explained below.

A similar situation occurred with the police station project and Ted worked closely with Deborah Anderson in the Attorney General’s Office on an approach that we will also follow here. We have had several email exchanges with Ms. Anderson and Ted and I had a conference call with her this morning in which she endorsed the approach under the current circumstances.

In brief, we will reject the bids in the two categories – Miscellaneous Metals and Ornamental Irons, and Electrical – for “insufficient funds.” We can do this because it is clear that if we proceed with those bids the Town will not be able to do the project – they’re budget busters.

We will issue an addendum to prospective bidders and provide them with an allowance – a fixed dollar amount – that they will carry in their general bids which are due a week from today. Ted and I still have to finalize those allowances in consultation with Abacus’ cost estimator Tim Brown (North Bay Construction Consulting). I reviewed the situation, estimates and bids with Tim and he agrees with our general approach to carry allowances north of the estimates but well below the bids.

General Contractors submitting bids will include the dictated allowance amounts for Electrical and Misc. Metals in their bid amounts along with the amounts for the three approved sub-bid categories. Once a qualified low bidding General Contractor is selected that contractor will solicit three qualified price proposals for each of the two categories and the project will go forward with the lowest qualified bid for Electrical and Misc. Metals. The contract price will be adjusted up or down based on how those prices compare with the dictated allowances.

We think this is a positive way forward and are pleased that it has already been vetted by the Attorney General’s office. Keep in mind, however, that we will not know the full cost of the contract when bids are opened next Wednesday. We will need to await the results of the subsequent solicitation of electrical and metals prices by the GC to ascertain the actual contract price.

- c. The Town Hall furnace project is out to bid. Contractors have been picking up plans and touring the building. Bids are due August 22<sup>nd</sup>.

#### **4. Miscellaneous Updates**

- a. Mr. Hickey said he met with the owner of Mylec and felt it went good. The owner said he received a similar letter from the state a year ago when he was one employee short to reach the benchmark to meet the program of the state. He said he will be meeting with the state shortly. They have had a challenge with the bankruptcy of Sports Authority and other chains. He said he lost 20% of his revenue. Mr. Hickey said Mylec seems confident in moving forward. Selectman Barbaro asked what happens if the state is not agreeable. Mr. Hickey said he doesn't want to speak for Mylec but he feels it would put them in a tough spot due to equipment they had to purchase and might put them in a bit of a challenge.
- b. Mr. Hickey said he met with the representatives from the Montachusett Veterans Office who are looking to better utilize Streeter School. They want to renovate it for Veterans Housing.

He said he will be meeting with them next week and will bring information back to the Select board. He said Streeter School is not in great condition.

- c. Mr. Hickey reported that work has been done in the broadcast control room. They are replacing twenty year old equipment and have installed a hard drive. They will be broadcasting meetings and will have a link on the website. They will have a schedule developed for the rebroadcasting of meetings. He said hopefully by September or October they will have a video camera so people can sign it out to tape events or kids games to be played on our access channel.

The Town Manager informed the board that the Blair Square roundabout money is still there from the state. He also mentioned that he spoke to the Kiwanis Club and they have volunteered to cook hamburgers and hotdogs for the new Police Station open house. He said it's a great opportunity and thanked them for doing that. Chairwoman Anderson said she can't say enough about the Kiwanis and would be happy to have them do that.

Selectman Barbaro said it's good to see the police project moving forward. Mr. Hickey said they are waiting for flooring and the generator. He said we are hoping they move in September. Chairwoman Anderson asked if they have been inspected yet. Mr. Hickey said the certificate of occupancy is not done until they are ready.

Mr. Hickey reported he reached out to the newly formed Communications Committee today to schedule a meeting next week.

#### **MINUTES:**

Monday, April 25, 2016 EXECUTIVE SESSION – **Selectman Barbaro moved to release as redacted; Selectman Cyganiewicz seconded. By roll call vote of all aye, the motion carried unanimously.**

Monday, June 27, 2016 Regular Meeting –**Selectman Barbaro said he was not present at the meeting and with only two members here, Selectman Barbaro moved to hold the minutes to the August 22nd meeting; Selectman Cyganiewicz seconded. All aye.**

Monday, July 25, 2016- Regular Meeting **Selectman Barbaro moved to approve; Selectman Cyganiewicz seconded. All aye.**

#### **COMMUNICATIONS:**

#### **AGENDA ITEMS:**

August 22<sup>ND</sup> is the next Board of Selectmen's meeting.

**ADJOURNMENT: Selectman Barbaro moved to adjourn; Selectman Cyganiewicz seconded.**

The meeting was adjourned at 8:07p.m.

Respectfully submitted;

Debra Dennis  
Recording Secretary