

TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, SEPTEMBER 12, 2016
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.

Present:

Barbara Anderson, Chairwoman	Keith R. Hickey, Town Manager
Audrey LaBrie, Vice-Chairwoman	Linda Daigle, Executive Assistant
Amy Salter	Debra Dennis, Recording Secretary
Austin Cyganiewicz	

Absent: Michael Barbaro

List of Documents Presented at Meeting: Deb please enter

- Notice of Public Hearing and Application to Amend Underground Storage Tanks License-Cumberland Farms (filed)
 - o Planning Board Special Permit and Site Plan Approval dated July 19, 2016 (filed)
- Winchendon Fall Festival Flyer September 17, 2016 (attached)
- MassDOT All Electronic Tolling and Fare Structure Public Hearings Schedule (attached)
- Memo from Police Chief Walsh dated 9/7/16 Regarding Appointment of Father Mike Clements as Police Chaplain (filed)
- Notice of Vacancies-September 2016 (filed)
- One Day Race Permit-December 4, 2016 –Girls on the Run, Worcester County (filed)
- One Day Special Liquor License Application from the Snowbound Club, Inc. for October 1, 2016 (filed)
- Draft Consent to Assignment Pilot Agreement between the Town of Winchendon and Solar Clean Footprint, LLC, to WI Ma Solar LLC for a Solar Generating Facility Located at 580 River Street (attached)
- Host Customer Agreement between the Town of Winchendon, Clean Footprint, LLC WI MA Solar, Inc (attached)
- Memo from Town Manager regarding Request to Accept Police Department Donations (attached)
- Memo from Town Manager regarding Discussion on Setting Fall Town Meeting Date (filed)
- Report of the Town Manager (attached)

The meeting was called to order by Chairwoman Anderson at 6:31 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.

1. PUBLIC HEARINGS:

Use of Land – Request to Amend Underground Storage Tanks License - Cumberland Farms, 95 Front St. –
Chairman Anderson read the public hearing notice. **Selectwoman LaBrie moved to open the Public Hearing; Selectwoman Salter seconded. All aye.** Attorney Philip Lombardo and Nathaniel Mahonen, Engineer for Bohler came forward. Mr. Lombardo said they were here to request to amend their current storage tank license to permit the storage of 40,000 gallons of fuel in two 20,000 gallon dual compartment underground tanks. He gave a brief

overview of the project. They had a design of the finished project. Mr. Mahonen went through the site plan. The Fire Department will oversee the removal and installation of the tanks. Chairman Anderson asked about any changes to the slope. Mr. Mahonen said it will be a minimal change. There are minor changes to accommodate the new site features but not a major change. The entrance along Central Street will be pushed back. It will be further away from the intersection. Thirty five feet away from the intersection is where the tanks will be located. Ms. Linda Daigle explained the license is for the "Use of Land" which they already have. This application is to amend that license with the two larger tanks. The Board issues the license for the Use of Land and the Fire Department will issue the permit for installation. **Selectwoman LaBrie moved to close the Public Hearing; Selectwoman Salter seconded. All aye. Selectwoman LaBrie moved to approve the request for the amended license as presented; Selectwoman Salter seconded. All aye.** They were thanked.

2. SELECTMEN'S COMMENTS:

Fall Festival at Ingleside – Sept. 17, 2016 – Chairman Anderson announced the Winchendon Fall Festival will be held on Saturday, Sept. 17th from 11:00 a.m. to 3:00 p.m., 86 Ingleside Drive, off of Maple St. There will be fun for all ages. Selectwoman LaBrie added they are asking for apple pies for the Best Apple Pie contest and also desserts for the auction.

Mass Department of Transportation (DOT) All Electronic Tolling (AET) & Fare Structure Public Hearings Schedule – Chairman Anderson announced they are holding public hearings at several locations if anyone is interested in attending. She noted the area public hearing schedule. She mentioned the use of transponders or they will bill your license plate. It is important if it affects you.

Selectwoman LaBrie mentioned the water ban in place due to the drought situation. She said if you have livestock and or agriculture, you can use water but not for lawns and non- essentials. She commented to please conserve your water.

3. PUBLIC COMMENTS AND ANNOUNCEMENTS: None.

4. APPOINTMENTS/RESIGNATIONS:

Introduction of Father Mike Clements as the Winchendon Police Department Chaplain – Chief Walsh came forward and requested an opportunity to introduce Father Mike Clements to the Board. He said they met at the Fall Festival last fall and was impressed with what he wanted to do. A Police Chaplain has similar functions as a Fire Chaplain. Police Officers have a tendency not to be so open in regards to personnel issues. A Police Chaplain has the knowledge to deal with this. He presented Father Mike Clements with a Police Chaplain badge. He was welcomed. Father Mike Clements said as a role of a Chaplain you have to build up trust. He said he will talk with Officers and build up confidence so they will be more comfortable reaching out to him. He thanked Chief Walsh.

Chief Walsh recognized Officer Caleb who is a current graduate of the academy. He lives in Winchendon and has completed six months of training. He said Officer Champney started the academy today. Officer Caleb was welcomed.

Current Vacancies – Chairman Anderson noted the open vacancies. Cultural Council has many vacancies with having up to 19 members, Parks and Recreation Committee one regular member vacancy and Communications Commission Committee has one vacancy. She said to send letters of interest to the Town Hall. Selectwoman LaBrie asked if the Communication's Committee has met yet. Mr. Hickey said they have met two times already. Greg Vine said they are still looking for a citizen member for the Capital Planning Committee.

5. PERMIT/LICENSE APPLICATIONS:

Race Permit – December 4th, 2016 utilizing the Bike Path – Girls on the Run, Worcester County – Ms. Theresa Thompson introduced herself as a coach for Girls on the Run and a member of the Board of Directors. With her was Ms. Karen Spencer the Council Director. Girls on the Run is in its infancy, approved in August 2014, Girls on the Run is a positive youth development program; it operates as an after school program. They would like to host

their own 5K; the Clark has offered the location to do a 5K. She explained the course and said the only road they will cross is Glenallen. There was discussion as to how many people will attend and where they will park. They said they will park in all parking lots and utilize streets that are close by. They are confident with parking areas. Mr. Hickey noted this is a tremendous program but is concerned with the 500 people projected and the 300 to 400 cars. He noted that some of the lots are private. He suggested speaking to the owners for parking to make sure customers aren't inconvenienced. Chairman Anderson asked if the bike path would have to be shut down. She said no. **Selectman Cyganiewicz said he would be happy to see them come to Winchendon and moved for the applicant; Selectwoman LaBrie seconded. All aye.**

Special One Day Wine & Malt License for Outdoor Grass Pavilion – Oct. 1, 2016 – Snowbound Club, Inc. – The applicant was not in attendance this evening. Ms. Linda Daigle explained that the Special License was for the concert at the outside pavilion area. **Selectwoman LaBrie moved to approve the application for the Snowbound Club one day outside Wine and Malt License; Selectman Cyganiewicz seconded. All aye.**

6. BOARDS/COMMITTEES/DEPARTMENT HEADS: None at this time.

7. NEW BUSINESS:

Abatement of Water/Sewer Charges – 6 Duval Ct. B – The applicant couldn't attend and asked to table this issue until the next meeting. **Selectwoman LaBrie moved to table until the next meeting; Selectwoman Salter seconded. All aye.**

Request Approval of Consent to Assignment PILOT Agreement between the Town of Winchendon and Solar/Clean Footprint, LLC, to WI MA Solar LLC for a Solar Generating Facility Located at 580 River St. – Mr. Hickey noted that Mr. John Kluwin, the lead project developer of Clean Footprint, LLC, was present this evening to answer any questions. He said Clean Footprint at a prior meeting said they would like to assign property to another entity in the future. The consent has been signed and the new company is WI MA Solar, LLC and they will abide to all stipulations provided to the Board of Selectmen a month ago. Clean Footprint is confident this company can properly manage the pilot agreement instead of Clean Footprint. Based on review of our Town Attorney, we support the consent to assign.

Selectwoman LaBrie asked what we know about WI MA. John Kluwin, explained each project operates individually and operates on its own. He explained the investors. Selectwoman LaBrie asked about Town Counsel's opinion. Mr. Hickey said that is what you have in front of you this evening. Mr. Kluwin said he will provide notification to Mr. Hickey to start the 10 day program. There is a signature panel and it will be held with others until closing, which is scheduled for December 1st. **Selectwoman LaBrie moved to consent to assignment; Selectwoman Salter seconded. All aye.**

Request to Approve a Host Agreement between the Town of Winchendon, Clean Footprint, LLC WI MA Solar, LLC – Mr. John Kluwin explained this agreement; he said the town is to act as host to net metering background. He explained the two types, public and private. Private is full. The only way to get public is to have a host like the Town of Winchendon. They are seeking other buyers of electricity and talking with Mr. Hickey. They are offering \$25,000 to the town for capital as an incentive. Mr. Hickey added Clean Footprint is willing to provide the town \$25,000 in lieu of getting in and reserving 2.7 megawatts power in the public domain. Right now the public domain has some available and with hosting they can reserve the 2.7 megawatts and will be locked in with the state. That is the benefit to ask the town to host the agreement. This hosting agreement puts nothing at risk when Sun Edison moves forward (or next person), it will not impact the project at all. It solely allows Clean Footprint to lock in 2.7 megawatts in Mass. They can move quicker and get the process started this fall. This is still on the River Street project and doesn't have anything to do with the Transfer Station project. Mr. Hickey said the \$25,000 will go into unanticipated revenue and lapse into unexpended funds in FY17. **Selectwoman LaBrie moved to agree to enter into a Host Customer Agreement as presented; Selectwoman Salter seconded. All aye.**

Acceptance of Police Donations – Mr. Hickey said the Police Department has received funds from the Commonwealth for expenses. They will receive \$45,000 from USDA funding source for acquisition of a police cruiser. The town will receive the \$45,000 next week for the cruiser. We have received \$110,000 from a grant for 911 dispatch services for a few years now. These revenues have not been shown as estimated revenue nor shown for the region that we want to spend money for. It is not accounted for in the general fund. What we didn't do in the FY17 budget is include it in the estimated revenue and show what it is used for. Because it is not included in the operational budget and we want to make it clear we are asking the board to accept these funds which will provide the town the authority to spend these funds.

The Town Accountant said it's a special revenue fund, money comes into town and is treated as a gift or grant fund which is then used for the designated purpose. This will make it more transparent. If it comes in as a gift it doesn't need to be appropriated. The money would stay into the special revenue fund.

Chairman Anderson asked to get an update on how much has been spent on the Police Station.

Selectwoman LaBrie moved to accept as presented in the memo from the Town Manager the two donations of \$45,000 and \$110,000; Selectwoman Salter seconded. All aye.

Establish Fall Town Meeting Date and Initial Discussion of Possible Warrant Articles - Mr. Hickey said he suggest establishing a Fall Town Meeting date of November 14, 2016. The Planning Board is proposing three or four zoning amendments, a budget transfer to increase the Police Station electricity line item, an article authorizing the Selectmen to acquire by purchase, gift, eminent domain or otherwise, permanent and temporary easements for the North Royalston Road bridge, proposed changes to the Town Charter and Bylaws and possible disposition of the Streeter and Poland Schools. **Selectwoman LaBrie moved the board instruct the Town Manager to aim for November 14, 2016 for the Fall Town Meeting; Selectwoman Salter seconded. All aye.**

Review of Requested Agenda Items for Tri-Board Meeting – Mr. Hickey said he hasn't received any other agenda items for the Tri-Board Meeting.

Mr. Hickey passed out the budget printout and his email explaining the funds for the Tri-Board meeting. He said good news he thinks the picture for the end of year for FY16 is promising. The Town Accountant has not prepared the free cash amount yet because there are still some loose ends. He spoke today with the Assessor who is coming in to set values. At our regular meeting on October 24th we will hold the Tax Classification Hearing.

Chairman Anderson asked about the TIFF agreements, how many and what they are for. She also asked for an update on the Mylec situation

8. OLD BUSINESS:

Continuation of Review of the Board of Selectmen Policies and Procedures – Selectman Cyganiewicz said the Board has had the first reading. He mentioned at the last meeting we had a comprehensive review of policies provided to them. We made a lot of changes here and he thinks for the better. Chairman Anderson questioned the wisdom of setting as a policy and not as a goal. **Selectwoman LaBrie moved to table this until the next meeting with a full board; Selectwoman Salter seconded. All aye.**

9. TOWN MANAGER'S REPORT:

Personnel Updates-Mr. Hickey reported the new Library Director, Manuel King, began work today. He will attend the Tri Board meeting on Thursday to be introduced to the Selectmen, School Committee, and Finance Committee.

Mr. Hickey reported he has hired Geoffrey Newton as a temporary Building Inspector working 32 hours per week. He is a long time Building Commissioner working part time in Royalston and also worked for the Town of

Phillipston. He had been recommended. He has met him and stressed helping people. The application period closes on Wednesday. He had one individual interested in the position.

Project Updates- He met with the Library Trustees who agreed to expend additional monies for the library accessibility project bid.

Miscellaneous Updates - He contracted with ClearGov for Online Financial Information. The books will get closed and we can provide information for comparable communities. It's a nice addition we can provide to the public.

He met with The Winchendon School. They asked what types of activities are available to people of Winchendon. They are supposed to provide a brochure summarizing what can be done and provide a web page we can upload to our town website. Chairman Anderson would like special events such as the Chili Cook-off publicized also.

Mr. Hickey said he is looking for guidance from the Board because he received a request from Mass State Police wives to be allowed to put blue ribbons for all law enforcement officials around town. He thinks it's fantastic and wants to support it but he's concerned there are other organizations that may have another opinion and is also concerned if he allows one group then how can he tell another group no. The board discussed limiting it to a certain area for a certain period of time. He said he would speak to them and relay the information to the Select board.

He was notified today we are receiving a \$2,600 recycling grant. Ms. Wendy Stevens, Executive Assistant in the DPW, has worked hard on this single stream recycling grant. We have been notified that we have to expend the funds on single stream recycling. We will have single stream recycling up and running by the end of next week.

He reported on doing an RFP for Assessing services and that bids were received today. The budget in FY17 is for \$74,000. The current Assessor was the sole bidder. The bid was just under \$74,000 and goes up 3% years 2 and 3. He said he will notify them of award of the contract.

He met with the School Department concerning the bidding for electricity for the town and school. The School Business Administrator has dealt with bidding electricity. The cost per kWh is what we are paying now and is a 3 year contract.

He said we are looking at appropriations for problems that need to be address at the Fall Town Meeting. There is a \$750 deficit in the Custodial Budget and also overtime expenditure for Snow and Ice for \$25,000. The money will come out of the Finance Committee Reserve Account.

10. MINUTES:

Monday, August 8, 2016 – Regular Meeting – **Selectman Cyganiewicz moved to table the minutes because members were absent; Selectwoman LaBrie seconded. All aye.**

11. COMMUNICATIONS:

12. AGENDA ITEMS:

The next meeting is September 15th and will be a Joint meeting with the Board of Selectmen, Finance Committee and the School Committee.

13. ADJOURNMENT:

Selectwoman LaBrie moved to adjourn; Selectwoman Salter seconded. All aye.

The meeting was adjourned at 8:31 p.m.

Respectfully submitted;

Debra Dennis
BOS Recording Secretary