

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
MONDAY, JANUARY 28, 2019 6:30 P.M.  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

Present:

Audrey LaBrie, Chairwoman  
Austin Cyganiewicz  
Barbara Anderson  
Michael Barbaro

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

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List of Documents Presented at Meeting:

- Town of Winchendon Notice, Town Clerk Press Release, Local Town Election May 6, 2019 (filed)
- Lynn Murray Letter of Interest to Serve as Registrars of Voters (filed)
- Barbara Anderson Email of Interest to Serve on Communication Committee (filed)
- Erica Santos Email of Interest to Serve on Recreation Commission (filed)
- Discharge of CDBG Housing Rehabilitation Mortgage for 396 Maple Street (filed)
- Keith Hickey MEMO Dated January 24, 2019 Re: Private Roads Plowed and Sanded by Town (filed)
  - Policy Statement Board of Selectmen Examples (filed)
- Sewer Betterment Abatement information for 275-281 Lincoln Avenue (filed)
- Keith Hickey MEMO Dated January 24, 2019 Re: Removal of a Portion of the Building Located at 283 Lincoln Ave. Extension (attached)
- Town Manager MEMO Re: 5 Year Revenue & Expenditure Projection for FY20-24 (filed)
- Town Manager Annual Evaluation Summary for Period 12/31/17- 12/31/18 (filed)
- Report of the Town Manager (attached)
- Minutes approved:
  - Monday, January 14, 2019 Regular Meeting
  - Monday, January 14, 2019 Executive Session (Released/Redacted)

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*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 Durling announced she was audio recording the meeting tonight.

**1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:**

- 1.1. Local Town Election May 6, 2019- LaBrie noted that the Town Clerk has provided a press release announcing nomination papers are now available in the Town Clerk's office for the open seats for the May 6<sup>th</sup> Town Elections. There are multiple seats open on multiple boards.
- 1.2. MassDOT Public Hearing on the Reconstruction of Central Street - Thursday, Feb. 28, 2019- LaBrie noted that MassDOT has funded the reconstruction of Central Street which is expected to begin in the spring of 2021. A public hearing has been scheduled for Thursday, February 28<sup>th</sup> in the 2<sup>nd</sup> floor auditorium of Town Hall beginning at 7:00PM. Letters have gone out to all of the owners of properties on Central Street to notify them of the public hearing.

Barbaro noted last weekend was the MMA Conference in Boston; it was the most successful conference he has gone to yet. There was a lot of information and many people to talk with including the Lieutenant Governor who was excited to hear the Town is out of debt.

Anderson noted the Community Development office wanted to make everyone aware that it is never too early to start planning for the Winchendon Fall Festival, taking place Saturday, October 12, 2019 from 10:00AM to 3:00PM. To register and ensure your spot at the festival, call Nicole Roberts in the Planning Office at 978-297-3537.

Additionally, Anderson stated Ruschioni's Cruisin 12 Diner will be opening February 1, 2019. Anderson also wanted to thank The American Legion, Winchendon Fire Department, Winchendon Police Department and the Football League who all had a hand in making the annual bonfire a great event.

LaBrie said she went to the MMA Conference this past weekend and wanted to share a story about three different experiences she had on the Commuter Rail. For starters, LaBrie and her husband were on their way home at Park Station where she had overloaded herself with luggage. As she was trying to carry it down the stairs a gentleman from the family just in front of them offered to carry the suitcase for her. Secondly, on the Green Line there were only a few open seats; a middle aged woman and a few of her toddlers got on the train. At that time an African American man offered his seat to which the mother profusely thanked him for and proceeded to sit down with her kids. Moments later an elderly woman tapped the gentleman on the shoulder and offered him a seat next to her. Lastly, she and Cyganiewicz were at breakfast and a young woman at the table from Amherst, originally from India, was speaking of her path to citizenship and proudly told Cyganiewicz and LaBrie that three months ago she had officially earned her citizenship; she also spoke of being mindful of the moment you are in, she noticed many people don't live in the present in America. LaBrie said that these moments really touched her and it was great to see people treated each other with love and respect apart from their differences.

**2. PUBLIC COMMENTS AND ANNOUNCEMENTS:** There were none this evening.

**3. PUBLIC HEARINGS:** There were none this evening

**4. APPOINTMENTS/RESIGNATIONS:**

- 4.1. Registrars of Voters Appointment – Lynn Murray- Lynn Murray came forward and introduced herself. She stated that Judy LaJoie asked if she would be interested in the position as she is aware of her interest in government and the Town's history to which Ms. Murray replied yes and submitted a letter.

LaBrie stated that Ms. LaJoie fully recommends her appointment.

*Barbaro moved for the appointment of Ms. Lynn Murray as a Registrar of Voters, seconded by Anderson with a vote of all ayes.*

- 4.2. Communications Committee Appointment – Barbara Anderson- Anderson said since she had some free time she wanted to be part of the Communications Committee to help improve communication and see what she can do.

*Barbaro moved the Board appoint Ms. Barbara Anderson to the Communications Committee, seconded by Cyganiewicz, Anderson abstained, all others aye.*

- 4.3. Recreation Commission Appointment – Erica Santos- Erica Santos came forward and introduced herself, noting she has lived in Winchendon for two years. She is originally from Brazil but has lived in the United States for 11 years now. She would like to be part of the Commission as she has 10 years of marketing and event planning background and loves the town. She would love to combine the experience and help out as best as she can.

Barbaro thanked Ms. Santos for stepping up.



*Barbaro moved the Board appoint Ms. Erica Santos to the Recreation Commission, seconded by Cyganiewicz with a vote of all ayes.*

5. **PERMIT/LICENSE APPLICATIONS:** There were none this evening.

6. **BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:** There were none this evening.

7. **NEW BUSINESS:**

- 7.1. Discharge of CDBG Housing Rehabilitation Mortgage for 396 Maple Street- Hickey explained after fifteen years of taking a loan, the owner has the ability of discharging the rehabilitation mortgage. The property owner is looking to discharge the mortgage in the amount of \$4,910.26.

*Anderson moved the Board approve the discharge of a housing rehabilitation mortgage on the property located at 396 Maple Street, seconded by Barbaro with a vote of all ayes.*

*Barbaro moved for a two minute recess, seconded by Anderson with a vote of all ayes.*

*The meeting was called back to order at 6:48 PM.*

- 7.2. Discussion on Policy for Winter Maintenance on Unaccepted Roads- Hickey noted that the Board has been provided an outline of the roads plowed by the town, along with a summary of accidents and examples of how other towns deal with unaccepted roads and their maintenance. The Town has been maintaining the ten unaccepted streets in town for a number of years now. As time has gone on the conditions of these roads have worsened and are now causing damage to the plows; recently a plow truck on Converse drive hit a raised manhole causing \$38,000 in damage, and although the town only has to pay \$1,000 as the rest is covered by insurance, the truck was out for six weeks which, in turn, causes the plowing of the town to take that much longer. Hickey also noted a letter has been sent to the residents of the residents who live on the unaccepted portions of Mellen Road and Converse Drive.

Hickey and DPW Director Al Gallant drove both Converse Drive and Mellen Road to get a better idea of the road conditions. Hickey summarized the conditions of Converse Drive first, stating that the unaccepted portion of it contains many potholes, and stated the Town is not looking for the road to be reconstructed, rather just have the potholes filled. He noted that it was difficult enough to drive the road in Gallant's truck, but a larger truck with a number of suspension issues could prove to be troublesome. Ultimately the Town would like to continue maintaining the roadway, but we need to try and have the property owners who live on the unaccepted portion fix the roads so Town vehicles don't prematurely need repairs from damage. It was also noted that a portion of Converse Drive was accepted by the Town on June 15, 1992

Hickey then noted a portion of Mellen Road was discontinued in 1989. The accepted portion of Mellen Road goes from the Gardner line to 405 Mellen Road. North of that is unaccepted, and the remainder is discontinued. The challenge with Mellen Road is how to maintain it, it is in just as bad condition as Converse Drive. A lot of communities in the Commonwealth maintain unaccepted roads in the winter time, but there is a process that the community should follow to receive approval from the voters to maintain those roads and spend town approved money on those roadways. In fairness, there are many communities who have not gone through the process, but if the Board would like to present a warrant article to the public there is a process to do so. A portion of Mass General Law, Chapter 40 Section 6D states "Shall the city (or town) vote to accept the provisions of section six C of chapter forty of the General Laws, which authorize cities and towns to appropriate money for the removal of snow and ice from private ways therein open to public use."

LaBrie asked if the article were to pass at Town Meeting and Town funds were used to remove snow and ice on private ways, would those private ways in turn become open to the public, to which Hickey replied per Mass General Law an unaccepted road is a private way, and yes they would have to be open for public use. A private way to a home however does not fall under this law. Hickey also clarified that he only sent

letters out to Mellen Road and Converse Drive not to single them out, but because they are in the worst condition of all of the unaccepted roads in town.

Barbaro commented that it is unacceptable that a road in such poor condition did so much damage to a Town vehicle, and the idea that it could have also badly injured the operator as well. He asks that at least potholes be filled as we are spending tax dollars on a private ways, which we shouldn't be doing.

Anderson recommended setting up a meeting with Representative Zlotnik and residents to discuss the options at hand.

After further discussion, the Board moved on to the next agenda item.

- 7.3. Sewer Betterment Abatement for 275-281 Lincoln Avenue- Hickey stated there was an outstanding lien on the property, now owned by the Town at 275-282 Lincoln Avenue, and the Treasurer is looking to clear up her books, she is requesting the request of the Sewer Betterment Abatement be approved.

***Barbaro moved the Board approve an abatement for a sewer betterment lien for the property located at 275-281 Lincoln Ave. Extension in the amount of \$1,237.20, seconded by Anderson with a vote of all ayes.***

- 7.4. Discussion on Funding Partial Demolition of 283 Lincoln Ave. Extension- Hickey stated the Town has been working to try and address the removal of the privately owned building located at 283 Lincoln Avenue. Although the Town had planned to demolish the building, Mass DEP asked that the Town not do so as they were concerned with the amount of asbestos inside the building. The Town then looked into having a company who specializes in this sort of demolition, who provided the Town with a cost of \$428,000 to demolish and remove the entire building; a price the Town cannot afford. An alternative option would be to remove the side of the building facing Lincoln Ave. Extension, the left wall of the building and the catwalk. Once those structures have been removed, a temporary chain link fence would be installed to secure the property. The total cost for this work would be \$78,400, \$68,600 for the demolition work and \$9,800 for the installation of a fence for one year. Hickey added he is asking the Board to consider approving the amount of \$78,400 to partially remove the building with reserve funds from the Finance Committee budget for the Snow and Ice. Hickey stated he has already spoken with Legal Counsel regarding the transfer who said we are able to do so legally. So far the Town has only spent \$86,559 out of Snow and Ice this year, the salt shed is full, and if need be, the Town can overspend out of the Snow and Ice budget.

Barbaro said he spoke with someone from the Attorney General's office and asked if Hickey had received any response from them to which Hickey replied he has scheduled a meeting with the AG office, Building Commissioner and Health Inspector to see what sort of funds are available at this point. At that point, Barbaro noted he would like to hold off on making any decisions until he knows what type of funding the Town can get from the AG Office.

After further discussion the Board noted the decision is in the hands of the Finance Committee, and LaBrie recommended the Board ask Hickey to explain the situation to the contractor to keep him on standby for the potential project until the Board meets again.

- 7.5. Town Manager Annual Evaluation- Hickey was graded on ten different areas including Individual Characteristics, Professional Skills/Status, Relations with Elected Board Members, Policy Execution, Reporting, Citizen Relations, Staffing, Supervision, Fiscal Management, and Community on the evaluation summary. The Board was given an opportunity to make any comments regarding their scores.

Anderson thanked Hickey for the work he has done and for another outstanding year; she added that since he has been here it has only been positive for the Town and it makes doing evaluations easier.



LaBrie stated the numbers speak for themselves as two Selectmen rated him 5 out of 5 and the remaining Selectmen rated him 4.9 out of 5. She echoes the comments made tonight; he continues to be an asset to the Town and she appreciates the updates, his concerns and his out of the box thinking. Based on discussion, Hickey is being presented with a 3% wage adjustment, totaling at an annual salary of \$136,000; indicative to the work he has done for the Town.

Hickey thanked the Board for their kind words and stated he has been fortunate to work with the four and at one time five members of the Board who allow him to do his job, bring recommendations forward, and work as a group. Every compliment he receives has a lot to do with everyone around him, Lindsay and Linda take the brunt of his personality and he couldn't survive without their guidance and assistance, as well as department heads. He realizes he is in a great situation and it's because everyone works together. Hickey added he is hopeful the community can begin to trust their government again; my popularity is only as good as my next decision.

*Barbaro moved the Board approve the summary of the Town Manager's 2018 annual evaluation along with a wage adjustment of 3% with a wage adjustment to \$136,000, seconded by Anderson with a vote of all ayes.*

**8. OLD BUSINESS:**

8.1 Continued "Discussion of Five Year Revenue and Expenditure Projection for Fiscal Years 2020-2024- Hickey noted that he presented the Board with a Five Year Revenue and Expenditure projection for the Fiscal Years 2020-2024 at their last meeting and asked if they had any questions after having some time to review the information provided. Hickey added, as he has tried to indicate in the forecast, there are some new revenues coming in, specifically from solar array revenue. There are currently seven approved solar agreements for Fiscal 2020, most of which are under construction. The Town will receive almost \$300,000 from the solar agreements in Fiscal 2021, to which Hickey is proposing be split in half; half of the funds would go to the school department to offset their expenses and the other half would go to capital needs annually with hopes of having free cash each fall and give us the ability to expand our purchases. Hickey added that funds will be earmarked for police cruisers, additional police staff, as well as additional staff for the DPW, who in the past few years, have lost two or three times the amount of their employees due to budget cuts. Hickey said that overall, we should have surplus in the upcoming years if his calculations are correct. Also not included in the budget is Marijuana revenues, and although he is unaware when or what they will be, he spoke with a representative from the Cannabis Control Commission who noted all three applicants from Town have submitted their applications.

*Barbaro moved the Board approve the Five Year Revenue and Expenditure Projection for Fiscal Years 2020-2024 as presented, seconded by Cyganiewicz with a vote of all ayes.*

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

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

**1. Financial Updates-**

a. The Governor's Fiscal Year 2020 Cherry Sheet estimates were released. I have attached Winchendon's estimates to this report. As you will see revenues have increased by just over \$63,000 but the assessments have increased by nearly \$70,000, impacting Winchendon negatively by nearly \$7,000.

Hickey added that the assessments increased by 2.7% as the Governor's budget was approved as presented. We will have a negative impact of about \$7,000. Overall the revenue seemed to be pretty stale from the State's point of view. We will work with the information and he is sure that Senator Gobi and Representative Zlotnik will do what they can to modify the projections presented by the Governor.

b.Funding for Robinson Broadhurst requests for 2019 have been submitted. Below is a list of the applications submitted:

Hickey stated a child fell through the ice at Lake Dennison and it took the Winchendon Fire Department longer to respond as the gates were restricting them access. It is cases like this that prove an ATV would be good for the WFD and other departments that may need it as well. The WFD is also requesting fire extinguisher training packages. Additionally, the Public Works building is in the worst condition of all the town buildings. If the Robinson-Broadhurst Foundation approves their grant request, the roof will be repaired over a 2 year period. We will find out what requests are to be funded by the Robinson-Broadhurst Foundation in May.

Robinson Broadhurst Requests		
May 2019		
		Amount
<u>Requesting Department</u>	<u>Purpose</u>	<u>Requested</u>
Town Manager	Wayfinding Signage	\$ 35,000.00
Winchendon Public Schools	Promote Student Academic Excellence; Wonders reading program, Chromebooks lease for grades 5 -9, Upgrade securing at Toy town, Extended day and year programs, radios	\$ 204,799.50
Fire Department	ATV to access miles of trails in community	\$ 27,373.99
	Community Fire Extinguisher Training Package	\$ 20,886.00
Public Works	DPW Building Roof Replacement	\$ 250,000.00
	Replace DPW Septic System	\$ 45,000.00
	Repair/Repave Sidewalks	\$ 100,000.00
Council on Aging (*)	Purchase new SUV for elderly transporation	\$ 25,500.00
Winchendon Police Department	Purchase Five Mobile Patrol Tablets	\$ 29,220.00
Beals Memorial	Repurpose existing basement area to children's room	\$ 220,000.00
	Acquisition of 8.2 acre lot that abuts Ingleside/Winchendon	
Ingleside Utilization Committee	Community Park	\$ 39,900.00
<b>Total Requests for 2019</b>		<b>\$ 997,679.49</b>

c. The May Town Meeting warrant opened today.

## 2. Personnel Updates-

a.I have begun meeting with the collective bargaining units to discuss new union contracts.

## 3. Project Updates-

a.All of the necessary Town communications equipment has been installed on the tower acquired from Comcast and is operational. A bid has been awarded to remove the abandoned water tank and a separate bid has been awarded for the cement building near the abandoned water tower.

Hickey added the town is looking to schedule a bidder to remove the tank and tower.

b.The library project is finally nearly complete with only punch list items left to address.

#### 4. Miscellaneous Updates –

- a. Fall fest has been scheduled for October 12<sup>th</sup>. Information is being distributed to local businesses and vendors who participated last year.

Hickey added we are trying to get Winchendon Businesses registered before we open to businesses from out of town.

- b. MIIA met with town and school staff to begin the planning for transitioning to MIIA for employee health insurance July 1<sup>st</sup>.

Hickey added the representative met with the School and Treasurers office. They will be putting together a transition package to give to employees who are moving from the GIC to MIIA.

- c. The Fire Department ladder truck has been inspected after being damaged when exiting the Fire Department building. Identified damage total \$13,000. Chief Smith does not expect to have repairs completed until late February. The damage to the building has been inspected by a MIIA adjuster. MIIA has engaged with contractors in other communities to make the same type of repairs. One of those contractors will be used to repair the Fire Station. The door opening will also be raised giving the vehicles more clearance as part of the repair.

Hickey added the bucket on the truck also needs to be replaced; he is unsure of when we will get the truck back, hopefully tis no later than February. The Town is also working with the insurance company and estimators to see what the cost will be to either raise the bay door as fire trucks are being built taller now. At this point, there is no date as to when the repairs will be made to the Fire Department.



**FY2020 Preliminary Cherry Sheet Estimates  
Winchendon**

<b>PROGRAM</b>	<b>FY2019 Cherry Sheet Estimate</b>	<b>FY2020 Governor's Budget Proposal</b>
Chapter 70	\$11,450,030	\$11,477,410
School Transportation	\$0	\$0
Charter Tuition Reimbursement	\$59,422	\$30,492
Smart Growth School Reimbursement	\$0	\$0
<b>Offset Receipts:</b>		
School Choice Receiving Tuition	\$308,381	\$283,484
<b>Sub-Total, All Education Items:</b>	<b>\$11,817,833</b>	<b>\$11,791,386</b>

<b>General Government:</b>		
Unrestricted Gen Gov't Aid	\$1,739,507	\$1,786,474
Local Share of Racing Taxes	\$0	\$0
Regional Public Libraries	\$0	\$0
Urban Revitalization	\$0	\$0
Veterans Benefits	\$256,000	\$286,290
Exemp: VBS and Elderly	\$44,424	\$54,249
State Owned Land	\$76,978	\$78,947

<b>Offset Receipts:</b>		
Public Libraries	\$17,612	\$18,259
<b>Sub-Total, All General Government:</b>	<b>\$2,134,521</b>	<b>\$2,224,219</b>
<b>Total Estimated Reciepts:</b>	<b>\$13,952,354</b>	<b>\$14,015,605</b>

<b>PROGRAM</b>	<b>FY2019 Cherry Sheet Estimate</b>	<b>FY2020 Governor's Budget Proposal</b>
<b>State Assessments and Charges:</b>		
Retired Employees Health Insurance	\$0	\$0
Retired Teachers Health Insurance	\$0	\$0
Mosquito Control Projects	\$0	\$0
Air Pollution Districts	\$2,499	\$2,537
Metropolitan Area Planning Council	\$0	\$0
Old Colony Planning Council	\$0	\$0
RMV Non-Renewal Surcharge	\$18,680	\$18,680
<b>Sub-Total, State Assessments:</b>	<b>\$21,179</b>	<b>\$21,217</b>

<b>Transportation Authorities:</b>		
MBTA	\$0	\$0
Boston Metro. Transit District	\$0	\$0
Regional Transit	\$17,260	\$22,065
<b>Sub-Total, Transp Authorities:</b>	<b>\$17,260</b>	<b>\$22,065</b>

<b>Annual Charges Against Receipts:</b>		
Multi-Year Repayment Program	\$0	\$0
Special Education	\$12,108	\$14,535
STRAP Repayments	\$0	\$0
<b>Sub-Total, Annual Charges:</b>	<b>\$12,108</b>	<b>\$14,535</b>

<b>Tuition Assessments:</b>		
School Choice Sending Tuition	\$919,522	\$927,192
Charter School Sending Tuition	\$377,340	\$432,216
<b>Sub-Total, Tuition Assessments:</b>	<b>\$1,296,862</b>	<b>\$1,359,408</b>
<b>Total All Estimated Charges:</b>	<b>\$1,347,409</b>	<b>\$1,417,225</b>

d.

**10. MINUTES:**

10.1 Monday, January 14, 2019 Regular Meeting- *Anderson moved to approve the minutes of January 14, 2019, seconded by Cyganiewicz with a vote of all ayes.*

10.1 Monday, January 14, 2019 EXECUTIVE SESSION- *Anderson moved the board release the Executive Session Minutes of January 14, 2019, redacting the section that remains under Executive Session privilege, seconded by Barbaro.*



After discussion of process, Anderson withdrew her motion.

*Anderson moved to approve the Executive Session minutes of Monday, January 14<sup>th</sup>, seconded by Barbaro. By a vote of roll call, Barbaro aye, Anderson aye, Cyganiewicz aye and LaBrie aye the motion passed.*

*Anderson moved to release the Executive Session minutes of Monday, January 14<sup>th</sup> redacting the section that remains under Executive Session privilege, seconded by Barbaro. By a vote of roll call, Barbaro aye, Anderson aye, Cyganiewicz aye and LaBrie aye the motion carried.*

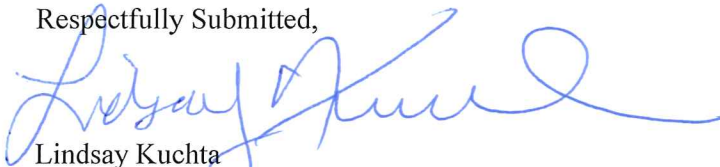
11. **COMMUNICATIONS:** There were none this evening.

12. **AGENDA ITEMS:** LaBrie stated the next meetings will be held on February 11, 2019 and February 28, 2019.

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

14. **ADJOURNMENT:** *Barbaro moved to adjourn, seconded by Cyganiewicz. With a vote of all ayes the meeting adjourned at 8:15 PM.*

Respectfully Submitted,



Lindsay Kuchta  
Recording Secretary

