

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, FEBRUARY 11, 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
Lindsay Kuchta, Recording Secretary

List of Documents Presented at Meeting:

- Notice of Public Hearing, Liquor License Amendments Application- H&M Bez, Inc., DBA Christo's Place, 51 Central Street (filed)
- Notice of Vacancies (filed)
- Toll Booth/Voluntary Boot Drive Permit Application- Wendell P. Clark Memorial YMCA Sat., May 25, 2019 (filed)
- Hawker's/Peddler's Solicitation Permit Application- Meghan Toth, Vivint Solar (filed)
- Winchendon Fire Department Board of Selectmen Update Summary (filed)
 - Winchendon Fire Department Hardship/Bill Reduction Proposal dated August 14, 2018 (filed)
 - Winchendon Fire Department Town of Winchendon Ambulance Billing/ Collections Policy Dated March 15, 2016 (filed)
- Winchendon Community Action Committee, Jennifer Sibley, letter of update request dated January 30, 2019 (filed)
- Town of Winchendon FY2020-2025 Capital Improvement Plan Summary of Capital Requests (filed)
 - Town of Winchendon Long Term Debt Schedule FY20
 - Town of Winchendon Capital Improvement Plan Fiscal Year 2020 Project Detail Sheets by Department
- Application Form Culvert Replacement Municipal Assistance Grant Application Form, Robbins Road- \$105,000 (filed)
 - Mass DOT Structures Inspection Field Report, Initial Culvert Inspection, Robbins Road
 - Proposed Detour Route, Robbins Road
 - Letter to Mass DOT Re: Letter of Support for the Town of Winchendon Small Bridge Program Application Dated February 7, 2018 From Barbara Anderson, Board of Selectmen Chair
 - State Representative Jon Zlotnik Letter of Support to Secretary of DOT Stephanie Pollack Dated February 12, 2018
- Report of the Town Manager (attached)
- Minutes approved:
 - Monday, January 28, 2018 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.

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

ORGANIZATION OF THE BOARD – SELECTION OF VICE-CHAIR- LaBrie stated the Board needs a Vice Chair due to the resignation of Austin Cyganiewicz. LaBrie opened the floor to nominations.

Barbaro nominated Ms. Anderson.
Anderson nominated Mr. Barbaro.

With the following vote taken, Mr. Barbaro was appointed Vice-Chairman of the Board of Selectmen:

Anderson voted for Mr. Barbaro.

Barbaro voted for Ms. Anderson.

LaBrie voted for Mr. Barbaro.

1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:

Anderson noted that she went to the open house at Ahimsa Haven over the weekend; she had a wonderful time and the event was a success; there were a lot of adoptions that day. The organization and its volunteers do so much good in the community, and, as a reminder, they are always looking for donations.

LaBrie wanted to clarify Mr. Cyganiewicz's reason for resignation; she stated he has already moved out of town, and is working on his education and career. The Board wished him the best.

2. PUBLIC COMMENTS AND ANNOUNCEMENTS: There were no public comments this evening.

3. PUBLIC HEARINGS:

3.1. LIQUOR LICENSE PUBLIC HEARING:

3.1.1. Application for Multiple Amendments - H & M Bez, Inc., d/b/a Christo's Place, 51 Central St.

Barbaro read the notice of public hearing.

Barbaro moved the Board open the Public Hearing for H & M Bez, Inc., seconded by Anderson with a vote of all ayes.

Maria Bezas and Hrisoula Gervais came forward. Hrisoula noted they changed to a corporation, H&M Bez Inc., D/B/A Christo's Place, and added the children as partners to the business.

LaBrie stated it looks like everything is in order, the fee has been paid, and there are no notes from department heads.

Barbaro moved to close the Public Hearing for H&M Bez, Inc., seconded by Anderson with a vote of all ayes.

Barbaro moved the Board, acting as the Local Licensing Authority, approve the Multiple Amendments to the Retail Wine and Malt Beverages Restaurant License for H & M Bez, Inc., d/b/a/ Christo's Place, and to forward the application to the ABCC, seconded by Anderson with a vote of all ayes.

4. APPOINTMENTS/RESIGNATIONS:

4.1. Notice of Vacancies- LaBrie read the notice of vacancies and noted if anyone is interested in filling a vacant position to please send a letter of interest to the Town Manager's office.

It was then noted that the Montachusett Regional Transit Authority (MART) position was vacant, to which Barbaro stated he is unable to undertake as he has a conflict of interest. Additionally vacant upon Mr. Cyganiewicz's resignation is a position on the Communications Committee and an alternate position on the Montachusett Regional Planning Commission (MRPC).

Barbaro stated he would take the alternate position on the Montachusett Regional Planning Commission, and Anderson stated she would take the vacant position on the Montachusett Regional Transit Authority.

Anderson moved to appoint Barbaro to be an alternate member to the Montachusett Regional Planning Commission, seconded by LaBrie. Barbaro abstained, Anderson and LaBrie aye, the motion carried.

Barbaro moved to appoint Anderson to the Montachusett Regional Transit Authority, seconded by LaBrie. Anderson Abstained, Barbaro and LaBrie aye, the motion carried.

5. PERMIT/LICENSE APPLICATIONS:

- 5.1. Toll Booth/Voluntary Boot Drive Permit Application - Sat., May 25, 2019 – Wendell P. Clark Memorial YMCA- Dave Connor, member of the Clark Memorial Board of Trustees, came forward to represent the application. LaBrie noted the boot drive is the same time every year, will take place from 9:00AM to 12:00 PM, and coincides with the time slot the Board has permitted previously.

Mr. Connor stated that last year, they handed out day passes for the Clark to those who donated to the drive; it was well received and greatly appreciated and they intend to do so again.

Barbaro moved the Board approve the Toll Booth/Voluntary Boot Drive Permit for the Wendell P. Clark Memorial YMCA for Saturday, May 25, 2019 from 9:00AM to 12:00PM, seconded by Anderson with a vote of all ayes.

- 5.2. Hawker's/Peddlers Solicitation Permit Application – Meghan Toth, Vivint Solar- Meghan Toth came forward to represent her application for a Hawker's/Peddlers Solicitation Permit. LaBrie noted that Ms. Toth is applying to go door to door for Vivint Solar, to which Ms. Toth stated she has been in the solar business for a few years now; it is a win win situation, she believes in it, and it helps save the environment. It is a good feeling.

LaBrie stated that the Police Chief requests Ms. Toth's vehicle make and model be provided in case they receive calls regarding her door knocking. Additionally, LaBrie asked if Ms. Toth will be wearing an ID to which Ms. Toth replied yes, she has hats and shirts with the company logo on them as well.

Barbaro moved the Board approve the Hawker's/Peddlers Solicitation Permit for Meghan Toth, representing Vivint Solar, with hours being Monday through Saturday 11:00AM to dusk, but no later than 7:00PM, and to notify the Police Department when she will be in town soliciting each day, seconded by Anderson with a vote of all ayes.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:

- 6.1. Annual Update from the Fire Chief Tom Smith- Chief Tom Smith came forward to give the Board his annual update for the Winchendon Fire Department (WFD). As far as call volume goes, numbers are about the same as last year, but ambulance runs have gone up by about 1,560, which has led to over \$100,000 in additional funds to the WFD, and also more expenses for staffing and supplies. In the end, it all balances out.

Chief Smith continued, stating the tower damaged in the New Year's Day incident is out for repairs as the truck was damaged due to the bucket being slightly raised. Chief Smith has been in contact with the insurance adjusters as well as the company in Pennsylvania that is currently working on getting the custom bucket and other necessary parts remade. Additionally, another tower is out for routine maintenance to avoid more costly repairs down the road. Ambulances have also been in and out of the garage for repairs as two ambulances are frequently out on calls with greater call volume coming in. He is looking to replace an ambulance down the road along with the older engine; he has been working with the Capital Planning Committee on these two expenses. The Town Manager has worked well with the WFD as far as replacing engines and ambulances has gone in the past.

Over the year, the WFD has been lucky enough to receive several grants, one of which has allowed for two additional staff members. With the additional staffing, an extra person is able to meet on the scene and provide care that is needed. Additionally, Captain Vaine applied for the Senior Safe Grant and School Grant to help educate those in town about cooking safety, and included safety kits for the school kids for fire prevention. Also secured by the WFD is a \$1,000 grant for the Residential Sprinkler Coalition which allowed us to build a demonstration to show the effect a sprinkler could have on the fire in different locations and times. He is grateful for the amount of funding he has received from grants as they wouldn't be as successful as they are without the additional funds.

Chief Smith briefly summarized his Ambulance Write Off and Collections Policy, to which Mr. Hickey stated, should be brought back at an upcoming meeting for the Boards review.

Chief Smith then added for fire prevention and health and wellness fairs with the Wendell P. Clark Memorial YMCA, the WFD is partnering with the Red Cross to work with the community on smoke detectors for residents who don't have them; people don't like to ask for help, especially seniors. Additionally, if a residence or location is frequently visited by the WFD, we will work with the resident by pointing out different hazards in their home. The WFD also has gone to Scout and Little League meetings to review first aid.

Personnel updates include the retirement of Ricci Ruschioni, leaving a hole of knowledge for the WFD to fill, though he is always available for us to pick his brain when needed, as well as Christopher Hackett who suffered from a cardiac episode while at the hospital after responding to an ambulance call. He was hospitalized in Boston and has undergone several major surgeries; Mr. Hackett is still hospitalized. The WFD has been helping his family, and fundraisers are scheduled to be held in the community to help Mr. Hackett and his family with medical bills.

Chief Smith closed his update, noting the Fire Station Feasibility Study process is underway; proposals have been received and are being reviewed. This process will help move the WFD to the future; whatever is proposed by the study will be decided on based on cost and practicality. He said it is an exciting process, and he is sure it will be long but will be something the town desperately needs.

Anderson gave kudos to the Fire Department for the ease of use of their fire permit application that can be found online, their updates and involvement of the community, as well as their expertise in helping keep individuals calm in the case of an emergency. Barbaro and LaBrie stated they agreed with Anderson, and thanked Chief Smith for his time.

7. NEW BUSINESS:

- 7.1. Update on Winchendon Community Action Committee, Inc. by Director Jennifer Sibley- Jennifer Sibley, Winchendon Community Action Center Director, came forward and thanked the Board for allowing her the opportunity to share the last ten months she has shared with us as the director of the WCAC. She and her seven volunteers have come a long way in a very short time, and in that time have found that the four key components of the WCAC that are most vital are food insecurity, education, advocacy, and transportation. Based on our population, 3% of our residents are food insecure, which may seem like a small percentage, but in reality there are 390 residents coming in per month just for their large monthly food allotment. Another 2% don't always get pantry but receive what is called shelf items due to inadequate cooking space. Shelf is offered once per week to everyone and consists of private donations as well as donations from Hannaford. These numbers continuously rose over the year, and continue to rise. In January 2018, the WCAC served 190 individuals; in December of 2018 that number rose to 370.

Ms. Sibley continued, stating their most popular shelf items have been the WCAC gardens and the Noon Day Farm's donated vegetables; the WCAC intends on expanding their gardens this year. Additionally, clients were issued surveys to help get a better idea of their household likes and dislikes; this has reduced waste by 90% since Ms. Sibley began working at the WCAC.

Many programs have also been implemented regarding healthy eating, cooking healthy, eating on a budget, job skills, and resume writing to help educate those who need it. Education is vital, and implementing these programs has proven beneficial with a 95% success rate thus far. Ms. Sibley stated advocacy has become the most unknown asset at the WCAC, but she feels it is most important. The most vulnerable people in the community also become the most victimized, and she makes it her personal mission to never allow a referring agency she uses to violate or disregard a client's needs.

The WCAC also provides a transportation program, which can be overwhelming considering the need for it with a lack of public transportation in the area. The program provides trips to medical appointments, Market Basket, and Price Chopper. Additional programs that are worth mentioning are the Caregiver's Café Support Group, which offers support and guidance for those who are raising children that aren't their own and the Kid's Birthday Club, courtesy of the overwhelming response to the holiday programs with an abundance of left over toys that are now used to provide kids with a toy and a birthday cake on the month of their birthday.

The busiest and most rewarding time of year is around Thanksgiving and Christmas. Holiday food baskets were given for both major holidays, not just one holiday as it has been in years past, with the option of a ham, turkey or a lasagna. 168 baskets were made for Thanksgiving and 168 for Christmas. Also brought back to the WCAC was the kid's Christmas party; everyone had a wonderful time, and each child received a gift. The Winchendon Police Department bought and delivered pizza, the Winchendon Fire Department brought Santa in a ladder truck, and Subway, McDonalds and Cumberland Farms all donated desserts and juice as well. Parents were given 4 additional gifts per child to bring home for Christmas morning. There were a total of 199 kids in attendance.

Ms. Sibley closed with a quote from her 11 year old niece who said "See Auntie, that's why I love it here. People come in sad and scared, and then they leave smiling, laughing and talking." That sums it all up in once sentence. Ms. Sibley thanked the Board for their time.

LaBrie stated she knows Ms. Sibley has worked incredibly hard.

Barbaro gave Ms. Sibley and the volunteers kudos for pulling off the 168 dinners and 199 toys for kids and stated the Town is in a better place when people like you step forward; your effort is appreciated.

Anderson added Ms. Sibley does a wonderful job reaching out to the community for things when there are others in need. Ms. Sibley replied the community here is wonderful, to which Anderson stated you do it so well, thank you.

Barbaro asked the Board take a two minute recess to set up for the Capital Improvement Presentation.

Barbaro moved the Board take a two minute recess, seconded by Anderson. With a vote of all ayes the Board entered recess at 7:24PM.

The Board returned from recess at 7:29PM.

7:00 P.M.

7.2. Presentation of Capital Improvement Plan by Capital Planning Committee- Hickey turned the meeting over to the Capital Planning Committee (CPC) who is in attendance to review what the recommended plan is for 2020 to 2025. Barbaro, the CPC Chairman, stated the CPC intends on meeting to devise a long-term comprehensive plan for projects moving forward. Each department came before the CPC, and in the end the committee has decided to fund the following projects through Capital Appropriation; the replacement of a dump truck for the DPW in the amount of \$20,000, the replacement of two cruisers for the Police Department in the amount of \$90,000, the repair/replacement of the retaining walls at Murdock Middle High School in the amount of \$75,000, the Water Treatment Plant Capital Replacement Program in the amount of \$50,000, the replacement of a DPW Emergency Response Truck in the amount of \$21,000, and to repair/replace the leaking wastewater pipe for the Waste Water Treatment Facility in the amount of \$80,000. Each of these appropriations are a zero cost to the taxpayers.

Applications for funding have gone out to the Robinson- Broadhurst Foundation for the following; the Reconstruction of Central Street in the amount of \$250,000 to be used for any reconstruction that would take place underneath the pavement, DPW garage roof replacement in the amount of \$205,000, and the DPW garage septic system installation in the amount of \$45,000.

The State of Massachusetts will fund the following requests; the reconstruction of Central Street in the amount of \$3,777,428 to take care of the remainder of the project according to Complete Streets and State Requirements, and road improvements and maintenance in the amount of \$447,000.

Hickey noted additional grant funds will be utilized to replace the dump body of a DPW truck in the amount of \$20,972, as well as the anticipated approval of Robinson-Broadhurst Foundation funds in the amount of \$27,375 to pay for an all-terrain vehicle for the WFD and other town needs, and \$29,000 for computers to go into the Police cruisers as the current computers' life span are at the end.

Barbaro noted we have roughly \$185,000 of Capital Appropriations that won't cost any additional money to the tax payers, and the CPC will meet later on when we find out what the Town has available for Free Cash.

Anderson asked how the CPC decided which requests would be funded to which Barbaro replied requests were chosen by their safety factors and whether a comprehensive plan was in place or not to utilize the funds. He stated it is not easy to review all of the funds, but the Town Manager has been helpful in looking at alternative funding mechanisms.

Anderson moved the Board accept the FY20 Capital Improvement Plan as presented this evening, seconded by LaBrie with a vote of all ayes.

- 7.3. Discussion on Accepting State Grant for the Replacement of the Robbins Rd. Culvert- Hickey noted he asked Mr. Gallant to be present in case the Board has any questions; no action is required by the Board, he just wanted to make them aware that the Town has been awarded \$500,000 in grant funds that will be used to partially fund the replacement of a small bridge on Robbins Road. Hickey is also requesting the water and sewer main be replaced while the road construction is occurring; it is more cost effective to take care of those issues as the water and sewer mains are both at least 100 years old. The estimated cost of the culvert replacement is \$879,000, meaning the town is potentially responsible for paying the difference of \$390,000. At some point in 2021, we will have to determine how the project will be funded. If a request is brought before the voters and denied, the town will be responsible for the costs incurred for the engineering work. There are other grant monies the town is potentially eligible for to reduce the total expense. Hickey stated he just wanted to bring this to the Boards attention to ensure plenty of time to plan.

After further discussion, LaBrie entertained a motion.

Barbaro moved the Board direct the Town Manager to notify the Small Bridge Program staff that Winchendon will accept the Small Bridge Grant to replace a culvert on Robbins Road, seconded by Anderson with a vote of all ayes.

8. OLD BUSINESS:

- 8.1. Continued Discussion on Funding Partial Demolition of 283 Lincoln Ave. Extension- Hickey notified the Board that he has been exploring options for local funding to demolish the property at 283 Lincoln Ave. Extension. After meeting with the Assistant Attorney General a couple weeks ago, he found that available funds are primarily for residential buildings or buildings that are in a shape where they can be fixed or renovated. The matter was supposed to go before the Finance Committee a couple weeks ago, but due to inclement weather the meeting was rescheduled. The request to seek funding from the Snow and Ice Reserve Account will go before the Finance Committee February 19, 2019.

LaBrie stated the Board will have to wait until the Finance Committee meets on the 19th, and bring this back to the table after a decision is made.

9. TOWN MANAGER'S REPORT:

1. Financial Updates-

- a. Department heads have reviewed their budgets half way through the fiscal year and I am anticipating the need for some year-end transfers. The Veteran's Services budget is anticipated to be overspent by \$20,000. I anticipate the Police and Fire Department budgets may need some additional funding as well due to vacancies and/or long term illnesses.

Anderson asked why the budget would be off by that great of an amount, to which Hickey replied over the last few years Mr. Gauthier, the Town's Veteran's Agent, has picked up additional clients who have incurred some abnormal expenses.

2. Personnel Updates-

- a. Tracy Murphy and I interviewed candidates for the part time Planner position that is currently open. An offer has been made to a candidate and I am awaiting their decision.

Hickey added a job offer was made to one of the applicants and we are anticipating a formal acceptance this week. She would be a tremendous addition to the team.

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 that the demolition of the tower is due to start in the near future. In anticipation of the demolition, some timber was cut and advertised for sale. The Town is still looking to sell or give away the wood to anyone who is interested; it is a combination of hard and soft wood. Anyone interested can call the Town Manager's Office.

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

4. Miscellaneous Updates –

- a. The insurance adjuster has agreed to the scope of repairs for the Fire Department building damage. The repair company has ordered the parts necessary to make the repairs. The contractor is coordinating with the door company to raise the height of the bay door to reduce the risk of this occurring again in the future. Once the parts are delivered the contractor estimates it will take them a week to complete the station part of project.
- b. MIIA is also working with the ladder truck manufacturer to replace the tower platform as soon as possible. There has not been a date identified for the return of the truck. In the meantime Chief Smith is checking with the adjuster to see if the cost of a loner aerial would be covered by the insurance.
- c. The new engine has an electrical issue that controls many of the functions on the truck. The truck is going to the manufacturer in the near future for repairs. Chief Smith is checking with area departments to borrow a reserve engine for the week Winchendon's engine is being repaired.
- d. On Monday January 7, 2019 members of the Toy Town Partnership (TTP) and the Community & Economic Development Steering Committee (CEDSC) voted to merge to become the Toy Town Community Partnership. Prior to this consolidation, both committees worked with a similar mission. Having one committee now merges community and economic development efforts into a more concise process.

Consolidated Mission Statement: Responsibilities include initiating, developing and coordinating projects and plans that enhance the quality of life and economic vitality of Winchendon by providing citizen support to Town Hall.

Roles and Responsibilities:

1. Provide valuable insight into Community and Economic needs of the community.
2. Assess current and projected local and regional trends to help identify priorities so that funding sources such as Community Development Block Grant (CDBG)

and Economic Development Fund (EDF) and various other sources can help meet such priorities.

3. Support efforts to implement the goals and objectives of the Winchendon Master Plan.

10. **MINUTES:**

10.1 Monday, January 28, 2019 Regular Meeting- *Anderson moved to approve the minutes for Monday, January 28, 2019 as presented this evening, seconded by Barbaro with a vote of all ayes.*

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

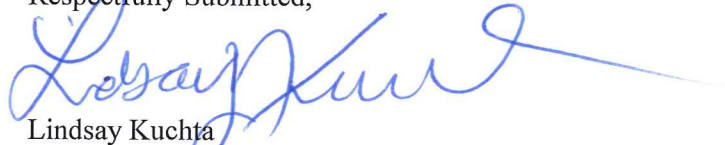
12. **AGENDA ITEMS:** LaBrie noted the next meeting will be held on February 25th, and a joint meeting is scheduled to be held this Thursday at 6:30PM to discuss the Monty Tech representative. Anyone interested in filling the position should submit their letter of interest to the Town Manager's office by Wednesday, February 13th, no later than 4:00PM. Additionally, next Monday is President's Day; all Town offices will be closed.

13. **EXECUTIVE SESSION:**

Barbaro moved the Board enter into Executive Session under Exemption #3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares and to reconvene into Public Session for the sole purpose of adjournment, LaBrie so declared, seconded by Anderson. By a vote of roll call, Barbaro aye, Anderson aye, and LaBrie aye, the Board entered executive Session at 8:14PM.

14. **ADJOURNMENT:**

Respectfully Submitted,



Lindsay Kuchta
Recording Secretary