

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
INCLUDES JOINT MEETING WITH THE FINANCE COMMITTEE
MONDAY, MARCH 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:

- National Grid and Verizon New England Pole Petition- One Joint Owned Pole, Mill Glen Road (filed)
- Application for Multiple Amendments- Toy Town Pub, Inc., 28 Railroad Street (filed)
- Letter of Resignation from Conservation Commission- Lionel Cloutier (filed)
- Town Manager's Recommended Fiscal Year 2020 Budget Presentation (filed)
- Linda Daigle MEMO Re: Review of Board of Selectmen's License/Permit Fees (attached)
 - Board of Selectmen Liquor License Fee Survey Dated February 2019
 - Board of Selectmen Miscellaneous License/Permit Fee Study
- Fire Department's Hardship/Bill Reduction Proposal- 2nd Reading (filed)
- Ambulance Billing/Collections Policy Review- 2nd Reading (filed)
- Proposed Amendment to Personnel Rules and Regulations- 2nd Reading (filed)
- Report of the Town Manager (attached)
- Minutes approved:
 - Monday, February 25, 2019 Regular Meeting
 - Monday, February 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:

There were no Selectmen's comments this evening.

2. PUBLIC COMMENTS AND ANNOUNCEMENTS:

There were none this evening.

3. PUBLIC HEARINGS:

3.1. POLE PETITION PUBLIC HEARING

- 3.1.1. National Grid and Verizon New England Petition - One Joint Owned Pole, Mill Glen Road- LaBrie read the Public Hearing Notice.

Barbaro moved to open the public hearing, seconded by Anderson with a vote of all ayes.

Javier Morales came forward to answer any questions the Board may have regarding the petition. LaBrie asked if there were any questions from the Board to which they replied no. LaBrie then asked if there were any questions from the abutters, there was no response.

Barbaro moved to close the public hearing, seconded by Anderson with a vote of all ayes.

Barbaro moved to approve the petition for one Jointly Owned pole at Mill Glen Road as presented, seconded by Anderson with a vote of all ayes.

LaBrie informed the Board that after rescheduling a public hearing at the last meeting, she looked into the rules of holding a pole petition public hearing and noted unless the Board has questions, a representative from National Grid is not required to be in attendance to hold the public hearing.

3.2. LIQUOR LICENSE PUBLIC HEARING:

3.2.1. Application for Multiple Amendments – Toy Town Pub, Inc., 28 Railroad St.- Barbaro read the public hearing notice.

Anderson moved the Board open the public hearing for Toy Town Pub, Inc., seconded by Barbaro with a vote of all ayes.

John Thayer came forward, and stated he is the president of Toy Town Pub, Inc. Mr. Thayer noted that upon the death of the owner of the business, the ownership was placed into a trust but the proper paperwork was not taken care of, and that is why he is before the Board this evening.

With no questions from the Board or public, *Barbaro moved to close the public hearing, seconded by Anderson with a vote of all ayes.*

Barbaro moved the Board, acting as the Local Licensing Authority, approve the Change of Officers/Stock or Ownership Interest for the All Alcoholic Beverages On-Premise License of Toy Town Pub, Inc. and to forward the application to the ABCC, seconded by Anderson with a vote of all ayes.

4. APPOINTMENTS/RESIGNATIONS:

4.1. Resignation of Lionel Cloutier from the Conservation Commission- LaBrie noted Mr. Cloutier's resignation is effective immediately. Barbaro thanked him for his service.

Barbaro moved to approve Mr. Cloutier's resignation and thanked him for his service. Motion seconded by Anderson.

Anderson stated that with Mr. Cloutier's resignation, we are left with a vacancy on the Conservation Commission; those who are interested can send a letter to the Town Manager.

By a vote of all ayes, the motion carried.

Barbaro moved to take "8. Old Business" out of order, seconded by Anderson with a vote of all ayes.

8. OLD BUSINESS:

8.1 Fire Department Hardship/Bill Reduction Proposal – 2nd Reading- Tom Smith came forward for the second reading of the Fire Department Hardship/Bill Reduction Proposal. LaBrie asked if the Board had any further questions for Mr. Smith to which Barbaro asked when he would like the proposal to be put into effect. Mr. Smith stated he would like for the proposal to take effect this evening.

Barbaro moved the Board adopt the Fire Department's Hardship/Bill Reduction Proposal presented this evening with an effective date of March, 11, 2019, seconded by Anderson with a vote of all ayes.

8.2 Ambulance Billing / Collections Policy Review – 2nd Reading-

Barbaro moved the Board adopt the Fire Department's Amended Ambulance Billing / Collections Policy presented this evening with an effective date of March 11, 2019, seconded by Anderson with a vote of all ayes.

8.3 Proposed Amendment to Personnel Rules and Regulations – 2nd Reading- LaBrie asked Hickey if any changes were made to the document to which he replied no.

Barbaro moved the Board adopt the Personnel Rules and Regulations Amended Policy presented this evening with an effective date of March 11, 2019, seconded by Anderson with a vote of all ayes.

Barbaro moved to take “7. New Business” out of order, seconded by Anderson with a vote of all ayes.

7. NEW BUSINESS:

7.1. Review of Board of Selectmen’s License/Permit Fees-Hickey noted Daigle spearheaded this agenda item and passed it off to her to address. Daigle noted she reached out to the other communities in Massachusetts who currently charges for their licenses and permits issued that are similar to the Board’s. The last time the Board increased fees was in 2016, and prior to that in 2012. Daigle stated that a few communities haven’t adjusted their fees in some time which may skew the averages.

For liquor licenses, there is a proposal to increase the fee \$200 per type of license with the exception of the Club license, which was increased by \$100 and the Board’s Special One Day licenses show a slight increase of \$10 each. Daigle continued, stating some towns and cities charge an application fee for processing liquor license applications. The fee would include the review of the application, which is proven to be time consuming, and the cost to advertise the public hearing which runs around \$100. The applicant would also have to reimburse the Town for certified mail to abutter’s if required by the ABCC. Daigle proposed a \$150 fee to process the applications if the Board so chooses.

After further discussion, a motion was made.

Barbaro moved the Board approve the proposed fees for licenses and permits issued by the Board of Selectmen as presented this evening effective July 1, 2019, seconded by Anderson.

Daigle requested the motion be amended so proposed fees are effective January 1, 2020 for renewals as the applicants have all paid their fees for this year.

Barbaro amended the motion to make the effective date to January 1, 2020, seconded by Anderson.

LaBrie stated adjusting fees every four years seems reasonable.

With a vote of all ayes the motion carried.

Barbaro moved to enter into recess until just after 7:00PM, seconded by Anderson with a vote of all ayes.

The Board entered recess at 6:55PM.

LaBrie called the meeting back to order at 7:06PM.

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

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:

6.1. JOINT MEETING WITH FINANCE COMMITTEE

Finance Committee Chairman Tom Kane called the Finance Committee meeting back to order at 7:06PM.

Finance Committee members in attendance were Tom Kane, Chairman, Charles Corts, Douglas R. Delay, Amy Salter, Charles Husselbee, and Brianna Roberts, Recording Secretary. Vice Chair, absent from this meeting, was Christian Orobello.

- 6.1.1. Town Manager's FY20 Draft Budget Presentation- Hickey started off by stating if anyone has any questions they can ask them at any time. He thanked the Boards and department heads for all of their hard work to help him come to his recommended budget. Hickey noted that within this budget, he did not have to account for the deficit bond, which will allow the School and Town both to utilize just over \$400,000 in other ways.

Hickey continued, noting it is important to not impact future budgets when working on the upcoming year's budget, and a number of policies have been put in place by the Board of Selectmen and Finance Committee that have improved the Stabilization Fund. Additionally, the Town will be looking at some new revenues this coming year with Solar PILOT agreements and hopefully with the marijuana industry.

As far as the budget process goes, the warrant will close April 8, 2019; there may be a petition requesting the Town maintain private roads. Two weeks from tonight, March 25, 2019, both the Finance Committee and Board of Selectmen will meet again to bring the final draft budget forward with maybe a few minor changes. Between now and then, the Town will have received verification on insurance costs for FY20. The public hearing for the Finance Committee is April 30, 2019, and Town Meeting is scheduled to be held May 20, 2019. A Special Town meeting will be held for the warrant as it is seen today; Hickey expects eighteen to twenty articles, and assumes some petitions will go through as well.

Hickey began reviewing the Budget; noting that Article 2 is regarding the privately owned building on Lincoln Avenue Extension. Initially, Hickey proposed to use unspent Snow and Ice Reserve funds to help with the cost of demolishing the dilapidated building. This money was proposed, as legally, a municipality is allowed to overspend on their Snow and Ice budget, and at the time, we had been having a mild winter. Since then the proposal to use those funds has been taken back. The project has proved to be more expensive as there is a lot of asbestos in the walls of the property, which needs to be taken care of by a licensed facility. Hickey would like to see if there is any room in the budget to take care of this, though the budget is very tight at this time. The building is secured solely by the catwalk and is a safety hazard.

Hickey continued presenting the budget.

Kane asked how the change in the contract services for the Waste Water Treatment Facility (WWTF) effects the indirect costs, to which Hickey replied the Town is outsourcing the WWTF and we do not have the wages or budgeting for retirement, health insurance and other indirect costs. Changes in the detail of appropriation include general expenses; electricity has been reduced due to the solar array at the transfer station, as well as the salary of the Water/Sewer clerk. Chemicals for the WWTF have been kept as a Town expense because at this time, the Town is able to get a better price than Veolia when purchasing them. Kane noted he was surprised the costs didn't drop more for the WWTF to which Hickey replied not all of the three employees at the WWTF took the Town health insurance, and all three of those employees now work for Veolia rather than the Town.

Hickey then noted he feels \$125,000 for compensation adjustments is sufficient for union and non-union employees; all five collective bargaining agreements are due to expire in four months, and he did not want to assign estimated costs to departments with unionized employees. Once the collective bargaining agreements have been finalized between the Town and unions, he will transfer the costs with the union contract to the departments with the union employees.

Additionally, Hickey stated that two weeks ago, the Town cut their last check to pay off the deficit bond. The Town is required to maintain a reserve account for two years after the payoff date of the bond.

About a year ago, the Fire Department received a SAFER grant which allowed them to hire three new fire fighters. The cost for the Town for the additional staff was \$83,000, but Hickey mistakenly did not

include about \$40,000 in the FY19 Fire Department budget. The Town will have to make up for the shortfall in the budget this year and absorb the cost; otherwise we would have seen the cost go down by \$40,000 this year.

The DPW is proposing two new equipment operator positions in the amount of \$77, 678. In Hickey's time here, the DPW has not seen a staffing increase, and at this point we have added firefighters, police officers and dispatch employees. The DPW is in desperate need for staffing as they can't keep up with the maintenance items that need to occur.

Hickey then added that after going out to bid and with the review and work of the Insurance Advisory Committee, the Town will be switching to MIIA for health insurance coverage. Assuming employees move to plans with MIIA as the ones they currently hold, we will be saving and decreasing costs by \$67,000. If the Town were to stay with the GIC for insurance, the costs would have increased by \$167,000. Additionally, the Town was able to lock in their rate for two years.

The School's budget has increased by \$400,000, and certainly half of that is due to no longer having to pay the indirect costs of debt payment. Additionally, Hickey is proposing that the School get 50% of the PILOT revenues generated. The School has seen significant changes with Joan Landers as the Superintendent; she brings confidence and change will bring more moving forward.

Article 6 is regarding the proposed water fund budget; the recommended water budget requires a water rate increase of \$0.12 per thousand cubic feet. This equates to a 2.32% increase in rates. Additionally being proposed is a three year lease/purchase of a water emergency response truck in the amount of \$21,000. The water department currently has to make several trips during water breaks as their trucks are not equipped to carry the tools needed to tend to water emergencies.

Hickey then reviewed the reasoning behind the outsourcing of the WWTF, stating the Town was aware that the licensed employees at the WWTF were nearing retirement, and in order to abide by State regulations, the Town chose to outsource to ensure those who were managing the facility were properly licensed. Hickey believes that by next year the Town should see some savings in the chemical and electricity costs as well as water consumption.

Hickey proposed a small increase in the transfer station budget to deal with the costs associated with the disposal of recycling. He noted that he does not like bringing fee increases forward but it is something that needs to be done.

It was asked how the numbers for school spending was derived to which Hickey replied Chapter 70 funds and local contribution provided by the State.

Hickey noted in relation to Article 10, in FY19 160 students from Winchendon are attending Monty Tech, in comparison to FY20, where 130 students will be attending. The number of students who apply to Monty Tech has dropped by 27%.

Article 11 is the proposal of roof repair for the DPW building. Hickey stated he is anticipating \$250,000 from the Robinson-Broadhurst Foundation to be funded over a course of three years, and is proposing to transfer or borrow an additional \$250,000 of appropriated funds to repair the roof. The roof is in poor condition and has needed the repair for some time. If the Town does not receive the grant from the Robinson-Broadhurst Foundation, then the roof does not get repaired. He noted we will know if we have been approved for the grant just before or after Town Meeting.

LaBrie thanked Hickey for his thorough and complete presentation.

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

The Board entered recess at 8:41 PM.

The Board reconvened at 8:46PM.

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

1. **Financial Updates-**

- a. I am scheduled to present the final version on my recommended FY20 budget to the Selectmen and Finance Committee on March 25th. Once you have had an opportunity to review my proposed budget please let me know what questions you have so I can provide you the information you need.
- b. I will be seeking the Finance Committee's approval to transfer \$60,000 from the Snow and Ice reserve into the Snow and Ice account to cover the current over expenditure at their next meeting.

2. **Personnel Updates-**

- a. Susan Kowaleski was hired as a Part time Animal Control Officer in the Police Department.

3. **Project Updates-**

- a. The Fire Department building repairs will be started on April 1st. The contractor expects to complete the work by April 5th. There is still no timetable for the return of the ladder truck.

Hickey added the work will include increasing the height of the garage door to the building and provide a better buffer between the top of the ladder truck and the opening of the door. The ladder will be repaired as quickly as possible.

4. **Miscellaneous Updates –**

- a. I was contacted by an attorney representing Brandywine requesting a meeting to discuss the redevelopment of White's Mill with myself and other staff. I offered dates and am awaiting his response.

Hickey noted a meeting has been scheduled for Wednesday, March 13th with Conservation Officer David Koonce, Planning and Development Director Tracy Murphy, a representative from KP Law, himself, and the attorney for Brandywine. The owners have been invited to the meeting but have declined. If appropriate, Hickey said he will put any necessary items on an upcoming agenda to update the Board and public.

- b. Al Gallant, Jim Abare, David Koonce, Tracy Murphy and I attended a meeting at Brandywine on Wednesday, March 6th to hear an update on the plan to breach the White's Mill Dam. The engineering firm representing Brandywine has an aggressive schedule that shows the dam being breached in the fall of 2019. With approvals needed from a number of the State agencies and Winchendon Conservation Commission, a fall breach seems optimistic. Town staff will be reviewing the Expanded Environmental Notification Form completed by Brandywine's engineer and submitting written comments to the State's Energy and Environmental Affairs Office. The engineer's report is on the Town website if anyone is interested in reviewing the document.

Hickey added that at this point Brandywine is proposing to breach the dam and remove a portion of the walls; it is less expensive than repairing. They have also requested a waiver of some environmental studies from the Conservation Commission. Brandywine's hope to breach the dam this fall is unlikely and an aggressive approach; the State and Conservation Commission need additional information before this can take place. The impact of breaching the dam will vary depending on the time of year. Hickey stated he will keep the Board and public updated as he learns more. There is a link on the Town's website for those who wish to review the engineering report of the dam.

10. **MINUTES:**

10.1 Monday, February 25, 2019 Regular Meeting- *Anderson moved the Board accept the Regular Meeting minutes for February 25, 2019, seconded by Barbaro with a vote of all ayes.*

10.2 Monday, February 25, 2019 Executive Session- *Anderson moved for approval only of the Executive Session minutes of February 25, 2019, seconded by Barbaro. By a roll call vote, Anderson aye, Barbaro aye and LaBrie aye, the minutes were approved.*

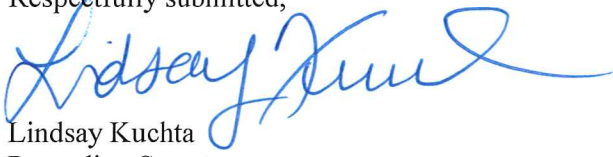
11. **COMMUNICATIONS:**

12. **AGENDA ITEMS:** LaBrie noted the next meeting will be held on March 25, 2019 and will be with the Finance Committee.

13. **EXECUTIVE SESSION:** *Anderson 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. Motion seconded by Barbaro. By roll call vote, Anderson aye, Barbaro aye, and LaBrie aye, the Board entered Executive Session at 8:58PM.*

14. **ADJOURNMENT:**

Respectfully submitted,



Lindsay Kuchta
Recording Secretary

