

TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
INCLUDES JOINT MEETING WITH FINANCE COMMITTEE AND SCHOOL COMMITTEE
INCLUDES JOINT MEETING WITH TRANSFER STATION STUDY COMMITTEE
MONDAY, JUNE 13, 2016 6:30 P.M.
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.

Present:

Barbara Anderson, Chairwoman
Audrey LaBrie, Vice-Chair
Michael Barbaro
Amy Salter
Austin Cyganiewicz

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

List of Documents Presented at Meeting:

- End of Year Budget Transfers spreadsheet (attached); End of Year Budget Transfers (15) (filed)
- Transfer Station Study Committee Report and Recommendations (filed)
- List of Appointment Renewals for Fiscal Year 2017 beginning July 1, 2016 (attached)
- MART Advisory Board Representative Request (filed)
- Live Entertainment Permit Application – Parks and Recreation Summer Concert Series (filed)
- Live Entertainment Permit Application – Winchendon Historical Society Pig Roast July 9, 2016 (filed)
- Live Entertainment Permit – Gardner Area League of Artists (GALA) Monthly Coffee House and Jam Sessions (filed)
- MRPC letter regarding the Local Adoption of the Montachusett Regional Natural Hazard Mitigation Plan 2015 Update; Summer of changes provided by Health Inspector, Jim Abare; draft “Certification of Adoption” (filed)
- Water/Sewer Abatement Application – 1 Cottage Street (filed)
- Water/Sewer Abatement Application – 85 High St. (hold for July meeting)
- Memo from Fire Chief requesting the Board abate the old uncollectable ambulance bills (attached)
- Draft Fuel Efficiency Policy and Memo from Town Manager (attached)
- Report of the Town Manager (attached)
- Minutes Approved: (filed)
 - o Monday, April 25, 2016 – Regular Meeting
 - o Monday, April 25, 2016 – EXECUTIVE SESSION (Approved, not for Release)

Chairwoman Anderson called the meeting to order at 6:31 p.m. with the Pledge of Allegiance to the Flag of the United States of America. The Finance Committee reconvened their meeting held earlier this evening. The meeting aired live on local cable access channel 8.

A moment of silence was held in remembrance for the people that died in the unfortunate incident in Orlando, Florida yesterday.

Announce audio/video recording disclosure – When asked by Chairman Anderson if anyone would be recording the meeting this evening, there was no response.

**BOARDS/COMMITTEES/DEPARTMENT HEADS:
JOINT MEETING WITH FINANCE COMMITTEE**

Finance Committee Members present this evening were: Chairman Tom Kane, Vice-Chair Robert Guenther, Ulysse Maillet, Cyndi Leroy, Christian Orobello, Dr. Maureen Ward and James Robichaud

School Committee members were in attendance to participate in Open Session.

Continued Discussion on Re-establishment of the Cable Committee

Chairman Tom Kane spoke about the topic of the Cable Committee which had come up at one of their meetings. There was a question of whose department was responsible for the public access television. He wondered what other town's do. He said some towns have a very active committee to oversee public access. He spoke of the prior committee that was formed to work on the new cable contract and then it was disbanded once the contract was signed. He asked the Board of Selectmen to consider having a committee.

Chairman Anderson asked about the contract committee versus a Communications Committee. Mr. Hickey said it depends on what the communities interest is and how the Board wants to establish a committee. Greg Vine asked if this would be a Board of Selectmen or Town Meeting that would establish the committee. Mr. Hickey replied he believed Board of Selectmen. Selectman Cyganiewicz said instead of a Cable Committee we should have a Communications Committee. He said they could look at how we can market the town. Chairman Kane said we want the committee to be made up of residents that want to be involved. Greg Vine said his concern in establishing this committee is the difficulty in manning the committees we have now. He said right now we have a resource in our cable access channel that is not being utilized. Chairman Anderson agreed. She said we have services available to people in Winchendon. She said the Fire Department does a fabulous job in multimedia. Selectman Barbaro said we are looking at a grant to fix the cable station because it's outdated and we are planning on having a camera that people can take out in the future. He said we have two cable stations assigned to us, with new equipment we can air live events.

Selectman Cyganiewicz respectfully disagreed, he said the committee would set goals and look at strengths and weaknesses of our social media public access. He said it's important to have a committee and he doesn't think we have to wait. Danielle Hart said maybe Selectman Cyganiewicz would like to take the lead. Selectwoman LaBrie agreed it's important but doesn't want it to be too big. **Selectwoman LaBrie moved to establish a Communications Committee consisting of six members, one from the following Board of Selectmen, School Committee, Finance Committee, IT and two people from the community.** Ulysse Maillet cautioned about six members. **Selectwoman LaBrie amended her motion to have seven members.** Chairman Kane said we want people who have passion for this and not necessarily people already on the board. He said he thinks they should have people who want to be on the committee and who have expertise.

Selectwoman LaBrie moved to amend her motion to establish the Communications Committee consisting of seven members who are residents of the town; Selectman Cyganiewicz seconded.

ANDERSON (Y) LABRIE(Y) BARBARO(Y) SALTER(Y) CYGANIEWICZ(Y)

Selectwoman LaBrie said if interested in being appointed, to send a letter of interest to Mr. Hickey in care of the town hall.

Schedule of Quarterly Meetings

Finance Chairman Kane spoke about having quarterly meetings in September, January, April (prior to Town Meeting) and in June. Danielle Hart said she is happy to offer Thursday, September 1st at the regular School Committee meeting for the first joint quarterly meeting. After discussion September 1, 2016 at 6:30 p.m. will be the first joint quarterly meeting. They will decide future meetings after this.

School Superintendent Steven Haddad introduced Rich Ikonen the new School Business Manager. Mr. Ikonen said hello to all and gave them some background information on himself. He said he is a Certified Business Manager with a MBA. He is looking forward to coming to Winchendon. He was welcomed by all.

Finance Chairman Kane announced that Ulysse Maillet is retiring from the Finance Committee at the end of month. He said Mr. Maillet has been on the Committee since 2004 and has been valuable. He has been a confidant to him, sharing his experience and helping him. He wanted to bring this to everyone's attention. Mr. Maillet received a round of applause. Robert Guenther said many of the programs developed over the years, came from Ulysse. He said we know have a policy and procedure for Finance. He said we will miss him. Mr. Maillet said he has enjoyed the last twelve years; it's been a lot of work. It's time for him to move on and do something different. He said he was fortunate to work with a lot of hard working people in this town. He thanked everyone. Chairman Anderson said on behalf of the town she would like to extend deep gratitude to him for all his work.

Selectwoman LaBrie moved for a ten minute recess; Selectman Barbaro seconded.

ANDERSON (Y) LABRIE(Y) BARBARO(Y) SALTER(Y) CYGANIEWICZ(Y)

A recess was taken at 7:03 p.m.

RECESS

JOINT MEETING WITH THE FINANCE COMMITTEE – The Joint meeting of the Board of Selectmen and Finance committee reconvened at 7:13 p.m.

End of Year Budget Transfers

Each End of Year Budget Transfer was reviewed and voted by each Board. Chairman Kane said the process is for the Board of Selectmen to make the motion, second and vote and then the Finance Committee will motion, second and vote.

1. A motion was made by Selectwoman LaBrie to approve the transfer of \$4,000 from the BML Librarian account to the BML Contractual Services account; Selectman Barbaro seconded. All aye.

Christian Orobello asked why there is that much left in the Librarian account. Mr. Hickey said because of a vacancy in the Library position.

A motion was made by Ulysse Maillet to approve the transfer of \$4,000 from the BML Librarian account to the BML Contractual Services account; Robert Guenther seconded. Vote 6 yes; 1 abstained (Dr. Maureen Ward)

2. A motion was made by Selectman Barbaro to approve the transfer of \$4,000 from the Pensioner account to the Assistant Treasurer Collector account; Selectwoman LaBrie seconded. All aye.

James Robichaud asked for an explanation for this transfer. Mr. Hickey said it was a pay rate increase. Ulysse Maillet asked if it was contractual. Mr. Hickey said no. **A motion was made by Ulysse Maillet to approve the transfer of \$4,000 from the Pensioner account to the Assistant Treasurer Collector account; Dr. Maureen Ward seconded. Vote 6 yes; 1 abstained (Robert Guenther)**

3. A motion was made by Selectman Barbaro to approve the transfer of \$550 from the Finance Committee Subscription account to the Finance Committee Secretary account; Selectwoman LaBrie seconded. All aye.

A motion was made by Dr. Maureen Ward to approve the transfer of \$550 from the Finance Committee Subscription account to the Finance Committee Secretary account; Robert Guenther seconded. All aye.

4. A motion was made by Selectman Barbaro to approve the transfer of \$9,500 from the Health Insurance account to the FC Professional Services account; Selectwoman LaBrie seconded. All aye

A motion was made by Ulysse Maillet to approve the transfer of \$9,500 from the Health Insurance account to the FC Professional Services account; Dr. Maureen Ward seconded. All aye.

5. A motion was made by Selectman Barbaro to approve the transfer of \$5,000 from the Ambulance EMT's account to the Ambulance Medical Supplies account; Selectwoman LaBrie seconded. Vote 4 yes and 1 abstained (Selectman Cyganiewicz).

A motion was made by Robert Guenther to approve the transfer of \$5,000 from the Ambulance EMT's account to the Ambulance Medical Supplies account; Ulysse Maillet seconded. James Robichaud asked for an explanation for this transfer. Mr. Hickey said the number of ambulance runs increased and the cost of supplies have increased. **All aye.**

6. A motion was made by Selectman Barbaro to approve the transfer of \$15,000 from the Fire Houseman account to the Fire Equipment account; Selectwoman LaBrie seconded. Vote 4 yes; 1 abstained (Selectman Cyganiewicz).

A motion was made by Ulysse Maillet to approve the transfer of \$15,000 from the Fire Houseman account to the Fire Equipment account; Robert Guenther seconded. Ulysse Maillet asked when did you know it needed to be replaced. Mr. Hickey said it recently has been in disrepair. Chairman Kane said there is a healthy surplus in the Fire Department accounts. Mr. Hickey said the number of employees is down from previous years. James Robichaud asked what the life expectancy is. Mr. Hickey said he doesn't know, he said it depends on the use. **All aye.**

7. A motion was made by Selectman Barbaro to approve the transfer of \$1,500 from the Community Development Grants account to the Principal Planner account; Selectwoman LaBrie seconded. All aye.

A motion was made by Robert Guenther to approve the transfer of \$1,500 from the Community Development Grants account to the Principal Planner account; Dr. Maureen Ward seconded. James Robichaud asked for an explanation for the transfer. Mr. Hickey said the money was set aside for employees assisting with grants in FY16. He said they contracted with MRPC to write the grant. This is a transfer line item for professional services. **All aye.**

8. A motion was made by Selectman Barbaro to approve the transfer of \$5,000 from the Health Insurance account to the Dispatch Overtime account; Selectwoman LaBrie seconded. All aye.

A motion was made by Ulysse Maillet to approve the transfer of \$5,000 from the Health Insurance account to the Dispatch Overtime account; Dr. Maureen Ward seconded. James Robichaud asked for an explanation for the transfer. Mr. Hickey said we had an unbudgeted sick leave. **All aye.**

9. A motion was made by Selectman Barbaro to approve the transfer of \$5,000 from the Health Insurance account to the Police Overtime account; Selectwoman LaBrie seconded. All aye.

A motion was made by Robert Guenther to approve the transfer of \$5,000 from the Health Insurance account to the Police Overtime account; Dr. Maureen Ward seconded. Mr. Hickey said we had some long term injuries of Police Officers and there was a need to cover those shifts with overtime. **All aye.**

10. A motion was made by Selectman Barbaro to approve the transfer of \$4,700 from the Water Contingency account to the Water Overtime account; Selectman Cyganiewicz seconded. Selectwoman LaBrie asked if there

were any issues that are going to require overtime. Mr. Hickey said we have had water main breaks in town that has caused a need for overtime. **All aye.**

A motion was made by Ulysse Maillet to approve the transfer of \$4,700 from the Water Contingency account to the Water Overtime account; Robert Guenther seconded. A question was asked about the Police Station work, if it was billed out to the project. DPW Director, Al Gallant, said the work was funded by the Water Dept. and the materials were paid through the Police Department. All he paid was a few hours overtime and this request does not affect what he's asking for tonight. There have been some major breaks and major hours associated with them. **All aye.**

11. A motion was made by Selectman Barbaro to approve the transfer of \$25,000 from the Health Insurance account to the Police Expense account; Selectwoman LaBrie seconded. All aye.

A motion was made by Ulysse Maillet to approve the transfer of \$25,000 from the Health Insurance account to the Police Expense account; Dr. Maureen Ward seconded. Chairman Kane asked for an explanation for the transfer. Mr. Hickey said the Police Station project has been ongoing for a number of years. There is a need for a generator and he suggested getting a price on the generator and installation which was just over \$46,000. He said we would fund \$25,000 out of FY16 and the town would receive \$20,000 by then from The Winchendon School. Christian Orobello asked if it follows the 3% rule. Mr. Hickey said yes it does. **Vote 6 yes; 1 no (James Robichaud)**

12. A motion was made by Selectman Barbaro to approve the transfer of \$3,566 from the Health Insurance account to the Town Accountant Personnel account; Selectwoman LaBrie seconded. All aye.

A motion was made by Ulysse Maillet to approve the transfer of \$3,566 from the Health Insurance account to the Town Accountant Personnel account; Dr. Maureen Ward seconded. Mr. Hickey said this is a request to pay the overlapping time period for the transition to the new Accountant. **All aye.**

13. A motion was made by Selectman Barbaro to approve the transfer of \$11,993 from the Health Insurance account to the Town Manager Personnel account; Selectwoman LaBrie seconded. All aye.

A motion was made by Robert Guenther to approve the transfer of \$11,993 from the Health Insurance account to the Town Manager Personnel account; Dr. Maureen Ward seconded. Mr. Hickey said this is for a shortfall in budget with the transition. **All aye.**

14. A motion was made by Selectman Barbaro to approve the transfer of \$4,590 from the Worker's Compensation account to the Executive Assistant Personnel account \$4,524 and Medicare Tax \$66; Selectwoman LaBrie seconded. All aye.

A motion was made by Ulysse Maillet to approve the transfer of \$4,590 from the Worker's Compensation account to the Executive Assistant Personnel account \$4,524 and Medicare Tax \$66; Dr. Maureen Ward seconded. Mr. Hickey said this request is to pay down vacation time and will reduce the liability moving forward. **All aye.**

15. A motion was made by Selectman Barbaro to approve the transfer of \$6,000 from the Health Insurance account to the Communications Committee Web-site account; Selectwoman LaBrie seconded for discussion. Selectwoman LaBrie asked is this to update the new town website. Mr. Hickey said the version we use is now seven years old. He said we are limited with the number of users we can have. He said this is a significant upgrade. He said each department will have their own page. This will update our capabilities. **All aye.**

A motion was made by Ulysse Maillet to approve the transfer of \$6,000 from the Health Insurance account to the Communications Committee Web-site account; Dr. Maureen Ward seconded. Chairman Kane said there are a lot of transfers from the Health Insurance account. He asked for an explanation why the surplus in that account. Mr. Hickey said we had 25 employees that moved to their spouses plan. **All aye.**

Al Gallant thanked both boards for a smooth night.

Selectwoman LaBrie moved for a five minute recess; Selectman Barbaro seconded. All aye.

A recess was taken at 7:48

RECESS

The Board of Selectmen reconvened at 7:55 p.m.

SELECTMEN'S COMMENTS:

Chairman Anderson announced the Strawberry Festival this weekend.

She said also this weekend is the Annual Summer Solstice which is Saturday starting at 8:00 a.m. with road races; the parade is at 11:00 a.m., games and music 12:00 p.m. – 4:00 p.m.

Selectwoman LaBrie announced the North Central Pathway Committee is having the grand opening of Phase V of the bike trail at the corner of Glenallen and Route 12. She said please join in at the ribbon cutting ceremony.

Chairman Anderson mentioned she and Selectman Cyganiewicz attended a firefighter's dedication on Saturday. She said they talked to the Fire Chief and the second Sunday in June is Fire Fighters Day.

Selectwoman LaBrie said tomorrow is the last day of school in Winchendon. She said there will be tons of kids out there, watch the cross walks.

Selectman Barbaro said he wanted to take a moment to thank department heads. He said you now can see how town operates and we got through this year rather unscathed. He said this is because the incoming Town Manager, departments and boards worked together. He said the budget is balanced and we are closing this year in good shape and the debt is paid. He thanked everyone. Selectman Barbaro thanked the Town Accountant, Donna Allard, who is leaving this month. He said she is a dedicated employee and will be missed. He thanked her for her service.

PUBLIC COMMENTS AND ANNOUNCEMENTS:

Brian Dickens, a member of the Parks and Recreation Committee, came forward. He said this Friday is the beginning of the concert series. He said it begins with Beatles for Sale kicking it off. He mentioned he was arranging for an informal vigil Thursday the 16th. He said President Obama has ordered flags at half staff. He said it will be a sunset meeting at 8:00 p.m. He also said next Friday, Saturday and Sunday there will be shows at the First Congregation Church in Winchendon. Mr. Hickey asked him when he figured out where he was going to have the vigil to let the Police Department know.

JOINT MEETING WITH TRANSFER STATION STUDY COMMITTEE

Report of Committee: Transfer Station Study Committee members present were Robert Zbikowski, Larry Sordoni, Rick McAllister, Russell Race and DPW Director Al Gallant. Mr. Zbikowski mentioned the DOR report and that it said the Transfer Station Enterprise Fund should be self sufficient. He said you would need to see dramatic increases in fees to run the Transfer Station. He said their recommendations are for single stream recycling which the Board of Selectmen has already done. The committee recommended having part time workers who would not be eligible for benefits. He said they propose paying them \$10.00 an hour. Selectwoman LaBrie asked about how many part timers. Mr. Zbikowski said four to six part timers. He said the committee is also proposing to have the

Transfer Station stay open Thursday and Friday from 7 a.m. to 9 p.m. and Saturday's from 9 a.m. to 4 p.m. Mr. Hickey said there are no lights. It's not safe for residents to dispose of their trash. Mr. Zbikowski said the electrician is down there and he can install some flood lights. Selectman Barbaro spoke about Medicare and other additional cost that need to be considered. He said the union might have issues too.

Mr. Zbikowski said with their proposal the surplus would be \$37,732. He also talked about using decals on bags instead of having residents purchasing special trash bags. Mr. Zbikowski said the ultimate goal is to get more people to use the Transfer Station. He said by using decals it would save approximately \$7,000 a year. He said they recommend the Transfer Station garage would be available for other Town uses and the Transfer Station Study Committee should remain active to ensure this facility stays a self sustaining enterprise.

Mr. Zbikowski said you can redesign the recycle guide and price list. He said you could increase the fee for auto batteries and tires. Chairman Anderson asked about the employees, union people. Al Gallant said they would have to be unionized. Selectwoman LaBrie said the main difference in hours from the budget and the proposal from the Transfer Station Study Committee is an extra day on Wednesday. She also said she has some concerns about safety with the lights at night. Al Gallant said the one person's hours at the Transfer Station has already been negotiated with the union and is in place starting July 1st.

Selectwoman LaBrie asked to consider this a first reading. Selectman Barbaro said we should take the recommendations under advisement. He said the first hurdle with the union would be the part time employees. Selectwoman LaBrie asked this to be put on the agenda for June 27th. Al Gallant said he and Mr. Hickey worked on this for over a year. He said he feels he's been robbed a year of work in a matter of a few weeks.

Change of Transfer Station Hours

Mr. Hickey said the board tonight has to establish the hours for ideally the upcoming year to get brochures printed and prepared and sell stickers. He said if the board is willing to indulge and decide the hours would be helpful. Mr. Hickey said the budget is balanced for FY17; we have trash bags to move forward, bags for 6 months. We can have conversation during FY17 to move to decals. He said the only significant difference here is full to part time employees. Lastly hours open Wednesdays now at night. He said the union is supportive, it's in the contract. Selectwoman LaBrie said she likes longer summer hours. Selectman Barbaro said he agrees with what was proposed by the Town Manager which has been negotiated and contracted. He said he doesn't see the union giving this up we just negotiated the contract. **Selectman Barbaro moved to use the current hours proposed by the Town Manager for the Transfer Station for the upcoming fiscal year beginning July 1, 2016. He said the hours are Wednesday, Friday and Saturday open 8 a.m. to 4 p.m., open Thursday in the summer from 8 a.m. to 7 p.m. and during the winter from 8 a.m. to 4 p.m.; Selectwoman Salter seconded.** Chairman Anderson asked the Transfer Station Study Committee is they are willing to stay on. Mr. Zbikowski said you are not changing anything. He said if we make money, terrific, if we have a deficit, you'll have to revisit. He thanked the Board for their time.
ANDERSON (Y) LABRIE(N) BARBARO(Y) SALTER(Y) CYGANIEWICZ(Y)

APPOINTMENTS/RESIGNATIONS:

List of Renewals for July 1, 2017

Selectman Cyganiewicz asked about the MJTC and MRPC positions. Ms. Daigle explained that they come under a separate cover and she is expecting the paperwork for those appointments any day and will place it on the next meeting in June.

Linda Daigle updated the Board on the verbal interest to continue serving on the ZBA from Doneen Durling and Mark Landanno. She said she is waiting to hear from Mr. Gwinn but anticipates a yes vote. She advised the Board they could approve the appointment this evening and when we are notified we can just process the paperwork.

Selectman Barbaro said he wishes to be on the Capital Planning instead of Chairman Anderson. **Selectwoman LaBrie moved to accept the list of renewals for FY17 with amendments above; Selectman Barbaro seconded. All aye**

Appointment to MART Advisory Board 2016-2017 –**Selectman Barbaro moved to appoint Selectman Cyganiewicz to the MART Advisory Board; Selectwoman LaBrie seconded. All aye.**

PERMIT/LICENSE APPLICATIONS:

Live Entertainment Permit – Summer Concert Series - Winchendon Parks and Recreation Committee - June 17th, June 24th, July 1st, July 8th, July 15th, July 22nd, July 29th -Brian Dickens came forward. Brian Dickens mentioned the dates. He said its seven shows the same as last year. **Selectman Cyganiewicz moved to approve; Selectman Barbaro seconded. All aye.** Selectman Cyganiewicz said he attended some of the events last year and they were great. It was mentioned to get the information up on Facebook. Mr. Dickens was thanked.

Live Entertainment Permit – Winchendon Historical Society – Pig Roast July 9, 2016 – Don Oneil came forward on his permit application. He said it's the second of many annual pig roasts for 250th. He said it was successful last year so they are doing another one. Chairman Anderson asked about alcohol. Don O'Neil said there is no alcohol at this event. He said its four hours, family oriented and friendly. **Selectman Barbaro moved for the applicant; Selectwoman LaBrie seconded. All aye.**

Live Entertainment Permit – GALA – Outdoor Monthly Coffee House and Jam Sessions – Debbie Giordano, President of GALA, came forward. She said they are now renting space at 135 Front Street, she said it's the Historic Society's new building, it's an art center. She said we have artist and musicians as members and we would like a permit for live entertainment outside on a yearly basis. She said we do coffee houses, which are 4 or 5 groups that play, open to public, we serve refreshments. We have no exact days yet but it is for those that want to get together and jam. Selectwoman LaBrie asked about a blanket permit for one year. Ms. Daigle replied that yes it could be and mentioned they would need a temporary food permit for the year as well from the Board of Health for any food that would be served. Jim Abare, the Health Agent, in the audience, said that they did receive a yearly food permit. **Selectman Barbaro moved for the applicant; Selectwoman Salter seconded.** Selectwoman LaBrie asked about the note on the application that it is good for a one year period. Mr. Hickey advised the Board to be valid for the fiscal year which expires on June 30th but to add a stipulation in the motion that no events be held at that location until an occupancy permit is secured. **Selectwoman Barbaro amended the motion to include that and through the fiscal year.** Don O'Neil, Historical Society President, said this is the last stage for the occupancy permit is to build a full compliant wheel chair ramp; they have a temporary one and will be building the permanent one on the other side of the building. He said it should be up in three to four weeks. **Selectwoman Salter approved the amendment; all aye.**

NEW BUSINESS:

Local Adoption of the Montachusett Regional Natural Hazard Mitigation Plan 2015 Update

Mr. Hickey explained the plan needs to be adopted in order to be eligible for grant money. **Selectwoman LaBrie moved to accept the Hazard Mitigation Plan as presented and recommended by Mr. Jim Abare, the Town's Health Agent; Selectman Barbaro seconded. All aye.**

Water/Sewer Abatement Application – 1 Cottage Street – Applicant not present. **Selectwoman LaBrie moved to approve the request as presented and recommended by the Public Works Director; Selectman Barbaro seconded. All aye.**

Water/Sewer Abatement Application – 85 High St. - Richard Karvonen and Jill Field came forward on this application for an abatement stating the water bill has been excessive for a period of 2 ½ years. DPW Director Al Gallant said since 2013 we have had an electronic reading problem. He said the past Director estimated the water

bills really high to force people to come in and deal with it. He said when we actually got in and read the meter, it was quite a bit under what we charged on the water bill. He said he has zeroed out the current bill as the law allows him to do as he sees fit which he did. Mr. Hickey added what you see in the paperwork is the town has made several visits to the property and attempted to notify them for the better part of the 2 1/2 years. He said Al Gallant abated \$1,147. He said on the application itself it says to notify the town within 60 days and that didn't happen. Since the majority of the bill deals with a past fiscal year if the board abates it in part or whole it will impact the FY16 revenues. He said he is sympathetic but believes staff did what they could do to gain access and were unsuccessful. He recommended abating the bill that Al Gallant has done and nothing more.

Mr. Karvonen said he has two documents where two phone calls were made. Ms. Field said she does work and does not have a landline phone. Ms. Field's said if cards were left, she didn't get them, kids around. She said when bills came in she paid them. Chairman Anderson commented it's so long of a period of time and hard to know how much water was used. Mr. Karvonen stated you have a beginning number and ending number before it jumped being estimated over 300% of the bill, he feels it's excessive. Mr. Gallant stated the amount credited to their account for this last bill is \$1,427.32. **Selectman Barbaro moved to disapprove since effort has been made to correct it at this time, unfortunately.**

Chairman Anderson told the applicants that the Town did their due diligence in trying to contact them. Mr. Karvonen said there should be another policy in place if no response, possibly a note on the water bill or a registered letter of proof could have been sent. Mr. Hickey said this won't happen again it will be shut off if not paid, safeguards not to allow to happen in future for unpaid bills. **With no second being heard, the motion died. Selectwoman LaBrie moved to abate 50% of the \$6,694.85 which is the total amount listed. Fifty percent of that is \$3,347.43 based upon historical information provided with previous usage.**

Chairman Anderson asked for a motion to postpone until more accurate figures could be obtained and the Board could take another look at this offering a better judgement with solid figures and taking into account it has already been adjusted. Selectman Barbaro so moved; Selectwoman Salter seconded. Vote Selectman Barbaro aye, Selectwoman Salter aye, Selectman Cyganiewicz no, Chairman Anderson Aye and Selectwoman LaBrie nay, the motion carried by majority vote. Selectman Cyganiewicz felt it shouldn't be postponed and that they would have to decide at some point. The Board will revisit this and see what they can do. Al Gallant said he would have another read in July and by the 15th would have more information for them.

Abate Uncollectable Ambulance Bills - Mr. Hickey spoke about the recommendations. He said they have been written off. He said we don't believe we will collect this. He said we are looking to clean up our receivables. He said this should be done on an annual basis. **Selectwoman LaBrie moved the Board approve the discharge of unpaid ambulance calls as presented; Selectman Barbaro seconded for discussion.** Selectman Barbaro asked about the \$17,000 that is only 120 days old. Chairman Anderson said some of these people die and they are uncollectible. Mr. Hickey said \$17,000 will go to collection and written off of our revenues for FY16. **All aye.**

Adoption of Fuel Efficiency Policy – 1st Reading

Mr. Hickey said this is part of the green communities' initiative. The policy is requiring the town to look at energy efficient vehicles when possible. He said as we replace vehicles we will do. We have at least one vehicle now. **Selectwoman LaBrie moved to waive the second reading of policy and adopt the policy this evening; Selectman Cyganiewicz seconded. Vote 4 yes and 1 no (Selectman Barbaro).**

Selectwoman LaBrie made a motion to adopt the policy as presented; Selectwoman Salter seconded. Vote 4 yes and 1 no (Selectman Barbaro).

OLD BUSINESS: N/A

TOWN MANAGER'S REPORT:

Mr. Hickey added to his report notifying the Board that the Town Treasurer has worked on an Anticipation Bond to pay the FY17 anticipating retirement cost. Paying off at the beginning fiscal year saves a percentage of the yearly amount, about \$25,000 to finalize. He said the interest rate was less than 1%.

In his report he mentions finalize paperwork for Community Paradigm to start on a personnel system. He's excited about the opportunity. Mr. Lynch will be helping us out. Unique opportunity for us as Mr. Lynch has sat in the chair. He went through bidding requirements and is waiting for the signed document back from Mr. Lynch and he will start the project.

He commented that the Board was aware he attended procurement class last Wednesday, Thursday and Friday. He said it was worthwhile going and he did pass the class. He thanked them for allowing him to take the course.

The Town Manager's written report is following:

a. Financial Updates-

- a. All anticipated year end transfers are included in this week's Board agenda for consideration.
- b. There has been much written about the Town Accountant's report to the Board at your last meeting regarding the school deficits. Just to be clear, Donna reported that the school budget expenditures at the end of April were trending at 79.6%. In addition under the heading "Items to Trend Closely", Donna identified line item deficits that existed at the end of April. These line item deficits total \$552,000.00 and seems to have been a focus of the newspapers.

b. Personnel Updates-

- a. Town Accountant Bill Schlosstein began working two days a week on June 1st. He spent most of his days with the Accounting Department and spent one of the days with Eric Kinshurf. We are setting up Munis training for him.
- b. I have come to a tentative agreement with the police officer union. That proposed contract is in your packet for consideration. I have begun to meet with the dispatcher union as well.

c. Project Updates-

- a. I have completed the bid process for the development of a personnel system (personnel policy, job descriptions, wage scale) as part of the Community Compact. Community Paradigm (Bernie Lynch's group) won the bid. I am in the process of finalizing the Compact paperwork with the State and expect the firm to begin its work later in June.
- b. Representative Zlotnik and Senator Gobi were able to include \$100,000 for the proposed roundabout at the Central/Front Street intersection. I would hope to coordinate that work with the anticipated Cumberland Farms renovations and site work. Cumberland Farms presents to the Planning Board later this month.
- c. Community Development will be working with the new owners of the RHI property to assist with applying for a CDBG grant to assist in their building renovation project.
- d. The RFP for the sale of the Marvin School is complete and will be advertised as required in the Central Register on June 16th. An ad will also be run in the local paper and on the Town's website. I am anticipating that I will bring a recommendation to the Board for the bid award at your July 23rd meeting. Below is what was advertised in the Central Register.

Land consisting of approximately 4.48 acres (Tax Map 5C3, Parcel 175) and improvements thereon, known as the Marvin School, 89 Ash St., Winchendon, a former school containing approximately 8,648 square feet. The Town of Winchendon is issuing an RFP for the disposition of the property and is seeking either cash and/or land/buildings in exchange for the property of equal or greater value.

d. Miscellaneous Updates

Tennessee Gas Pipeline Company has notified the Town that they have officially withdrawn their application for the gas line extension with the Federal Energy Regulatory Commission.

MINUTES:

Monday, April 25, 2016 - Regular Meeting – **Selectman Barbaro moved to approve; Selectwoman LaBrie seconded. Vote 4 aye and 1 abstained (Selectwoman Salter).**

Monday, April 25, 2016 - EXECUTIVE SESSION – Chairman Anderson pointed out a correction needed on Page 3, 7th paragraph down, Chairman Anderson should be changed to Selectwoman Salter on the second line. **Selectman Cyganiewicz moved to approve as amended; Selectwoman LaBrie seconded. Vote 4 aye and 1 abstained (Selectwoman Salter).**

COMMUNICATIONS: N/A

AGENDA ITEMS:

Summer Meeting Schedule

The next meeting will be held on June 27th. The Board decided on one meeting in July on the 25th unless there becomes a need for an additional meeting. Chairman Anderson pointed out that she would like the Board to be thinking about goals and objectives for the Town Manager. Selectwoman LaBrie would like to have a status report on the multi-family home inspections and it was asked to have the Building Inspector attend the June 27th meeting. Selectwoman LaBrie inquired about goals and objectives for the new Town Accountant. Mr. Hickey reported he will be sitting down with him and working on that. Chairman Anderson noted that Mr. Romanowski has asked to come before the Board on the 27th to discuss Ingleside and seeking an Entertainment Permit for the Fall Festival.

August meetings will be the usual 2nd and 4th Monday of the month unless not needed.

EXECUTIVE SESSION:

Chairman Anderson moved to enter into Executive Session No. 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 she so declared with the subject being “Review Tentatively Agreed On International Brotherhood of Police Officers Local 538;” Selectwoman LaBrie seconded. By roll call vote of all aye, the meeting adjourned into Executive Session at 10:06 p.m.

PUBLIC SESSION:

The Board reconvened Public Session at 10:32 p.m.

Approval of Collective Bargaining Agreement with the International Brotherhood of Police Officers Local 538

Chairman Anderson moved to approve the contract with the Police Union as amended; Selectman Cyganiewicz seconded. By vote of all aye, the motion carried unanimously.

Mr. Hickey mentioned the RFP for Marvin School closes on July 18th and will be before the Board on July 25 with the proposals for them to move forward with the transaction. He learned during his procurement classes last week that bids will be identified, awarded and the list of bidders and the amount can't be released until after it is finalized. The RFP will be will be put on the website, bulletin board and advertised to the best of our ability. He encouraged the Board to see him with any questions they might have.

Selectman Barbaro moved to adjourn; Selectwoman LaBrie seconded. By a vote of all aye, the meeting adjourned at 10:34 p.m.

Respectfully submitted;

Debra Dennis
Recording Secretary