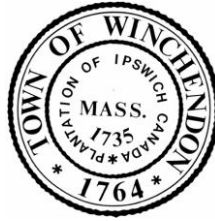


# TOWN OF WINCHENDON



## Finance Committee

Telephone (978)-297-5419

### **Special Town Meeting Warrant/Annual Town Meeting Warrant**

### **Public Hearing/Special Town Meeting**

Finance Committee Minutes

April 30<sup>th</sup>, 2019

Town Hall 2<sup>nd</sup> Floor Auditorium

**Present:** Thomas J. Kane Jr.: Chair, Maureen Ward, Charles C. Corts, Douglas Delay, Charles (CJ) Husselbee  
Brianna Roberts: Recording Secretary

**Absent:** Christian Orobello: Vice-Chair & Amy Salter

**Guests:** Keith Hickey, Town Manager  
Tracy Murphy, Director of Planning & Development  
Jennifer Sibley, Michelle Smith, Judy Lajoie, Nancy Romanowski, & Penny Maliska- CAC

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#### **List of Documents Presented at Meeting:**

- Notice of Meeting, April 30<sup>th</sup>, 2019 Agenda
  - Special Town Meeting Warrant & Annual Town Meeting Warrant Articles May 20, 2019
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**7:00PM:** Chairman Thomas Kane called the Finance Committee meeting to order followed by the Pledge of Allegiance to the flag of the United States of America.

Mr. Kane asked if anyone was recording the meeting. No recording.

Mr. Hickey started the meeting with discussing the 4 Special Town Meeting articles, followed by the 22 Annual Town Meeting articles.

#### **Special Town Meeting Articles:**

**Article 1-** To see if the town will vote to hear and act on the reports of the Finance Committee, or act in relation thereto.

The Finance Committee will not presenting at the Special Town Meeting but will most likely have a report to present at the Annual Town Meeting.

**Article 2-** To see if the town will vote the additional sum of \$44,000 to be added to the Street Lighting Expense Account voted under Article 6 of the May 21, 2018 Annual Town Meeting, for a total appropriation for FY 2019 of \$64,000, or act in relation thereto.

Finance Committee Minutes  
April 30<sup>th</sup>, 2019

Mr. Hickey proposed a \$20,000 budget for the FY19 street lights with the understanding that the grant from National Grid would be applied to the appropriation. After discussion with the town auditor, it was preferred to see it as revenue instead. The anticipated revenue is \$55,000-\$56,000.

**Article 3-** To see if the town will vote to transfer from Wastewater Retained Earnings the additional sum of \$12,894 to be added to the Wastewater Enterprise Fund Operator Personnel Account voted under Article 8 of the May 21, 2018 Annual Town Meeting, for a total appropriation for FY 2019 of \$1,235,534, or act in relation thereto.

Mr. Hickey stated the \$12,894 is to fund an unanticipated retirement.

**Article 4-** To see if the town will vote the additional sum of \$17,000 to be added to the Transfer Station Fund Recycling Expense Account voted under Article 9 of the May 21, 2018 Annual Town Meeting, for a total appropriation for FY 2019 of \$194,203.45, or act in relation thereto.

Mr. Hickey stated the Board of Selectmen approved an increase in rates at the Transfer Station earlier this year to address the increased cost of disposing of recyclable materials. The increase covers the \$17,000; this vote would be to expend that cash to pay for the increased cost of disposing recyclables.

#### **Annual Town Meeting Articles:**

**Article 1-** To see if the town will vote to hear and act on the report of the Finance Committee, the annual report of the Selectmen and of any other officers or committees required to report to the Town, or act in relation thereto.

The Finance Committee did not have a topic of discussion at the time but will be ready to present at the Annual Town Meeting.

**Article 2-** To see if the town will vote to choose all other Town officers or committees that may be required or deemed necessary to the Town for the ensuing year and give any instruction to same, or to any other town officer or officers, and to discharge any committees which have completed their duties, or act in relation thereto.

Mr. Kane asked if there were any new committees. Mr. Hickey replied no and stated he believes the article will be passed over at the town meeting.

**Article 3-** To see if the Town will vote to amend Article 39 of the Town's General Bylaws, Revolving Funds, by adding the following text to Section F:

REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS
Community Development Block Grant Program Income	Town Manager	Housing Rehab Loan Repayments	Professional Services

And further to establish the following fiscal year spending limit:

- Community Development Block Grant Program Income- \$25,000

Or act in relation thereto.

Mr. Hickey stated they are seeking to establish a new revolving fund. The town receives funds from program income from the community development block grant funds. In the past the revenue sources

have not been expended, so the Town is looking to set up a revolving fund account to expend the revenue for projects like housing rehab or engineer work rather than have the money just accumulate.

**Article 4-** To see if the town will vote to raise and appropriate or transfer from other available funds the sum of eight thousand eight hundred dollars (\$8,800) for the Senior Tax Work-Off Program, or act in relation thereto.

Mr. Hickey stated they are looking to increase by \$1,300 from the \$7,500 that had been raised the last couple of years to \$8,800. There is not an expected increase in people taking advantage of the program but this raise would allow for an increased number of hours the current seniors are able to work and in turn would provide a larger tax break for them.

Mr. Kane asked if the Town typically utilizes all the money allocated. Mr. Hickey replied that the majority is spent, usually \$6,500-\$7,000.

**Article 5-** To see if the Town will vote to raise and appropriate or transfer from other available funds the sum of \$25,000 as a grant to the non-profit, Community Action Committee, Inc., 273 Central Street, Winchendon, in consideration of the numerous services provided to the Town, or act in relation thereto.

The board invited the members of the Community Action Committee to speak on this Article.

**CAC Members:** Jennifer Sibley- Director, Michelle Smith- Secretary, Judy Lajoie- Treasurer, Nancy Romanowski, & Penny Maliska.

Ms. Sibley stated the increase requested is from \$18,000 to \$25,000 due to increases in utility expenses and new programs offered, including transportation. Mr. Kane asked how many members were employees and Ms. Sibley replied only one, herself, the rest are volunteers. Dr. Ward asked the members to state what they are in need of and Ms. Sibley replied they need personal care items, non-perishables, and monetary donations. They are open M&TH 8-3 T&W 12-6. There will be a fundraiser on June 29<sup>th</sup> at the Winchendon Rod & Gun-Local Music Rocks. There will be 4 live bands, BBQ, & Camping.

**Article 6-** To see if the Town will vote to raise and appropriate and transfer from other available funds the sum of \$15,074,999.85 for the operating budget of the Town for the fiscal year beginning July 1, 2019, or act in relation thereto.

Mr. Hickey stated there are a few changes to the operating budget. They are looking to add two public works equipment operators to re-staff after the large budget cuts a few years ago. The Town employees have also agreed to switch health insurance companies, which will decrease expenses, yet provide a favorable level of care by Blue Cross. Mr. Kane asked if an increase in employees signing up for this new insurance is expected. Mr. Hickey replied no, they do not expect nor have they experienced an increase in employees signing up for health insurance.

Under Capital Improvements, \$302,000 was appropriated in the Fall Town Meeting with Free Cash. In the FY20 budget it is only \$185,000 but it is being requested without using any free cash. It is the first time since Mr. Hickey has been Town Manager and is a huge step forward for the community.

**Article 7-** To see if the Town will vote to appropriate the sum of \$998,089.19 (Water Receipts of \$918,089.19 and Retained Earnings of \$80,000) for direct costs of the Water Department Enterprise

Fund for the fiscal year beginning July 1, 2019, and that indirect costs of \$130,895.14 appropriated in the general government budget be funded by Water Receipts, or act in relation thereto.

There was a 2.3% increase in Water and Wastewater rates to prevent deficits.

**Article 8-** To see if the Town will vote to appropriate the sum of \$1,324,343.56 (Wastewater Receipts of \$836,343.56, Retained Earnings of \$178,000, and Betterment Revenues of \$310,000) for the direct costs of the Wastewater Treatment Department Enterprise Fund for the fiscal year beginning July 1, 2019, and that indirect costs of \$133,516.26 appropriated in the general government budget be funded by Wastewater Receipts, or act in relation thereto.

**Article 9-** To see if the town will vote to appropriate the sum of \$182,787.96 from Transfer Station Receipts for direct costs of the Transfer Station Enterprise Fund for the fiscal year beginning July 1, 2019; and that indirect costs of \$17,786.76 appropriated in the general government budget be funded by Transfer Station Receipts, or act in relation thereto.

Mr. Hickey stated this is due to increase costs in recycling and demolition. The sticker fees remains the same but other fees have increased due to the previous fees not covering what it would cost the Town.

**Article 10-** To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$13,781,095.98 (Required Net School Spending of \$16,557,505 plus \$339,423.00 prior year override that includes a 2.5% escalator in increased funding plus \$50,000 which represents ½ of the estimated solar PILOT revenues for FY20 less \$3,165,832.02 for net school spending and eligible indirect costs budgeted in the general government budget for School Expenses) for the operating budget of the Winchendon Public Schools for the fiscal year beginning July 1, 2019, or act in relation thereto.

Mr. Hickey stated he was happy to report that this appropriation is about \$200,000-\$300,000 higher than the last few years primarily due to not having to pay the deficit appropriation and reduced cost in health insurance. He proposed half of the revenue go to the school (\$50,000). Mr. Husselbee asked what would happen if that revenue amount was not met. Mr. Hickey stated the school departments half would not be affected and the Town would raise the rest if needed. Mr. Delay asked what the revenue for FY19 would be and Mr. Hickey replied around \$40,000 since there is only one solar array active right now.

**Article 11-** To see if the town will vote to raise and appropriate the sum of \$856,996 to fund the Town's assessment for its share of the Montachusett Regional Vocational Technical School budget for the fiscal year beginning July 1, 2019, or act in relation thereto.

Mr. Hickey stated it is down from last year at \$921,000 due to other surrounding communities meeting their number allotted and Winchendon's being down 7-8 kids.

**Article 12-** To see if the town will vote to authorize the Board of Selectmen to petition the General Court for special legislation amending the Town Charter to provide for the terms of elected officials to begin at the conclusion of the Annual Town Meeting, as set forth below; provided, however, that the General Court shall be authorized to make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of the petition, or act in relation thereto.

**Article 13-** To see if the Town will vote to authorize the Board of Selectmen to enter into a Tax Agreement for payments-in-lieu-of-taxes ("PILOT") pursuant to M.G.L. Chapter 59, Section 38H (b), and Chapter 164, Section 1, or any other enabling authority, with an annual payment amount of \$13,000 per megawatt and an annual payment escalator of 2½ percent, and upon terms and conditions as the Board shall deem in the best interest of the Town, for personal property associated with a solar photovoltaic facility having a proposed nameplate capacity of approximately 1.0 megawatts on a parcel of privately-owned land (Map 5D4, Lot 9) located off Ash and Spring Streets upon which such facility is to be located, and to take all actions necessary to implement such agreement; or act in relation thereto.

**Article 14-** To see if the Town will vote to authorize the Board of Selectmen to convey the Town-owned property located on 33 Morse Avenue, and shown as Assessors Map 5B2 Parcel 0-51, for such consideration, including acquisition of other land in addition to or in lieu of a cash payment, and upon such other terms and conditions as the Board deems appropriate, and to authorize the Board to acquire any such land by purchase, gift, or eminent domain or in exchange for the Town-Owned property, and for such purposes as the Board deems in best interest of the Town and to take such additional action as may be needed to effectuate the purposes of this vote, including but not limited to execution of instruments and documents to convey and/or accept real property; and further, to raise and appropriate, transfer or borrow a sum of money for such purposes, or act in relation thereto.

Mr. Hickey stated this property was taken by tax title and has been in possession of the Town for a few years. This property was sold at auction but the buyer walked away after.

**Article 15-** To see if the Town will vote to authorize the Board of Selectmen to convey the Town-owned property located on 252 Mill Glen Road, and shown as Assessors Map 13 Parcel 0-215, for such consideration, including acquisition of other land in addition to or in lieu of a cash payment, and upon such other terms and conditions as the Board deems appropriate, and to authorize the Board to acquire any such land by purchase, gift, or eminent domain or in exchange for the Town-Owned property, and for such purposes as the Board deems in best interest of the Town and to take such additional action as may be needed to effectuate the purposes of this vote, including but not limited to execution of instruments and documents to convey and/or accept real property; and further, to raise and appropriate, transfer or borrow a sum of money for such purposes, or act in relation thereto.

This property had been auctioned twice and received no bids.

**Article 16-** To see if the Town will vote to authorize the Board of Selectmen to convey the Town-owned property to the Massachusetts Fisheries and Wildlife, for such consideration, including acquisition of other land in addition to or in lieu of a cash payment, and upon such other terms and conditions as the Board deems appropriate, and to authorize the Board to acquire any such land by purchase, gift, or eminent domain or in exchange for the Town-Owned property, and for such purposes as the Board deems in best interest of the Town and to take such additional action as may be needed to effectuate the purposes of this vote, including but not limited to execution of instruments and documents to convey and/or accept real property; and further, to raise and appropriate, transfer or borrow a sum of money for such purposes, or act in relation thereto.

Location	Map Lot Number	Parcel Acreage
New Boston Road	7-0-52	1.14
New Boston Road	7-0-53	3.41
Sibley Road	4-0-100	9.80

These properties abut existing MA Wildlife land, which would expand their portfolio and land area. Mr. Hickey stated the Town would receive a check for the amount appraised, they are estimating around \$1,000 an acre and are willing to pay more if appraised at a higher amount.

**Article 17-** To see if the Town will vote to authorize the Board of Selectmen to convey to the Winchendon Redevelopment Authority, on such terms and consideration, as the Board of Selectmen deems appropriate, the following parcels as described below:

Map 2D2 0 3: A certain parcel of land and buildings situated Winchendon on Lincoln Avenue Extension and shown on the assessor's map as map 2d2, parcel 3. Parcel consisting of approximately 1.441 acres. Parcel is further described in deed recorded in Book 54899, Page 208 of the Registry of Deeds, Worcester District.

Map 5B2 0 118: A certain parcel of land and buildings situated Winchendon on Oak Street and shown on the assessor's map as map 5B2, parcel 118. Parcel consists of 1.44 acres. Buildings on this parcel are known as the Poland and Streeter Schools.

Said parcels of municipal land were proposed to be transferred for the purpose of resale to further promote community/economic development, or act in relation thereto.

#### **Zoning Bylaw Articles:**

**Article 18-** To see if the Town will amend the Zoning Bylaw, Article 5.2.2 P. Commercial Uses: to allow by Special Permit Self Storage Facility in existing structures in the PD zone.

Mr. Kane asked what PD zone means. Tracy Murphy responded that it stands for Planned Development.

**Article 19-** To see if the Town will amend the Zoning Bylaw, Article 5.2.3 H. Industrial Uses: to allow by Special Permit enclosed light manufacturing, processing, fabrication, packaging assembly, and storage, marketing in the R10 zone with note 16, no outside storage of materials.

Ms. Murphy stated a resident applied to the Planning Board to start his own business in a zone that does not currently allow it.

**Article 20-** To see if the Town will amend the Zoning Bylaw, Article 6.11.4 b as follows, with changes indicated in **bold**: 6.11.4 b. **The Planning Board may require the installation of wooded-natural buffers to restrict visual impacts on abutting residential properties and roadways.** In those cases where a required wooded buffer would shade the collectors, the Planning Board may allow substitution of a fence and a grassed buffer.

Ms. Murphy stated that there was no existing language about requiring buffers and the majority of the people attending the public hearings were neighboring residents wanting buffers from the projects.

**Article 21-** To see if the Town will amend Article 6.1.2 (c) of the Zoning Bylaw under Article 6.12 Medical/Adult Use Marijuana Facilities and the Medical/Adult Marijuana Retail Overlay District, Application Requirements for all Marijuana Facilities as follows, with additions in **bold** and deletions in ~~strikethrough~~: 6.1.2 (c) ~~Copies of all licenses issued by the CCC or DPH, and any materials submitted to these entities by the applicant for purposes of seeking licensing.~~ **CCC licensing is not required at time of submission of a special permit application; however, issuance of a special permit shall be**

**conditioned on the applicant's receipt of a provisional license from the CCC, and no operations shall commence prior to the CCC's issuance of a final license.**

Ms. Murphy stated this was basically an amendment in the sequence of requirements allowing to start the local process before receiving the state license due to the lengthy amount of time the state takes.

**Article 22-** To see if the Town will amend Article 6.2.5 of the Zoning Bylaw under Article 6.12 Medical/Adult Use Marijuana Facilities and the Medical/Adult Use Marijuana Retail Overlay District, Additional Requirements as follows, with additions shown in **bold**: 6.2.5 Buffer. No **part of any** Marijuana Facility, **excluding areas designated for parking**, shall be located within 500 feet of any of the following preexisting uses.

Ms. Murphy stated this was clarification of language. The way the buffer reads is measured from the front door, and facilities were manipulating the plans to allow buildings within the buffer by flipping the front door. This was not the intent of the language so now it is being proposed to include the entire building.

**Mr. Kane adjourned the Public Hearing at 7:56PM.**

**Special Town Meeting Articles:**

1. Mr. Husselbee made a motion to pass over Article 1 and Mr. Delay seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
2. Dr. Ward made a motion to support Article 2 and Mr. Husselbee seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
3. Mr. Husselbee made a motion to recommend Article 3 as presented and Mr. Corts seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
4. Mr. Delay made a motion to recommend Article 4 and Dr. Ward seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**

**Annual Town Meeting Articles:**

1. Mr. Husselbee made a motion to recommend Article 1 and Mr. Corts seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
2. Dr. Ward moved to pass over Article 2 Mr. Husselbee seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
3. Mr. Husselbee made a motion to recommend Article 3 and Dr. Ward seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**

4. Dr. Ward made a motion to recommend Article 4 and Mr. Husselbee seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
5. Mr. Husselbee made a motion to recommend Article 5 and Mr. Delay seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
6. Dr. Ward made a motion to recommend Article 6 and Mr. Husselbee seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
7. Mr. Husselbee made a motion to recommend Article 7 and Mr. Corts seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
8. Mr. Delay made a motion to recommend Article 8 and Mr. Husselbee seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
9. Mr. Husselbee made a motion to recommend Article 9 and Mr. Delay seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
10. Dr. Ward made a motion to recommend Article 10 and Mr. Husselbee seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
11. Dr. Ward made a motion to recommend Article 11 and Mr. Husselbee seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
12. Mr. Husselbee made a motion to recommend Article 12 and Mr. Corts seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
13. Mr. Husselbee made a motion to recommend Article 13 and Dr. Ward seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
14. Mr. Husselbee made a motion to recommend Article 14 and Mr. Delay seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**
15. Dr. Ward made a motion to recommend Article 15 and Mr. Husselbee seconded. The board unanimously voted aye.  
**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**



16. Mr. Husselbee made a motion to recommend Article 16 and Mr. Delay seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**

17. Dr. Ward made a motion to Recommend Article 17 and Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**

18. Mr. Husselbee made a motion to recommend Article 18 and Dr. Ward seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**

19. Mr. Husselbee made a motion to recommend Article 19 and Mr. Corts seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**

20. Mr. Husselbee made a motion to recommend Article 20 and Mr. Delay seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**

21. Mr. Delay made a motion to recommend Article 21 and Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**

22. Dr. Ward made a motion to recommend Article 22 and Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**

Mr. Hickey stated it is the finance committee's turn to hold the next tri-board meeting. The board decided on to hold the tri-board meeting on June 11<sup>th</sup>, 2019.

Dr. Ward motioned to adjourn and Mr. Husselbee seconded. The board unanimously voted aye.

**Corts (Y) Delay (Y) Husselbee (Y) Ward (Y) Kane (Y) 5-0**

**The meeting adjourned at 8:12PM.**

Respectfully submitted:

Brianna Roberts, Finance Committee Recording Secretary