

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, MAY 8, 2017
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Chairwoman
Audrey LaBrie, Vice-Chairwoman
Amy Salter (7:14 p.m.)
Austin Cyganiewicz
Michael Barbaro

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

List of Documents Presented at Meeting:

- May 1, 2017 Town Election Results (attached)
- Montachusett Regional Vocational School District Appointment Notice (filed)
- Voluntary Toll Booth Application-Winchendon History and Cultural Center May 20, 2017 (filed)
- Memo from National Grid-Grant of Easement (filed)
- FY17 End of Year Budget Transfer Requests (filed)
- Special and Annual Town Meeting Motions (filed)
- Report of the Town Manager (attached)
- Minutes Approved:
 - Wednesday, April 19, 2017 Special Joint Meeting with School Committee
 - Monday, April 24, 2017 Executive Session

The meeting was called to order by Chairwoman Anderson at 6:30 p.m. with the Pledge of Allegiance to the Flag of the United States of America.

Announce audio/video recording disclosure – There was no one who announced they would be audio or video recording the meeting this evening.

1. SELECTMEN'S COMMENTS:

Town Election Results – Selectwoman LaBrie announced the election results of May 1, 2017.

Selectwoman LaBrie commented she went out to Dee Dees Treasures on Route 140 for a ribbon cutting. It was a fun time with forty or so vendors who brought in hand craft items. Senator Gobi and Representative Zlotnik were present. This was their one year grand opening.

Selectman Cyganiewicz announced there will be a Meet & Greet with State Senator Anne Gobi and State Representative Jon Zlotnik Tuesday, May 16, 2017 at The Winchendon School. This is sponsored by the Greater Gardner Chamber of Commerce.

Selectman Barbaro thanked those who showed up at Smith's Country Cheese Festival. There was a huge turnout and a lot of cows to see. It was a beautiful day. He said welcome to the new owners.

Special and Annual Town Meeting - Monday, May 15, 2017 – Chairwoman Anderson announced the Special and Annual Town Meeting is next Monday.

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

3. **PUBLIC HEARINGS:** N/A

4. **APPOINTMENTS/RESIGNATIONS:**

Montachusett Regional Vocational School District Appointment Notice – Chairwoman Anderson read the notice for the upcoming appointment and asked those interested to send in a letter of interest by June 1, 2017.

5. **PERMIT/LICENSE APPLICATIONS:**

Voluntary Toll Booth Application for May 20, 2017 – Winchendon History and Cultural Center – Mr. Don O’Neil came forward on his application. He spoke about this annual boot drive which is held every year in May to benefit the Murdock Scholarship Fund. He said they used to give \$500 annually but with the Boot Drive they can now give out scholarships to three students from the proceeds collected that day. They take safety into consideration. He commented he knows this is annoying. Selectwoman LaBrie asked about the Police Department’s comments about having boot drives limited to three hours. Mr. O’Neil said they generally only do three hours, by noon it’s fizzled out. Chairwoman Anderson said she hates boot drives. She commented the Historical Society is very creative in finding ways to raise money. **Selectman Barbaro moved for the applicant; Selectwoman LaBrie seconded.**
ANDERSON (Y) LABRIE(Y) BARBARO(Y) CYGANIEWICZ (Y)

6. **BOARDS AND COMMITTEES:**

Ingleside Utilization Committee – Members present for the Ingleside Utilization Committee were J. Lillie, Vice-Chairman, Members Jane LaPointe, Fran Murphy, Greg Vine and Brian Dickens.

Mr. Greg Vine moved to reconvene from recess. J. Lillie said they were here tonight to give the Board a status update where they were with their plans for the upcoming year and the Fall Festival. He said they are looking for new members. They meet every two weeks on Monday’s or Tuesdays. They all have copies of the Ingleside Master Plan and have reviewed it. He said they are currently working on methods to get community support. The phases of the development are outlined in the Master Plan but adaptable and movable with the committee’s support. He said they hope to erect a sign stating the future home of and decide on the name of the park. Mr. Glenn Eaton from MRPC will be attending the upcoming meeting to talk about financing and grants and help us determine what we should focus our attention on. He said they began working at the entry way a few weeks ago, they also walked the property. They are working on ways to raise money to address widening the entry way and also creating a second egress into the property. They are looking at bringing in volunteer labor to clear an area that can be most easily used by the public. They spoke with Ms. Amanda Jenkins at The Winchendon School and she has volunteered a group of her students to help with brush and cleaning. He said they have had Al Gallant the DPW Director at a meeting and also has invited Police Chief Walsh to attend a meeting in June. The committee is possibly looking at a ribbon cutting ceremony this summer which could be a community picnic with music and a cake.

Ms. Jane LaPointe said they are here tonight because they have questions for the Board. This is a large project with a lot of aspects and elements to it. She asked the Board what they would like to know, where they would like to go. She said the committee would like to meet with the Board often for approval and give you updates as to what they have learned and what is feasible to move forward with first. Chairwoman Anderson said she is curious about the Chili Festival. She said she would like to see Ingleside highlighted as the place to go. Mr. Hickey said he saw a Board member from the Kiwanis and he suggested using Ingleside property and they may be interested in the future but said it’s too soon to consider this year. He offered the property in the future.

Mr. Vine said that Fall Festival is going to be downtown this year but we want to make sure something is at Ingleside this year. We want people to remember that resource is there and is being developed as a community resource. Mr. Hickey said he had a conversation with Chairman Dave Romanowski who couldn’t be at the meeting. Mr. Hickey suggested to him that the Fall Festival be downtown so businesses could highlight what goods and services they could provide. The thought was they would need more time to plan if it’s to be held downtown.

Ms. LaPointe said the Fall Festival planning is two to three months behind. She said the committee is down a few members who did a large portion of the planning. She said at this point the Fall Festival will probably be different this year. She said she spoke with Tracy Murphy concerning the possibility of having the committee already focused on revitalization of the down town possibly be in charge. At the meet and greet the businesses in town might try to develop another business committee. Mr. Hickey asked the Board to allow the town to take over and put together people and have the Fall Festival on Central Street. Chairwoman Anderson said she loves the Fall Festival and enjoyed it each time she attended. She feels the downtown area might be a great place to do it.

Fran Murphy said the barn at Ingleside needs to be fixed and it is locked. Mr. Hickey said he would be happy to bring the key up there. He said the primary focus of this committee should be fundraising. Mr. Hickey said the Converse fund is coming due this year. He met with a couple of the heirs a month ago and there is some discrepancy as to what can be spent. They believe all but \$50,000 of the money can be spent. He has sought a legal opinion. There is a number of organizations outlined in the trust document, there will be a balance, people can apply that meet the criteria to receive some of these funds and the Board will make a decision on where the money will go.

Mr. Vine said we could establish an account specifically for Ingleside where donations and grants earmarked specifically for the property could go. Selectman Barbaro talked about a private/public partnership. He also spoke about having a carnival next year as a fundraising tool. He also talked about where the water is having a boat launch where you could lease boats during the season. Mr. Hickey said he would work with the town's property and liability carrier to ensure we have sufficient insurance in place for the carnival owner. On town property, town would have some liability. They also discussed having a caretaker. Selectman Cyganiewicz said next time we meet you could have a fundraising plan, funding plan and or an action plan.

Selectwoman Salter arrived at 7:14 pm.

Chairwoman Anderson thanked them for their work, and their dedication. Mr. Vine moved to adjourn; Ms. LaPointe seconded. With a vote of all aye, the Joint Meeting with the Ingleside Utilization Committee adjourned at 7:18pm.

The Board briefly discussed Winchendon having their own Business Association and the Gardner Chamber of Commerce having a more active role in Winchendon. The Town Manager informed him that he has been talking to the Planning and Development Director about this.

7. NEW BUSINESS:

Request from Verizon for Easement to Install Electrical Equipment at the Former Landfill - Chairwoman Anderson announced the request. Mr. Hickey explained Verizon is working with National Grid to get power generated at the landfill project to the grid. Verizon is looking to have six poles run down Trotting Park Road to the landfill. They will be installed sporadically. It is a three phase process to get power out from the solar array to the grid. There is no impact to town property or the landfill. He explained Verizon owns most of the poles in town; they have an agreement with National Grid. Six months from now power should be generated from the solar array into the National Grid system. Mr. Hickey said Onyx has done everything they said they would do. **Selectman Barbaro moved the Board grant Verizon easement rights for six poles starting at pole ninety-one along Trotting Park Road; Selectman Cyganiewicz seconded.**

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

FY17 Budget Transfer Requests – Mr. Hickey explained there are ten budget transfer requests. If approved tonight they will go before the Finance Committee tomorrow evening. Some are to cover known over expenditures in FY17. He ran through the list provided. He informed them more will be coming at a later date. Selectwoman LaBrie asked if the transfer requests could have the account numbers in the future.

Selectman Barbaro moved to approve the transfer of \$10,000 from Unemployment Compensation to the Police Electricity Expense; Selectwoman LaBrie seconded.

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

Selectwoman LaBrie moved the Board approve the budget transfer of \$18,000 from Unemployment Compensation to Legal Expense; Selectman Barbaro seconded.

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

Selectman Barbaro moved to approve the transfer of \$5,000 from Unemployment Compensation to Tax Collector/Treasurer.

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

Selectwoman LaBrie moved to approve the transfer request of \$8,569 from Unemployment Compensation to Town Manager Wages; Selectman Barbaro seconded.

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

Selectman Barbaro moved the Board transfer \$21,736 from Health Insurance Employer to Technology Expenses to purchase new phones; Selectwoman LaBrie seconded.

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

Selectwoman LaBrie moved the Board approve the transfer of \$10,000 from Health Insurance Employer to Snow and Ice; Selectman Barbaro seconded.

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

Selectman Barbaro moved to transfer \$450.00 from Health Insurance Employer to Town Hall Sewer; Selectwoman LaBrie seconded.

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

Selectwoman LaBrie moved to approve the budget transfer of \$500.00 from Health Insurance Employer to Town Hall Custodial Salary; Selectman Barbaro seconded.

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

Selectman Barbaro moved to transfer \$429.00 from Finance Committee Miscellaneous to Finance Committee Secretary; Selectwoman LaBrie seconded.

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

Selectwoman LaBrie moved to transfer \$500.00 from Council on Aging Director Wages to Council on Aging Sewer; Selectman Barbaro seconded.

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

Selectwoman LaBrie said she appreciated that in FY18 the shortfalls will be addressed.

Special and Annual Town Meeting Motions –The Board received the Motions in their packets for this evening.

Assignment of Motions – The Selectmen went through each article and assigned who would be presenting each one at Town Meeting.

Mr. Hickey said the petitioners would be notified they need to attend Town Meeting to move the last article and speak on it.

Discussion on Special Election Date – A Special Election has to occur Mr. Hickey said if the proposition 2 ½ override occurs. We will need to work with the Town Clerk. The Board will have to notify her of the special town election and she is by statute allowed thirty five days to prepare for elections. Mr. Hickey explained they will have a public meeting before Town Meeting, the Board will recess and if the Town Meeting approves the override, they will reconvene and the earliest the town can have a special election is Tuesday, June 20, 2017. He suggested the Board hold a special election on Tuesday, June 20th. The hours blocked for voting would be four hours from 3 to 7 pm. Chairwoman

Anderson said she would like it to be more than four hours to vote for on an override. Selectwoman LaBrie said she would like longer hours also. They agreed to have it from noon to 7 pm. Mr. Hickey said after town meeting if needed they can vote. This is a formality tonight.

8. **OLD BUSINESS:** There is no old business this evening.

9. **TOWN MANAGER'S REPORT:** Below is the written Town Manager's report in full with additional comments made this evening.

1. Financial Updates-

- a. The Commonwealth has come to an agreement with Verizon New England on their property valuation throughout the state for years 2010-2022. The settlement is based on a no interest refund on 7% of the Verizon claims pending. I do not have a cost for Winchendon currently. However when the Town was first notified of a pending settlement, sufficient funds were available to refund Verizon. I am confident the available funding remains sufficient.
- b. Through April 30th the Tax Collector has collected \$267,190.98 on tax titled property.

2. Personnel Updates-

- a. There are no personnel updates this week.

3. Project Updates-

- a. Public Works began flushing hydrants during the week of April 24th. Flushing started at the water plant in Ashburnham and last count 117 of the 336 hydrants have been flushed. Public Works has found five hydrants that need total replacement and three that can be repaired. The Fire Department has been notified of the locations. They will be replaced in the future.
- b. I have spoken to a representative from the Metropolitan Area Planning Council regarding available grant funding for the street light upgrade project that will be considered at Town Meeting. I have waited until now because a community needs to own their street lights before being eligible for grant funds. At MAPC's request I completed a short application reserving the grant funds for the upgrade project. I will check back with MAPC if the warrant article is approved. Mr. Hickey said he will complete a full application and expects to have the costs funded through grants. He said he will expand on this at the Annual Town Meeting.
- c. The contractor awarded the bid for repairs to the High Street Bridge, has ordered the necessary materials. Work is anticipated to begin in late May or early June. The bridge will be reopened by Labor Day. He said work is almost under way.

4. Miscellaneous Updates –

- a. Tracy Murphy exchanged e-mails with the owner of the plaza where IGA was once located. The plaza owner indicated that "IGA space has been listed with an experienced broker with several leads for small to medium sized regional supermarket companies. The right operator will see there is a viable business at this site. I have had inquiries from new operators but I feel a company with experience and financial wherewithal would be a better fit even if it takes longer to find the right tenant." He said he has had conversations with known grocery stores. He said he hopes to establish a grocery store chain and an agreed lease hopefully. He said he has had other calls but would like to enter into a lease agreement with someone who knows the grocery business.

- b. Attached to this report is my written response to Mr. Alfred Holmes. Mr. Holmes attended the April 24th Board meeting and expresses his displeasure about the assistance the Police Department provided him over the past several years.

As you will see from my letter I believe the Police Department has done everything that they can to investigate alleged trespassing the theft on the Lincoln Avenue Extension property. The Police Department remains severely hindered in their investigations with the buildings on the property not being secured. There are several areas that allow access to each building. I provided Mr. Holmes a copy of the letter in person on May 2nd and have not heard from his since then.

Mr. Hickey talked about the resident who is not happy with the Police Departments response. He said he met with the individual the following morning and took his information and spoke with Chief Walsh. They spent time developing the response that was copied in the Boards packet. It outlined the number of times the Police Department has responded to this property. He provided additional information on how things were handled and how some issues are handled in court. The Police Station at times has gone above and beyond in helping Mr. Holmes. The biggest challenge the Police Department has is the building is unsecured. Mr. Holmes wants to secure the building but windows have been broken by vandals. Mr. Hickey's said in his opinion the Police Department has done all that they can to respond and treat them the same. Chairwoman Anderson asked about finding about the status of a report. Mr. Hickey talked about the Fire Department issues with the building being unsafe to them. Selectman Barbaro said condemn it. Mr. Hickey said he will have a conversation with the Building Commissioner.

- c. Public Works will be ordering 440 kitchen compost buckets and new signs for the Transfer Station with grant funds awarded last year for the Transfer Station. When residents purchase a new Transfer Station sticker in June the first 440 will be given a compost bucket.
- d. Work on Rte. 140 is starting on May 15th with micro milling. The town will have two 10 wheeler trucks in line to take the millings that will be used by the town in other road projects. The state is also replacing two catch basins that need to be rebuilt. This project should take about two weeks.
- e. The Harris Road Bridge is moving along on schedule. The beams are in and the forms to pour the concrete are all most done.
- f. All the Lake Monomonac dam boards are in and the lake is now full.
- g. Hot top is being laid by the Highway Department on some of the roads in the worst condition. The asphalt plants opened last week so DPW plans to patch every day possible. He said this has been delayed a bit due to weather.
- h. Street sweeping has been ongoing now for about 4 weeks. Generally street sweeping takes about 10 weeks.
- i. The dump truck that rolled over this past winter is now back in service.
- j. The water tanks rehabilitation should be starting soon. Repairs require the temperature to stay above 50 degrees to do the resealing process. The weather has been challenging.

- k. Street scan has finished their work on the road conditions and should have a report this week. Once the results are known DPW can develop a paving bid. Mr. Hickey said street scan will grade the roads and will provide information based on what criteria we enter on how to best use funds. This will have more concrete basis than in the past.
- l. The wastewater treatment plant had major damage done to it from a power surge on March 2nd. We have been working very hard to correct these issues with the insurance company and electrical vender. The insurance company will be covering the cost of the damage less the deductible.
- m. The Royalston Road Bridge is going out to bid in August. A temporary bridge will be there before the snow flies.
- n. The section of Rte. 12 from Mill Street to the NH line is also going to bid in August. It is also in for paving work.
- o. The Parks Department has been working hard to clean the cemeteries and parks from the winter storms and burials.
- p. The Transfer Station will be open until 7:00 pm on Thursday nights beginning June 1st.

Selectwoman LaBrie asked about the canon that has been raised. Mr. Hickey said they are fixing the wheels.

Chairwoman Anderson asked if he heard anything more concerning the state budget. Mr. Hickey said he has not heard anything on the state budget. He said he has heard revenue would pick up but they haven't. He isn't sure how it affects the FY18 budget. Selectwoman Salter said the Department of Revenue is having some problems and believes the numbers will be adjusted.

10. **MINUTES:**

Wednesday, April 19, 2017 - Special Joint Meeting with School Committee – **Selectman Barbaro moved to accept the minutes of April 19, 2017 as presented; Selectman Cyganiewicz seconded.**

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

Monday, April 24, 2017- EXECUTIVE SESSION –**Selectman Barbaro moved to approve and hold the Executive Session minutes of Monday, April 24, 2017 at this time; Selectman Cyganiewicz seconded.**

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

11. **COMMUNICATIONS:** N/A

12. **AGENDA ITEMS:**

Selectmen upcoming meeting dates:

May 15, 2017 prior to STM/ATM to be held at MMHS – Chairwoman Anderson noted this is their customary meeting before the Annual Town Meeting.

May 22, 2017 Regular Meeting – Chairwoman Anderson announced their next regular meeting.

Joint Meeting Dates Discussion – Mr. Hickey said June 12th is being planned for the joint meeting.

Selectman Barbaro said he received a letter about the Capital Planning Committee appointment and is interested in renewing.

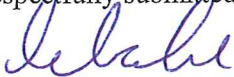
13. ADJOURNMENT:

14. EXECUTIVE SESSION: Selectwoman LaBrie moved to enter into Executive Session under Exemption No. 2 to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel; Subject Town Accountant – Selectman Barbaro seconded. Roll call vote:

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

The Board went into Executive session at 8:23.

Respectfully submitted



Debra Dennis
Recording Secretary