

**TOWN OF WINCHENDON**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**MONDAY, OCTOBER 16, 2017**  
**Town Hall, 2<sup>nd</sup> Floor Auditorium**  
**109 Front Street, Winchendon, Mass.**

## Present:

Barbara Anderson, Chair  
 Audrey LaBrie, Vice Chair  
 Austin Cyganiewicz  
 Michael Barbaro  
 Charles Hesselbee

Keith R. Hickey, Town Manager  
 Linda Daigle, Executive Assistant  
 Lindsay Kuchta, Recording Secretary

## List of Documents Presented at Meeting:

- Board of Selectmen License Renewal Lists for 2018 (filed)
  - Dept. Head Memo regarding License Renewals (filed)
- Grant Requests from the GAR Park Restoration Committee and the Winchendon School Dept. for Funds From the Converse 100 Year Fund (filed)
- Current Ambulance Fee Schedule and Request for Increases (filed)
- Memo dated 10/11/17 from the Town Manager Re: Proposal to Swap Land with Heywood Hospital for Property on High Street (filed)
- Designation of Environmental Certifying Officer for Winchendon FY2017 Community Development Block Grant Program (attached)
- Draft Special Town Meeting Warrant (filed)
  - Town Manager's FY18 Fall Special Town Meeting Presentation (filed)
- Town Manager's Report (attached)
- Minutes Approved:
  - Monday, August 28, 2017 Regular Meeting
  - Thursday, September 28, 2017 Special Meeting

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: No one disclosed they would be audio recording the meeting this evening.

**1. SELECTMEN'S COMMENTS:**

1.1 Fall Festival - The Fall Festival was held October seventh from 10:00a.m. to 3:00p.m. There were roughly one thousand five hundred people in attendance. Thanks go to the Winchendon Business Group and local businesses and Town staff for making this year's festival successful. Next year's Festival is scheduled for October 5, 2018.

1.2 Trick or Treat- Anderson noted that Trick or Treat is set for Tuesday, Oct. 31st from 5:30 p.m. – 7:30 p.m.

1.3 Finance Committee Public Hearing on the Fall Special Town Meeting Warrant Tuesday, October 17, 2017 – The Finance Committee will hold their Public Hearing Tuesday, Oct. 17 beginning at 7:00 p.m. in the Town Hall Auditorium.

LaBrie noted that October 30<sup>th</sup> at 6:30 p.m. there will be a meeting regarding the Central Street Improvement Project. The flyer for the Central Street Improvement Project is on Facebook, as well as a survey, through Survey Monkey.

Cyganiewicz noted there is also a flyer for the public hearing on October 24<sup>th</sup> regarding the proposal for a temporary marijuana moratorium on cannabis establishments asking for resident's input.

Husselbee commended the business group for a spectacular event and noted he cannot wait to attend next year's Fall Festival.

LaBrie mentioned that a resident reached out about part of a discussion that took place when the group from 2<sup>nd</sup> Street was present to discuss the pavement of their road. LaBrie made a comment and did not want it taken the wrong way. Her comment about people, who live at the lake, can look at the lake, and access to the lake was taken as LaBrie implying these people were more financially stable. She wanted to clarify that her statement was not to imply that they were more financially stable, but that they have choices of how they live.

Anderson noted that the ribbon cutting for More Strength Training Center on Spring Street went very well, and there was a great turnout including Senator Gobi and Representative Zlotnik.

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

**3. PUBLIC HEARINGS:** There were none this evening.

**4. APPOINTMENTS/RESIGNATIONS:** There were none this evening.

**5. PERMIT/LICENSE APPLICATIONS:**

5.1 Board of Selectmen License Renewal List for the Period Beginning January 1, 2018 – Mr. Hickey noted that since last year a few changes have been made to the process, and unfortunately we still have to chase people down for their renewal packets. With a good head start, it makes the process easier. Pay up and come in sooner than later. LaBrie also noted that the renewals require approval before the end of the year.

**6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:** N/A

**7. NEW BUSINESS:**

7.1 Grant Request from the GAR Park Restoration Committee and the Winchendon School Dept. for Funds from the Converse 100 Year Fund - Burton Gould came forth to represent the Fund. He noted that the Trustees has completed the requests, and he has visited all the places of requests. For example, Riverside Cemetery received \$20,000.00, and is looking great. The New Boston Cemetery previously had no lights or utilities, and has improved since receiving moneys from the fund. The Fund had re-deposited with an investment firm at a very good interest rate.

Gould made three recommendations regarding additional requests.

1. The GAR Park Committee who is asking for \$3,000.00 to complete their park benches. The Committee has heard great things about the Park so far after all of the work that has been done.

*Motion to accept the transfer of \$2,000.00 to the GAR Park Committee from the Converse Fund was made by Barbaro, seconded by LaBrie, with a vote of all ayes.*

2. \$16,000.00 to be transferred to the Winchendon School Department for the complete restoration of the outside basketball court. The Business department got quotes to find the best price, which ended up being a business in Athol who did the hot top at the cemetery.

*Motion to accept the transfer of \$16,000.00 to the Winchendon School Department from the Converse Fund was made by Barbaro, seconded by LaBrie, with a vote of all ayes.*

3. Clyde is a symbol of the Town and of the Converse family. About ten or fifteen years ago, a Winchendon native fiber glassed Clyde. Clyde is in need of a touch up. Recently, a donation in the amount of \$5000.00 was received, but an additional \$5,000.00 should be taken from the Fund.

*Motion to accept the transfer of \$5,000.00 from the Converse Fund to touch up Clyde was made by Barbaro, seconded by LaBrie, with a vote of all ayes.*

7.2 Discussion on Amending the Current Ambulance Fee Schedule - Chief Tom Smith came forward to discuss the raising of ambulance fees. If the fees are increased, he noted that there could be an additional \$100,000.00 available for ambulance billing. Per the breakdown he provided, the extra fees will allow for spreading of additional revenue and to start the process before the Commonwealth freezes the rates to be charged. Ambulance prices have gone up, and the Board of Selectmen has been asked to consider this. Anderson asked how much roughly does the ambulance service insurance pay. The majority of ambulance runs are insurance or Medicare or Mass Health Bills. Smith replied that very few people in the Commonwealth pay ambulance fees individually. The Fire Department will work with the individuals if necessary, and could set up payment plans. Anderson then noted that with the current state of Medicaid and Medicare, the Federal Government could potentially not fund these programs. Would it deter people from calling an ambulance with a raise in fees? Anderson also voiced her concern that people wouldn't call for an ambulance as they wouldn't want to spend the money. Chief Smith doesn't believe that people don't call because they don't want to pay, but because they don't want to bother the Fire Dept. or didn't want to call at dinner time. Their lack of calls is based more on a level of respect. In order to keep it going, it is necessary to educate people who won't call. Chief Smith noted that outside of five years, a medical claim is not able to be collected, and is waived. Hickey then suggested, if the Board would allow it, that Chief Smith come back on October 30<sup>th</sup> so the Board has time to review the information and make a decision.

7.4 Discussion of Land Swap with Heywood Hospital for Property on High Street - Chief Smith addressed this matter as well noting that the Town has been in discussions with Heywood Hospital and Comcast to acquire an existing communications tower owned by Comcast that is located on Heywood Hospital property. The Town was made aware that Comcast was seeking to dismantle the tower located off of High Street. The Town has an existing tower nearby on High Street that is connected to an old, unused water tank. The Town needs to tear down the old water storage tank and upgrade the current communication tower. Heywood Hospital has been collecting \$1,500 per month from Comcast for rent of the property the tower sits on. Instead of continuing to charge rent, Heywood Hospital has proposed to swap the property the Comcast tower sits on for the Town owned property the existing water tank and communication tower sits on. The tower is newer and by specialists is believed to be a great asset and comes with a generator. Comcast told the Town Manager that there will be a nominal cost between \$100 and \$1,000 dollars, and there will be cost to move antennas from the existing tower. The land values are nearly the same, although the Town Property is much larger it has significant slopes, which causes it not to be so buildable. It is a win for the Town, especially considering Heywood does not want to charge the Town for a lease. LaBrie asked if there is anything that needs to be done to the tower to fit the needs. Chief Smith noted that the tower is functioning and would just have to potentially move the antennas. The cost to replicate the assets of Comcast would be between \$250,000.00 and \$275,000.00, and the Town would be obtaining it almost free. Chief Smith noted that this tower would allow communication across Town rather than just on site. Anderson asked if the acquiring of this tower would save lives, and Chief Smith replied that it possibly could.

*Barbaro moved to go forward with the property swap to obtain the tower, motion seconded by Husselbee, with a vote of all ayes.*

7.5 Designation of Environmental Certifying Officer for Winchendon FY2017 Community Development Block Grant Program - Planning Director Tracy Murphy came forward and noted that the Community Development Block Grant (CDBG) requires a certified officer. The Town Manager has been that officer in the past, and Tracy is looking to re-certify Town Manager Keith Hickey for the program.

*Husselbee moved to re-certify Town Manager, Keith Hickey, as the CDBG certified officer. Motion was seconded by Barbaro, with a vote of all ayes.*

7.6 Review and Finalize Special Town Meeting Warrant and Board Voted Recommendations - The Town Manager provided an updated warrant in track changes mode. He noted he removed the article for the water main replacement due to the information that was lacking that did not allow the staff to defend the matter. We are waiting for more things to go through and wouldn't be able to calculate the water rates without the information. Mr. Hickey addressed the warrant and opened up noting the language regarding free cash should be modified to add "from available funds" to give the article more flexibility. The motions will be specific where the funds will be coming from. The Town Manager reviewed each article.

Article 1 is the standard report from the Finance Committee.

Article 2 is financial articles regarding capital items.

Article 3 transfers money to the snow and ice reserve account.

Article 4 is for \$50,000 to aid in the reconstruction of sidewalks. It is also important to ensure that Article 4 is clear. The Community Development office has applied for Complete Streets funding. The Engineer for the sidewalk project estimated that it will cost \$450,000.00 to pave the sidewalks on opposite sides of the road. We will have an answer before Town Meeting whether the grant for \$400,000 is approved.

Article 5 notes the Police Detail Fund transferring \$20,000.00 to the Special Duty Detail Fund and will allow the Town to draw and have a positive balance in the fund. It would be a one-time transfer with the intention of not needing to make that sort of transfer again. The fund will be revolving, used to front money which will then be replaced. This is to help prevent a deficit balance at the end of the year, more of housekeeping and an accounting request.

Article 6 notes that the Town appropriated \$17,000 for Town electricity. When the Fiscal Year 2018 budget was finalized, the expectation was for the solar field at the landfill to be up and running in 2017, but the Town has been notified that it will not be running until May 1, 2018. In this article we are trying to restore funds to ensure accounts are properly funded with the anticipation of costs.

Article 7 states that the Town will be picking up the slack in the School budget in regards to the electricity cost for the same reason above. The amount is \$52,535.

Article 8 is to increase the Water Dept. enterprise budget to reflect the electricity cost as noted above

Article 9 is to see if the Town will appropriate from Wastewater Retained earnings the amount of \$29,099.00 to the direct costs of the Wastewater Treatment Plant. The amount of \$11,329.00 would be for electricity, and the second amount of \$17,700.00 to increase the Building Maintenance and Repair line to upgrade the computer system at the plant, which is essentially the brain behind the Wastewater Treatment Plant. The Public Works department was notified about a month ago that the version of Windows the computer system uses will no longer be supported. It poses a huge risk.

Article 10 covers the issue with Heywood Hospital. LaBrie asked if it needs to go out to bid to which Hickey answered it will be handled in a similar fashion to Ingleside, and they will go out to bid on the property.

Article 12 is in regards to the Planning Board Moratorium. The Chairman of the Planning Board, Guy Corboseiro, came forward and noted the MMA put on an information session regarding the Marijuana laws and the enacting of them. Chief Walsh, Tracy Murphy, and Guy Corboseiro attended the seminar. On April 1, 2018, the Cannabis Control Commission will take applications for Marijuana Sales. As soon as March, people will try and sell, and there is a requirement for a place for people to sell Marijuana in Town. The Moratorium would be in place until June 30, 2018. There is nothing in place yet, and the Planning Board wants to ensure that everyone is on board. Sixty percent of the Town voted in favor of the sales of Marijuana. With the Town being in favor of the sales, there needs to be at least one location for sales of Marijuana. It is still a moving target and there are still a lot of unanswered questions. Hickey noted that it is being requested to only have rules and guidelines set in place until after the 2018 Spring Town Meeting. The Planning Board recommends at least one shop. Cyganiewicz asked why a moratorium is needed if a shop cannot open at this time. In response, it was stated that a shop could open by April. Currently there is no zoning or any regulations for it which would prevent the business from opening in neighborhoods or downtown areas. A moratorium would help prevent poor placement of a shop. In response to Barbaro's question, the temporary rules and guidelines can be set by the May Town Meeting. Tighe and Bond's initial suggestion was to go to December, but the Planning Board just wants time to get to the Annual Town Meeting in May. April 1, 2018 is the earliest someone could put an application in. If necessary, the moratorium can be lifted at Town meeting.

*LaBrie made a Motion to accept the Warrant, seconded by Barbaro, with a vote of all ayes.*

The following recommendations were taken.

Article 1 is to be recommended by the Finance Committee.

*Motion to recommend Article 2 made by Barbaro and seconded by Husselbee with a vote of all ayes.*

*Motion to recommend Article 3 made by LaBrie and seconded by Barbaro with a vote of all ayes.*

*Motion to recommend Article 4 made by LaBrie and seconded by Barbaro with a vote of all ayes.*

*Motion to recommend Article 5 made by Barbaro and seconded by Husselbee with a vote of all ayes.*

*Motion to recommend Article 6 made by Cyganiewicz and seconded by Barbaro with a vote of all ayes.*

*Motion to recommend Article 7 made by Barbaro and seconded by Husselbee with a vote of all ayes.*

*Motion to recommend Article 8 made by Cyganiewicz and seconded by Barbaro with a vote of all ayes.*

*Motion to recommend Article 9 made by Barbaro and seconded by LaBrie with a vote of all ayes.*

*Motion to recommend Article 10 made by Husselbee and seconded by Barbaro with a vote of all ayes.*

*Motion to recommend Article 11 made by Barbaro and seconded by Husselbee with a vote of all ayes.*

*Motion to recommend Article 12 made by LaBrie and seconded by Husselbee, Barbaro abstained, all others aye.*

*Motion to finalize the warrant as presented was made by Barbaro, and seconded by Cyganiewicz with a vote of all ayes.*

It was established who would be moving each warrant article at Town Meeting as follows:

Article 1-Finance Committee

Article 2- Barbaro

Article 3- Husselbee

Article 4- LaBrie

Article 5- Anderson

Article 6- Barbaro

Article 7- Barbaro

Article 8- Cyganiewicz

Article 9- Husselbee

Article 10- LaBrie

Article 11- Anderson

Article 12- Planning Board

## 8. OLD BUSINESS: N/A

## 9. TOWN MANAGER'S REPORT:

### 1. Financial Updates-

- a. Bill Schlosstein has provided DOR with the Town's FY17 financial information. The Town Manager announced that free cash has been certified by the Dept. of Revenue in the amount of \$1,372,558. Articles approved this evening will add up to be \$400,000.00 in free cash. An amount of \$100,000.00 will be left as emergency funds. Hickey stated he had a conversation with the Department of Revenue (DOR), who seems to be willing to allow the Town to retain \$500,000.00 in free cash, and

the Town will return to the State over \$850,000.00 to reduce our debt to just around \$600,000.00. \$300,000.00 will be budgeted for Fiscal Year 2018 and hopefully a year from now we will have more than \$300,000.00 in free cash and pay off the deficit notes five years early, which offers the community more flexibility. Hickey is excited to officially make that announcement, and cannot thank Bill Schlosstein enough for the work he has put in and all the department heads for managing their money and their hard work and dedication. Hickey also thanked the community for the patience they have had. Hickey hopes he is showing the public the trust they can have in their local government, and is very happy to be a part of this. The community has been amazing and they are quite dedicated and proud. It's reflected on the Town very well. Hickey stated he is fortunate and proud to be able to announce this tonight. A year from now, hopefully the deficit will be in the Town's rear view.

b. The use of the Transfer Station has been offered to the people of Templeton now, which will bring in more revenue. The Town is starting the process and beginning to publicize the Transfer Station to help us break even. LaBrie asked if Templeton people using the Transfer Station will be able to purchase bags at Town Hall, to which Hickey replied they will purchase bags at the Transfer Station to maintain inventory.

The Finance Committee's public hearing on the Fall Town Meeting warrant is scheduled for Tuesday, October 17<sup>th</sup>. Hickey also noted that the Finance Committee will also be meeting at the Police Station at 5:30pm for a tour that will last about an hour, and then make their way to their public hearing. Comments regarding the warrant can be made at the public hearing.

## **2. Personnel Updates-**

a. Seth Petalas left employment as an equipment operator at Public Works.

## **3. Project Updates-**

a. The bids were received for the sally port construction at the Police Department. The results are summarized below and are very disappointing. The engineer's estimate used for the Spring Town Meeting approval of \$691,000 is well under the low bid of \$967,000. Chief Walsh and I are meeting with the project architect on October 18<sup>th</sup> to discuss any viable options to move the project forward. I anticipate an agenda item on the Board's October 30<sup>th</sup> meeting to present any options to the Board.

GC E-Bid : List of bids received 10/05/17 02:00 PM Winchendon Police Dept. - Sally Port Addition 821256					
Company	Bid Price (Whole Dollar)	DCAMM Update Statement (Parts 1 - 7)	Bid Package	Action	Comments
Construction Dynamics Inc., 65 Parker Street,Clinton, MA 01510	\$967,000.00	<a href="#">View File</a>	<a href="#">View File</a>	<a href="#">Approve</a> <a href="#">Reject</a>	
Souliere & Zepka Const. Inc., 5 Spring St.,Adams, MA 01220	\$990,000.00	<a href="#">View File</a>	<a href="#">View File</a>	<a href="#">Approve</a> <a href="#">Reject</a>	
Mill City Construction, 7 Old Great Road,Lincoln, RI 02865	\$1,068,241.00	<a href="#">View File</a>	<a href="#">View File</a>	<a href="#">Approve</a> <a href="#">Reject</a>	

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## **4. Miscellaneous Updates –**

a. The Fall Festival appears to have been a huge success. Many thanks goes to the members of the Winchendon Business Group, all of the local vendors who participated and many members of the Town staff who volunteered their time to help make the day so successful.

b. I participated in a conference call regarding aggregated electricity rates for residents of the town for the upcoming year. I locked in a two year rate of .10352 per kilowatt hour. The current National Grid rate is \$.12673 per kilowatt hour. The rate for the upcoming year did increase from the current rate of .093663. The supplier has also changed from Constellation to Verde.

c. With the Finance Committee Chair, I have set up department tours that will allow the Fin. Comm. to visit and view the department's buildings and equipment in an effort to better understand future budget requests. The department tours have been confirmed below. If any Board member would like to join the Finance Committee, please let me know.

October 17<sup>th</sup> – Police Department  
November 14<sup>th</sup> – Public Works Department  
December 12<sup>th</sup> – Fire Department  
January 9<sup>th</sup> – Senior Center  
February 13<sup>th</sup> – Library

The Fall Festival was a huge success with a great turnout. The people seemed happy and we are pleased with the money that was generated. It was a nice opportunity for people to see what Winchendon has to offer. Anderson thanked Tracy and the Planning Department, the Winchendon Business Group, and all of the Town employees who spent their free time at the Fall Festival.

Hickey asked that people please give us feedback so we can improve on next year's festival.

Hickey also noted that he would check tomorrow if there is anything that can be announced regarding the bid for the Royalston Road North Bridge and when it will be installed.

**10. MINUTES:**

Monday, August 28, 2017 Regular Meeting:

*Move to approve as presented by LaBrie and seconded by Cyganiewicz with a vote of all ayes*

Thursday, September 28, 2017 - Special Meeting:

*Move to approve as presented by Husselbee and seconded by Barbaro. Cyganiewicz abstained, all other ayes.*

**11. COMMUNICATIONS:** N/A

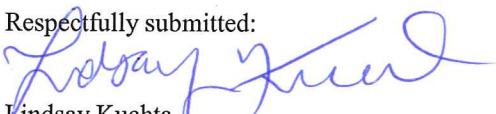
**12. AGENDA ITEMS:**

**13. ADJOURNMENT:**

*Motion to adjourn was made by Barbaro and seconded by Husselbee with a vote of all ayes.* The meeting adjourned at 8:12p.m.

**14. EXECUTIVE SESSION:** No executive session was held.

Respectfully submitted:



Lindsay Kuchta  
Administrative Assistant

