

TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, JUNE 11, 2018
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.

Present:

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

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

List of Documents Presented at Meeting:

- Public Hearing Notice FY16 Winchendon-Ashby Community Development Block Grant (attached)
 - FY16 Winchendon-Ashby CDBG Program Extension Request to Period of Performance & FY16 Winchendon-Ashby CDBG Program Status Report (attached)
- Francis Murphy Letter of Resignation from Ingleside Utilization Committee (filed)
- Board of Selectmen Appointment Renewals List for FY19 (attached)
- Permit/Entertainment Application - Parks and Recreation Committee Summer Concert Series (filed)
- 2018 Boot Drive Schedule (filed)
- Voluntary Toll Booth/ Boot Drive Application - Charlie's Angels Relay for Life Team (filed)
- Mobile Vendor Permit Application - Luis Alexander Fred Food for Thought Catering (filed)
- Letter of Request to Donate Bench for Winchendon Bike Path (filed)
- The Trustees of Beals Memorial Library Request of \$9,500 from Converse 100-Year Fund (filed)
- List of End of Year Transfers for FY18 (attached)
- Town Manager's Report (attached)

Anderson called the meeting to order at 6:30 P.M. followed by the Pledge of Allegiance to the Flag of the United States of America.

Anderson announced that Doneen Durling from The Gardner News was audio recording tonight's meeting.

1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:

Barbaro stated that he hopes everyone has a great time on Saturday at the Summer Solstice and Strawberry Festival.

LaBrie noted that the Board won't be meeting for a couple weeks, and as school is winding down she wanted to remind everyone to watch out for kids and hopes everyone has a great summer.

Anderson stated that she attended the Winchendon Fallen Fire Fighter's memorial and noted that it was very well run. She also noted that the Summer Solstice and Strawberry Festival are both going on this coming weekend, as well as a parade where she, LaBrie and Hesselbee are marching. Additionally, Seppie's will be open this weekend.

2. PUBLIC COMMENTS AND ANNOUNCEMENTS:

There were no public comments or announcements this evening.

3. PUBLIC HEARINGS:

3.1 FY16 CDBG Grant Extension Request

LaBrie read off the public hearing notice.

LaBrie made a motion to open the public hearing, seconded by Barbaro with a vote of all ayes.

Tracy Murphy, Planning Director of Winchendon, and Glenn Eaton, Executive Director of Montachusett Regional Planning Commission, came forward to represent the FY16 CDBG (Community Development Block Grant).

Mr. Eaton went over the presentation he provided for the Board updating them on the status of the grant and the delays due to the long winter and very wet spring with septic systems still needing to go in. With 81.7% of the grant expended thus far he asked the Board to consider a motion, if they agree, and request of the Dept. of Housing and Community Development (DHCD) a program extension to a period of performance from June 30, 2018 through September 30, 2018 for the FY16 Winchendon-Ashby Block Grant

Barbaro asked if Mr. Eaton expects to have the septic systems done by September to which Mr. Eaton replied yes, absolutely. Barbaro then asked if Mr. Eaton expected to spend 100% of the grant to which Mr. Eaton replied yes.

Barbaro moved to close the hearing; LaBrie seconded with a vote of all ayes.

Barbaro made a motion to extend the CDBG Grant for FY16 from June 30, 2018 to September 30, 2018, to finish their program; seconded by Hesselbee with a vote of all ayes.

4. APPOINTMENTS/RESIGNATIONS:

4.1. Ingleside Utilization Committee – Acceptance of Resignation of Francis Murphy

Hesselbee moved to accept Francis Murphy's resignation from the Ingleside Utilization Committee, seconded by LaBrie with many thanks to Fran. Vote taken was all ayes.

Anderson also thanked Francis for all of his work on this committee.

4.2. Board and Committee's FY19 Appointment Renewals

Daigle noted that the Montachusett Metropolitan Planning Organization (MPO) listed on the Board's renewal list doesn't expire until 2019.

Cyganiewicz stated he would like to continue to serve on the MART board as well as be an alternate for MRPC, as long as the Board is alright with it.

LaBrie gave thanks to those serving on Boards and Committees and stated that she knows how much work in the Town is done by volunteers. She is glad to have a field driver and fence viewer on the books still.

LaBrie moved that the Board accept the renewal list for FY19 as presented this evening, seconded by Barbaro with a vote of all ayes.

5. PERMIT/LICENSE APPLICATIONS:

5.1. Entertainment Permit – Toy Town Summer Concerts, Parks and Recreation Committee

Brian Dickens, Chair of the Parks and Recreation Committee, came forward on his application for seven Friday dates for the Toy Town Summer Concerts to be held at the GAR Park gazebo or in the auditorium at Town Hall in case of inclement weather. He said this year's series has multiple types of music. He thanked his committee members for their work on this committee.

Anderson noted that the concerts at the gazebo are always done well.

Cyganiewicz moved for the applicant, seconded by Hesselbee with a vote of all ayes.

Dickens stated the Committee is looking for two members. Anderson asked how an interested individual can become a member. Dickens stated a letter of interest should be submitted to the Town Manager's office. If you're a student at Murdock you must state what grade you're in and be in good academic standing.

5.2 Boot Drive Permit for July 14, 2018 – Charlie’s Angels Relay for Life

Dwayne Eddy, Charlie’s Angels Relay for Life team member and Dorothea Baker, team Captain, came forward to represent this application. Ms. Baker noted that the team has done boot drives in Winchendon in the past and usually raises \$700 to \$1,000. The team is still allowed to raise money until the end of August for this year’s Relay for Life.

Husselbee asked Daigle if there are any conflicts with the requested date, and also asked if the boot drive could be limited to three hours rather than four. Daigle noted there are no conflicts for this date.

Anderson stated she definitely would like to limit the boot drive to three hours and also that this drive must affect residents of Winchendon. She asked the team how this boot drive would affect Winchendon’s residents. Ms. Baker replied that the money raised helps research cancer and the residents affected by it will be benefitting from the research. Mr. Eddy added that it gives people hope and makes awareness for what they are trying to do.

Barbaro asked if the team was okay with holding their drive from 9:00AM to 12:00PM, to which Ms. Baker replied yes, that wouldn’t be a problem.

Barbaro moved to approve the voluntary toll booth/boot drive for Charlie’s Angels Relay for Life team from 9:00 a.m. to 12:00 p.m. at Lincoln Ave. extension area; LaBrie seconded, Anderson voted no, all others aye.

Mobile Food Vendor Permit Application – Food For Thought Catering, Luis Alexander Fred - Anderson brought up the license renewal for a new location for Food For Thought Catering. He is moving his truck from the parking lot near Rite Aid to the bike trail. Luis Fred, owner of Food For Thought Catering, came forward.

Anderson asked Mr. Fred if the menu was the same as before to which Mr. Fred replied yes with a few additional items.

Cyganiewicz then asked what the hours were to which Mr. Fred replied the hours are listed on the menu he provided for the Board. LaBrie noted the hours.

Anderson asked if the food truck interfered with the Farmer’s Market to which LaBrie replied they will work it out for all to fit and to consider traffic. It will be a good fit.

LaBrie inquired about the necessary inspections. Mr. Fred replied that the Health Dept. has done their inspection and he will reach out to the Fire Department.

Barbaro moved for the applicant; seconded by LaBrie with the caveat that all proper permits licenses and inspections go through, with a vote of all ayes.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:

There were no Boards/Commissions/Committees/Departments matters at tonight’s meeting.

7. NEW BUSINESS:

7.1 Request for Grant from the Converse 100 Year Fund by the Library Trustees

Rick Ward, a Library trustee member, came forward to represent the trustee’s requests of \$9,500 of Converse funds for landscaping improvements and preservation of trees between the Library and Legion Park. Mr. Ward went on to note that the trustees would like to see trees pruned, the removal of a large cedar tree leaning against the library, as well as the placement of a rod in a sugar maple behind the library. Additionally, the trustees are looking to fertilize the trees, and once construction is done they would like to plant new shrubbery. If there are funds left after the tree work is done, it is the trustee’s hope to replace the benches in Legion Park.

Mr. Ward feels that Morton Converse intended the money of his fund to be used for projects such as this. Converse is responsible for planting many of the old trees found in town, nearly 1000 between 1904 and 1917.

Burt Gould came forward as a representative for the Morton Converse funds and noted that the Converse family has no objections to the use of this money and request that the funds be granted with pleasure.

Husselbee moved for the applicant; LaBrie seconded with pleasure. Vote taken was all ayes.

7.2 Acceptance of Gift for a Bench to be placed on the Bike Path

Hickey noted that a family came in looking to request another bench to be placed on the bike path; a letter in the Board's packet identifies the request. It is to recognize Mr. David Martin who passed away a number of years ago. The location of the proposed bench is supported, and the bench requested is consistent with the previously donated bench. Town staff has looked at it and supports the donation and thanks the family for their generosity.

Barbaro made a motion to accept the bench in tribute to David Martin and to be placed on the bike path at the location picked out. Motion seconded by Labrie, with a vote of all ayes.

Anderson thanked the donor and enjoys the benches on the bike path; she said they are a worthwhile tribute.

7.3 Communications Committee Discussion

Husselbee stated he wants to ensure the Board is being proactive regarding the availability and transparency of all the boards and committees, including the Communications Committee. He then asked Cyganiewicz if there were any updates or if the Communications Committee would like to come before the Board and tell them where they see the future of communications in Winchendon going.

Cyganiwicz stated that the Committee hasn't met in some time; the members are trying to organize their next meeting. When the Committee was formed, the members were ambitious looking to get things done. At this point the Committee is looking into other recommendations to consider.

Husselbee asked if the Communications Committee would be willing to come before the board, to which Cyganiewicz said yes.

Hickey took a moment to state that staff has been looking at options to improve the ability to provide the Board meetings being televised at different times. A week ago an order was placed for software that will allow for internet live broadcasting, to begin at some point in July. Additionally, the new form of video streaming includes the ability to go onto the Town website and watch the rebroadcasted meeting at the viewer's convenience. Hickey added to Husselbee's point, the Town is trying to be transparent so residents can be up to speed and offer them the ability to watch broadcasts live outside of Winchendon on their computer or at their leisure. We hope to have the new broadcast feed in place within thirty to forty-five days.

Husselbee then asked if the meetings would also be available on YouTube to which Hickey replied conversation was had to put the meetings on YouTube but as it is a commercial entity it wouldn't be appropriate to do so. It would also be duplication, viewers can log onto the website just as easily as YouTube.

Cyganiwicz asked if the new streaming was a one-time purchase to which Hickey replied there will be an annual licensing fee to allow continued broadcasting. Cyganiewicz then asked what the broadcasting was a module of, and Hickey replied it is the same company currently used for video broadcasting, Access AV.

After discussion about other broadcasting options, Hickey noted that all of the comments made by the Board made sense, but the challenge is the Town is under a Franchise Agreement with Comcast. Once on demand is up and running, it will have meetings up and ready to go within twenty-four to thirty-six hours. There was conversation had about a year ago with the audio guys about moving to HD, but there are other needs that took precedence.

Cyganiewicz asked what the terms and end date of the agreement was with Comcast, to which Hickey replied he isn't sure of the exact termination date; best case scenario we are about half way through the franchise agreement. He has reached out to Comcast to see if they are willing to open the agreement for discussion, but they were unwilling.

Barbaro asked what would happen if the Town terminated the agreement adding when Bernie Lynch was in office, he stated it was a bad agreement for the Town. Hickey replied it can be looked into, but he is unsure what terminating the agreement would do.

Anderson stated there is not enough information on this matter at the moment.

7.4 Fiscal Year 2018 End of Year Transfers

Hickey noted that the Town Accountant has reviewed and approved all of the transfers requested and he will present to the Finance Committee tomorrow evening.

The Board of Selectmen addressed each transfer individually and approved all that were presented this evening:

1. Transfer the amount of \$50.00 from Manager's non-Affiliated and Contracted Services to Conservation Secretary;
LaBrie moved to approve as presented, seconded by Barbaro, all ayes.
2. Transfer the amount of \$100 from Conservation Travel and \$100 from Conservation Office Supplies to Conservation Secretary;
Barbaro moved to approve as presented, seconded by Husselbee, all ayes.
3. Transfer the amount of \$106.22 from Police Department Details to Fleet Overtime;
LaBrie moved to approve as presented, seconded by Barbaro, all ayes.
4. Transfer the amount of \$1,053.15 from Highway Heating Fuel to Highway Supply;
Barbaro moved to approve as presented, seconded by Husselbee, all ayes.
5. Transfer the amount of \$1,456.88 from Vehicle Fuel to Fleet Maintenance;
Barbaro moved to approve as presented, seconded by Husselbee, all ayes.
6. Transfer the amount of \$2,500.00 from Vehicle Fuel to Highway Foreman;
LaBrie moved to approve as presented, seconded by Barbaro, all ayes.
7. Transfer the amount of \$500.00 from Transfer Station Maintenance to Transfer Station Foreman;
Barbaro moved to approve as presented, seconded by Husselbee, all ayes.
8. Transfer the amount of \$1,500.00 from Transfer Station Maintenance Supply to Transfer Station Overtime;
LaBrie moved to approve as presented, seconded by Barbaro, all ayes.
9. Transfer the amount of \$403.27 from Transfer Station Vehicle Fuel to Transfer Station Overtime;
Barbaro moved to approve as presented, seconded by Husselbee, all ayes.
10. Transfer the amount of \$4,000.00 from Sewer Contingency to Sewer Overtime;
Barbaro moved to approve as presented, seconded by Husselbee, all ayes.
11. Transfer the amount of \$250.00 from Finance Committee Subscriptions to Finance Committee Secretary;
LaBrie moved to approve as presented, seconded by Barbaro, Anderson abstained, all others aye.
12. Transfer the amount of \$500.00 from Finance Committee Miscellaneous to Finance Committee Secretarial Services;
Barbaro moved to approve as presented, seconded by Husselbee, Anderson abstained, all others aye.
13. Transfer the amount of \$8,000.00 from Patrolman to Dispatch Overtime;
Barbaro moved to approve as presented, seconded by Husselbee, all ayes.
14. Transfer the amount of \$20,346.00 from Unemployment Insurance to DPW Snow & Ice Materials;
Barbaro moved to approve as presented, seconded by Husselbee, Anderson asked if this transfer was the change previously discussed to which Hickey replied it is for Free Cash to offset the appropriation of overage; these two requested transfers will go with the over expended amount,
motion passed by a vote of all ayes.
15. Transfer the amount of \$29,103.00 from Unemployment Insurance to DPW Snow & Ice Materials;

Barbaro moved to approve as presented, seconded by Husselbee, all ayes.

16. Transfer the amount of \$2,700.00 from Property/ Liability Insurance to Town Hall Electric;
Barbaro moved to approve as presented, seconded by Husselbee, all ayes.

7.5 Proposed Board of Selectmen Summer Schedule

The proposed summer schedule is June 25th, July 16th and 30th, and August 20th. In case of emergency other meetings may be called for by the Chair. Hickey also noted that they needed a Joint Meeting with the School and Finance Committee sometime in August to see where the Town stands financially at the end of the fiscal year and that it was the School Committee's turn to host.

LaBrie moved that the summer schedule be approved, seconded by Husselbee, all ayes.

8. **OLD BUSINESS:**

8.1 Board of Selectmen's Policies and Procedures Review and Amendment – Second Reading

After discussion, the Board decided to postpone the second reading of the Board of Selectmen's Policies and Procedures.

Barbaro moved to table the Board of Selectmen's Policies and Procedures to a later date, seconded by Husselbee with a vote of all ayes.

Hickey stated the item will be discussed at the meeting to be held on June 25th and will keep the agenda light.

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

1. Financial Updates-

a. The Town was awarded five properties from the land court for back taxes. I have provided detailed information to the Board under a separate cover memo. I will request the topic of what to do with the properties at a future Board meeting.

Hickey added a discussion of how to dispose of or if they should be disposed of will take place sometime after June 25th.

LaBrie asked if Hickey would be reaching out to the various committees to see if beneficial for the Town to keep and how to come up with recommendations. Hickey replied he would like to have a discussion with Departments and bring their opinions back before the Board. He intends to have a fall auction of properties to put them back on tax rolls.

2. Personnel Updates-

a. Police Officer James Maynard began the Police Academy on Monday, June 4th and will graduate in November.

Hickey added that he has been doing well.

b. Deputy Fire Chief Ricci Ruschioni has announced his retirement effective July 3rd after 39 years of service.

Hickey stated that he asked Chief Smith if Mr. Ruschioni could be recognized by the Board, he is still waiting for a response.

3. Project Updates-

a. I have been in contact with KP Law regarding the Town land off of High Street that Town Meeting authorized the sale/swap of. Legal counsel anticipates publishing the sale in the Central Register on Wednesday, June 13th, have the proposals due 30 days later, or Friday, July 13th and close by the end of August.

Hickey stated that he has had conversation with Heywood Hospital to allow the Town access to the tower on the property if we want to do so before closing to start moving equipment. He is waiting to hear from Comcast.

b. The Chestnut Street preconstruction meeting was held on June 4th. The Notice to Proceed will be issued on June 11th; construction will begin June 18th with the project being substantially complete by August 25th. Property owners in the construction zone have had letters mailed to them sharing contact information and emergency phone numbers they can call if an issue arises.

Hickey added that the project should be finished and the street should be open before the Fall Festival to be held on October 6, 2018.

4. Miscellaneous Updates

- a. National Grid continues to prepare for the Landfill Solar project to come on line. The system remains poised to be energized by the end of June.
- b. I have attached an update to this year's Fall Festival to make the Board aware of the events planned for the day.

Hickey stated that this year's festival is slated to be much larger than last year with new vendors, some bands will be playing, a lot of activities, and he is hoping the weather cooperates like last year. Last year was very successful and he is hopeful we have a successful one this year. Fliers have been put together and advertising will begin soon.

- c. MIIA will be, for the 16th year, distributing refunds to members in the form of premium credits. FY18 will offer three Reward categories designed to give members flexibility as to how they wish to earn their Reward credits. The three categories are: Training, Risk Management Best Practices and Member Directed Initiatives.

Winchendon has offered a variety of training opportunities during the past year to employees to make the workplace safer and more efficient. Due to the training participation, I anticipate Winchendon will receive \$7,500-\$10,000 in premium credits in FY19. Linda Daigle manages the program for the Town and is grateful for the training employees have undertaken. Linda spends a great deal of time and takes pride in the Town receiving as large a credit as possible each year.

Hickey thanked Linda for her hard work as the town is able to get credits from our property and liability premium by having staff attend trainings that prove to be beneficial to their jobs.

- d. The low bidder for the sally port project has agreed to hold the bid price until after the Fall Town Meeting to allow the town to vote on an amended funding plan if the Board wanted to propose one for voter consideration. If a funding plan is brought forward and supported, the sally port construction would start in March/April 2019.

Hickey added that approval has been granted by subcontractors to hold their bids until after fall Town Meeting. He would like to bring a funding proposal back to the Board sometime in July if there is a desire to request additional funds. The way he is looking at it, a large portion of the local share will be funded with the 911 Grant received and \$33,000 taken in taxation over a three year period could be extended to a five year period if needed. No request to increase property taxes. He would like to bring the proposal to the Board; if you choose not to move forward, we will have to address how to fund the sally port. He believes it can be funded without any impact to tax payers.

e. The deadline to submit a Request for Qualification for an adult marijuana retail license was today at 2:00PM. Three organization submitted applications to be considered for one of the three licenses.

Hickey noted that the next step is to go through the applications, do CORI checks to ensure the licensees have no issues, and bring the Board the recommended applicants in August, or as soon as possible. There is no competition for the licensees, which makes the process easier. He is hopeful that the three applicants are able to go through the process without issues. The three locations are 463 Maple Street, 703 School Street, and 350 Baldwinville State Road, all within the overlay district for adult use marijuana sales.

LaBrie asked about tying this in to the Board's Policies and Procedures as there is no section in the Policies about cannabis wondering if there is any information from the application that can be put in their policy. Hickey replied great point and yes something should be developed to bring before the Board; he would get KP Law involved.

Hickey then added that the Board has to consider a fee for the license itself. We have kicked around numbers internally but there is no definite recommendation for the Board. It has been discussed to potentially model the fee similar to an alcohol sale license. There are no communities that have established a fee at this time.

Anderson noted she would like to get a citation for Mr. Ruschioni for his years of service.

10. MINUTES:

There were no minutes to be approved at tonight's meeting.

11. COMMUNICATIONS:

The next Board meeting is scheduled for June 25th.

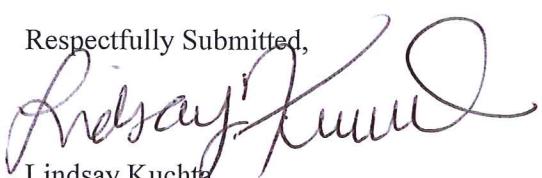
12. AGENDA ITEMS:

13. EXECUTIVE SESSION:

14. ADJOURNMENT:

LaBrie moved to adjourn, seconded by Cyganiewicz, all ayes. The meeting adjourned at 8:10P.M.

Respectfully Submitted,



Lindsay Kuchta
Recording Secretary