

Approved: 12/17/18

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, DECEMBER 3, 2018
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Audrey LaBrie, Chairwoman
Barbara Anderson
Michael Barbaro

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

Absent:

Austin Cyganiewicz

List of Documents Presented at Meeting:

- Winchendon Recreation Commission Annual Tree Lighting Flyer (filed)
 - Town of Winchendon Community Choice Power Supply Program Consumer Notification (filed)
 - Pole Petition Public Hearing Notice Re: Beachview Drive Dated November 19, 2018 (filed)
 - Petition for Joint or Identical Pole Locations (filed)
 - Order for Joint or Identical Pole Locations (filed)
 - DPW Director, Albert Gallant's Letter Recommending Approval (filed)
 - Abutters List Report (filed)
 - Hawker's Peddler's /Solicitation Permit- Lorenzo Leonardo, Trinity Solar
 - Trinity Solar Brochure
 - DRAFT Letter of Endorsement from Audrey LaBrie Re: Application to Mass Development for Brownfields Redevelopment Fund Recoverable Grant submitted by Town of Winchendon (filed)
 - Board of Selectmen/Town Manager Goals and Objectives Fiscal 2019 (July 1-June 30) Adopted by the BOS on December 3, 2018 (attached)
 - Report of the Town Manager (attached)
 - Minutes approved:
 - Monday, November 19, 2018 Regular Meeting
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LaBrie 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.

No one announced that they were audio recording the meeting tonight.

- 1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** Anderson congratulated Board of Health member Keith Kent for attending classes and getting his Certificate in Core Public Health to give him more knowledge to help aid James Abare and the Health Department; it was a huge undertaking. Additionally, Anderson thanked all who shopped small last Saturday, and lastly mentioned the passing of the 41st President of the United States, George H.R. Bush. She added that she loves the connection that Frank Doody of Winchendon has to the President, as he saved him from his sunken Naval Submarine.

- 1.1. Annual Christmas Tree Lighting – Sat., December 8, 2018-** LaBrie noted that the Recreation Commission will be hosting their annual Christmas Tree Lighting on December 8th at the Legion Park located next to the Library. Cheerleaders from Murdock will be there and a hayride will be provided to GAR Park for the lighting of the second tree. LaBrie also noted that they will be collecting canned goods for the Winchendon CAC.

Hickey also mentioned that when people get to the park they will notice there has been some work done near the tree that is going to be lit and has created some decent size ruts. The Department of Public Works will try and section off the area that has been damaged. The Recreation Commission Chair is frustrated that she was unaware of the work that was going to happen over the weekend, and with that being said, the Legion is trying to get something done. It does interfere to a certain extent, but there will be plenty of room for those who wish to attend the event.

Anderson stated that perhaps it would be a good idea to try and coordinate with different organizations and get events to all occur in one day or weekend to draw bigger crowds.

- 1.2. Community Choice Power Supply Program –LaBrie said Winchendon residents may have recently received a notification from Verde Energy in the mail regarding the Town’s Community Choice Power Supply Program. Those who received the mailing and wish to enroll in the program don’t have to take any action, and those who do not wish to be enrolled in the program should fill out the opt-out card they received in the mail accordingly and mail it back. Any questions had may be directed to the Town Manager’s Office.
- 1.3 Winter Parking Ban – December 1, 2018 – April 15, 2019- LaBrie made all aware that the Winter Parking Ban went into effect December 1st; no parking is allowed on Town roads between 11:00PM and 6:00AM to ensure the Department of Public works is able to keep the roads clean.

2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** There were none this evening.

3. **PUBLIC HEARINGS:**

- 3.1. **POLE PETITION** - No. 26875024, Beachview Drive- LaBrie read the Public Hearing Notice.

Anderson moved to open the public hearing, seconded by Barbaro, with a vote of all ayes.

Steven Soucy, representing National Grid, came forward and stated that National Grid will be installing a new jointly owned pole between two existing poles to raise the wires due to the large space between those two poles. Additionally, National Grid will be replacing four other existing poles within the vicinity.

LaBrie asked if the Board or anyone in the audience had any questions regarding the pole petition. Seeing and hearing none, Labrie asked that a motion be made to close the hearing.

Anderson moved to close the Pole Petition Public Hearing, seconded by Barbaro, with a vote of all ayes.

Anderson moved to approve the Pole Petition for one Jointly Owned pole on Beachview Drive as presented this evening, seconded by Barbaro with a vote of all ayes.

The Board thanked Mr. Soucy for his time.

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

5. **PERMIT/LICENSE APPLICATIONS:**

- 5.1. Hawker’s Peddler’s / Solicitation Permit – Lorenzo Leonardo, Trinity Solar- Lorenzo Leonardo came forward and said he will be going to different neighborhoods looking for homes that he believes are good candidates for solar, and talk to them about the benefits and their options to go solar.

LaBrie asked Mr. Leonardo if he has been in Town before to go door to door, to which Mr. Leonardo replied yes, through a different company about two years ago.

Barbaro asked if Mr. Leonardo has anything to identify himself or if his car is marked. Mr. Leonardo replied that his car is not marked but he does have an ID for the company he works for. Barbaro also mentioned that residents have called dispatch in the past because they are uncomfortable with strangers knocking at their door, especially after dusk. Mr. Leonardo noted that he always makes the police department aware of what neighborhoods he will be doing business in, and he will be done by dusk.

After further discussion, the Board decided that Mr. Lorenzo could go door to door 12:00 p.m. until 7:00 p.m., but no later than dusk.

Anderson moved to approve the Hawkers/ Peddlars Permit for Lorenzo Leonardo, representing Trinity Solar from 12:00p.m. to dusk, no later than 7:00p.m. Motion seconded by Barbaro with a vote of all ayes.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS: There were none this evening.

7. NEW BUSINESS:

- 7.1. Request Board of Selectmen to Endorse MASS Development Application for Funding of Demolition of Buildings on Lincoln Ave. Extension.- Hickey stated that in the Board's packet they will find the drafted letter for their consideration to apply for Redevelopment Fund Grants through Mass Development to assist in the cost of the removal of the debris from the demolition of the buildings located at 275 and 283 Lincoln Avenue Extension. He and Tracy Murphy, Director of Planning and Development, met with a representative from Mass Development who indicated that funds are available for some or all of the work. Ms. Murphy is working on the grant application which is due December 14th. Part of the application is a letter of support from the Board of Selectmen endorsing the application to apply for the grant for those particular costs. The Town has additionally spoken with Representative Jon Zlotnik and Senator Anne Gobi seeking letters of support. Representative Zlotnik has already stated he will write a letter of support for the Town.

Barbaro moved the Board endorse the MASS Development Application for Funding of the demolition of buildings on Lincoln Ave. Extension and authorize the Board Chair to sign on the Board's behalf, seconded by Anderson with a vote of all ayes.

8. OLD BUSINESS:

- 8.1 Establish 2019 Town Manager Goals- LaBrie thanked Anderson for working on the Town Manager Goals and tweaking it as discussed at previous meetings. She asked if there was anything further from the Board.

Anderson stated that the first three years the Board was focused mainly on the financial situation of the Town; as we look forward it is time to look at where we need to be moving next. She feels it is important to look into the economic development of Winchendon's downtown especially with the revitalization of Central Street approaching us quickly. The Town will have to make investments eventually to make it more approachable, with respect to the Finance Committee and their budget.

Hickey added that he has no comments regarding the document itself, but he agrees with Anderson and the need to revitalize Winchendon's downtown. It is important to make it more attractive for the residents and businesses already here, and for those who wish to come to the Town in the future.

Barbaro moved to accept the Town Manager Goals and Objectives for this Fiscal Year, seconded by Anderson with a vote of all ayes.

9. TOWN MANAGER'S REPORT:

- 9.1 Financial Updates; Personnel Updates; Project Updates; Miscellaneous Updates

1. Financial Updates-

- a. MIIA sent a letter offering the Town to remain with MIIA for its property/liability insurance needs at no increased premiums for FY20 and FY21 with the exception of

building values or the number and value of vehicles. This offer will reduce the amount of the typical increase seen annually. I have accepted the offer.

Hickey wanted to ensure that the Board is clear if the Town purchases property or a new fire truck and our claims are unexpectedly high, it might be a bit of an adjustment, but comparing apples to apples there is only a slight increase. Hickey has also agreed to lock in for the Property/Liability Insurance. Hickey and Daigle met with a representative from MIIA last Thursday and updated the policy to help with overall costs. MIIA has been a good partner and he is happy to stay with them for the next few years at a stable cost.

- b. Tracy Murphy and I met with a representative from MASS Development regarding grant opportunities for expenses related to demolishing of unsafe, abandoned buildings. There is an item on tonight's agenda seeking the Board's support of submitting a grant requesting MASS Development fund the cost of removal of the demolished building debris as well as funding any Brownfield cleanup costs. The application is due December 14th.
- c. The Accounting Department has upgraded MUNIS to Version 11.3.

Hickey noted that the Accounting department had a bit of a bug with the Munis upgrade. At this point, the Town is about middle of the pack as far as what version we are using; there are a number of communities behind us as well as ahead of us. The Accounting office has been testing the system for a while and has found that the changes will not cause a problem with data. The upgrade will occur today or in near future.

2. Personnel Updates-

- a. There are no personnel updates this week.

3. Project Updates-

- a. The demolition of the property at 283 Lincoln Avenue Extension is being planned for the week of December 10th. In addition to the property at 283 Lincoln Ave., we are planning to demolish the Town owned property next door at 275 Lincoln Ave. Extension as well. That property is in the same overall condition as the 283 Lincoln Ave. property. An exterminator will begin their work the week of December 3rd on both properties. I have informed the abutters of the anticipated timeframe of the demolition.

Hickey informed the Board an exterminator was there Saturday trying to eliminate pest the best they can. He met with the Police Department and they potentially expect pushback from the property manager, but have gathered the resources to properly deal with any issues next week. It has been a long time coming for all of the people who have been affected by this.

- b. Acting Superintendent Joan Landers, School Business Manager Rich Ikonen, Town Accountant Joanne Goguen and I met with representatives from the Abrams Group for a project wrap up meeting regarding the End of Year Reporting and Chart of Accounts. In summary, better utilization of the segments within existing chart of accounts will address the challenges in completing the End of Year Report and will address the School Department's desire to provide more complete financial information.

Hickey added that a flow chart has been created by Abrams Group who has been assisting the Winchendon Public Schools Business Manager. There are still additional modifications that need to be made prior to June 30th of this coming Fiscal Year. The chart of accounts on the school side is in pretty good shape in meeting the standard chart of accounts in the Commonwealth. Where lacking efficiency, there are certain sections in accounts that can be used to identify a particular school or program and the Town hasn't utilized this. The Town Accountant and the Business Manager are working on addressing those shortcomings in the Town Chart of Accounts to allow the school to provide more complete reports to be better utilized by staff and a better report to DESE at the end of year. It is more but will be better and the Town Accountant and School Business Manager endeavor to get it done.

- c. The Town received two bids to manage the Wastewater Department. The two firms were interviewed during the week of November 19th. The town engineering consultants from Wright Pierce, Al Gallant and I are recommending entering into a contract with Veolia, the same company that is managing the Ashburnham/Winchendon water plant. Attached to this report is a summary from the engineering consultant. I originally expected to have a contract for your consideration this evening but legal review has delayed that until your December 17th meeting. Veolia's bid will increase the overall wastewater budget by \$7,000. However, Al and I are confident that Veolia will find at least that amount is operational savings once they begin managing the plant.

Hickey added the main concern staff had was the chance of losing an employee to injury or resignation and not having a properly licensed person available to step into that employees place, which is the reason the Town chose to go out to bid. Both of the bids were close, but after comparing the Requests for Proposals (RFPs) apples to apples the Town found that both of the companies would be capable of the job. We couldn't justify not going with the low bid, which happened to be Veolia. Hickey said he hopes to have the contract for the Board's Consideration in the next two weeks. Both of the companies did a great job in their proposals and identified some opportunities to save money in the overall operations of the Waste Water Treatment Facility (WWTF). For example, both companies stated that a line that is currently in place could be re-routed to bring clean water back into the facility to be used, resulting in savings of at least \$30,000. While the overall cost to run the facility will increase by \$7,000, Hickey stated that both he and Al Gallant, DPW Director, are confident with some of the options issued with Veolia and Suez that the WWTF can be updated quickly with very little cost, saving the WWTF a significant amount of money.

4. Miscellaneous Updates –

- a. The Library Trustees will be attending the Board's December 17th meeting to discuss how the remaining funds from the library accessibility project should be used. There is approximately \$185,000 of remaining funds.

Hickey said he had a conversation with one of the Library Trustee members. They are looking to use the remaining funds to make further improvements at the library and will be coming in on the 17th to discuss what the funds would be used for and to get a better understanding as they move forward of what the Board may suggest be done at the Library.

Barbaro noted that the remaining funds were dedicated to a specific project and asked if this request would have to go to Town Meeting for approval to which Hickey replied, yes, if the funds will be used for a different purpose.

- b. I have distributed the FY20 CIP documents to Department Heads for them to submit their requests. Their requests are due back to me on December 20th. I will be attending a meeting of the Capital Planning Committee on Monday, December 3rd to determine their CIP review schedule.

Hickey also informed the Board that the CIP will be meeting every Wednesday until the Board's last meeting in January where they will present their recommendations to the Board.

- c. Health insurance information from MIIA has been shared with Town employees to allow them to become familiar with the insurance that will be offered beginning July 1st. I shared a copy of what was distributed with the Interim School Superintendent who will share that information with her staff.

Hickey commented that three years ago not much information was sent out regarding the insurance plan so he wanted to avoid any misinformation and give employees the opportunity to review their options.

Hickey asked that the Board forward any additional topics, questions or comments regarding the agenda for the upcoming Quad Board meeting to be held next Monday, December 10th, and noted that he has a tentative Town Meeting schedule prepared for Fiscal Year 2020, he is just waiting for the Finance Committee to pick the dates they would like to meet.

10. **MINUTES:**

10.1 Monday, November 19, 2018 Regular Meeting – Anderson moved to approve the minutes of the November 19th Regular Meeting, seconded by Barbaro with a vote of all ayes.

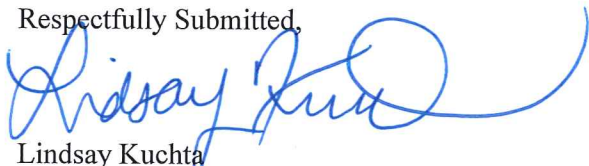
11. **COMMUNICATIONS:** LaBrie mentioned that the meeting to be held next Monday, December 10th is a Quad board meeting to be held at 7:00 p.m. Roselli and Clark Associates will be present to review the audit results. The week after that, December 17th, the Board will hold a regular meeting and then go on Christmas break. For the month of January the Board will meet on the 14th and the 28th.

12. **AGENDA ITEMS:**

13. **EXECUTIVE SESSION:** LaBrie stated that although the agenda stated Executive Session was scheduled for this evening it was not going to be held.

14. **ADJOURNMENT:** *Barbaro moved to adjourn, seconded by Anderson. With a vote of all ayes the meeting adjourned at 7:13PM.*

Respectfully Submitted,



Lindsay Kuchta
Administrative Assistant