

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MINUTES  
MONDAY, JULY 8, 2019 6:30 P.M.  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

**Present:**

Audrey LaBrie, Chair  
Barbara Anderson, Vice-Chair  
Michael Barbaro  
Amy Salter  
Rick Ward

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

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**List of Documents Presented at Meeting:**

- MRPC MEMO Re: Appointment to the Montachusett Joint Transportation Committee (MJTC) (filed)
- 2019 MPO Representative Selection Process (filed)
- MRPC MEMO Re: Select Board Representation on the Montachusett Regional Planning Commission (MRPC) (filed)
- MART MEMO Re: Advisory Board Appointment (filed)
- North County Pop Warner May 4, 2019 Boot Drive Update (filed)
- Friends of Old Murdock Senior Center Boot Drive, June 1, 2019 Summary (filed)
- Tufts Health Plan Foundation- Growing Places \$103,000 Grant Announcement (filed)
  - CHNA 9 Healthy Eating Work Group Informational Sheet (filed)
- Six (6) End of Year Budget Transfers per MGL Chap. 44 Sec. 33B (attached)
- Report of the Town Manager (attached)
- Minutes approved:
  - Monday, June 3, 2019     Regular Meeting
  - Tuesday, June 11, 2019     Joint Meeting with Finance Committee and School Committee
  - Monday, June 24, 2019     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.*

Doneen Durling announced she was audio recording the meeting this evening.

LaBrie noted the first order of business is the reorganization of the Board for the upcoming year. She then entertained a motion for the Chair position.

***Barbaro moved to open nominations for the Chair position of the Board of Selectmen, seconded by Anderson. With a vote of all aye, nominations opened.***

***Barbaro nominated LaBrie as chairwoman, seconded by Anderson.***

***Salter nominated Anderson as chairwoman, seconded by Barbaro.***

LaBrie asked if there were any further nominations to which none were heard.

***Barbaro moved to close nominations, seconded by Salter with a vote of all aye.***

LaBrie stated there are two nominees for the Chair of the Board, both herself and Anderson.

***Labrie called for a vote to elect Anderson as Chairwoman; Salter and Anderson aye, Ward and Barbaro nay, LaBrie abstained.***

*LaBrie called for a vote to elect herself as Chairwoman; Ward, Barbaro, and LaBrie aye, Salter nay, Anderson abstained. By a vote of 3-1-1 LaBrie was voted Chairwoman of the Board of Selectmen.*

*Barbaro moved to open nominations for Vice- Chair, seconded by Anderson with a vote of all aye.*

*Ward nominated Anderson as Vice- Chair, seconded by Salter.*

No further nominations were heard.

*Barbaro moved to close nominations for Vice- Chair, seconded by Anderson with a vote of all aye.*

LaBrie noted there is one nomination before the Board for Vice- Chair.

*By a vote of all aye, Anderson was voted Vice-Chair of the Board of Selectmen.*

Additionally, LaBrie welcomed the two new Board members, Amy Salter and Rick Ward, and thanked them for stepping up; it's nice to have a full Board again.

1. **SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** Anderson noted the Winchendon Winds group is having summer concerts every Sunday at 2:00 p.m. for the month of July, and the Recreation Commission's Summer Concerts at GAR Park continue to be held on Friday evenings at 6:30 p.m.

Ward stated he realizes it is a little late as he was elected in May, but wanted to thank all of those who came out to vote whether it was for or against him; it is important in small communities such as Winchendon to attend Town Meetings and to go out and vote. If the citizens don't participate, this type of government will go away eventually.

Barbaro noted with the heat and hot weather it is important to check on your elderly neighbors; make sure they are okay as some of them don't have air conditioning, and may need water or even a trip to the Senior Center. If you need help assisting your elderly neighbors, reach out to Town Hall and we can make it happen.

LaBrie then made everyone aware of an email she and Hickey received from Christopher Rae, who is the disaster manager for the Central Massachusetts district through the American Red Cross. He expressed his sincere gratitude towards Chief Tom Smith and especially Captain Brian Vaine of the Winchendon Fire Department for the cooperation and success of the Home Fire Safety Initiative. Thirty-three smoke and carbon monoxide detectors have already been installed in over nine homes across town, and without the support of the Fire Department this would not be possible.

2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:**

None were heard.

3. **PUBLIC HEARINGS:** There were no public hearings this evening.

4. **APPOINTMENTS/RESIGNATIONS:** LaBrie noted all of the appointments are pertaining to Board of Selectmen members to be appointed this evening; there is information in the Board's packets stating when and where and why these committees meet.

- 4.1 FY20 Montachusett Joint Transportation Committee (MJTC) - Hickey stated he is currently the designee for the Board of Selectmen on this Committee, and Tracy Murphy represents the Planning Board. This committee plays an important role in the transportation improvement program in the area. Appointees do not have to be a Board member or employee.

Anderson asked if Hickey has been attending all of the meetings to which he replied someone from Town has been present to represent the Town, yes. Anderson continued, stating it is very important that the Town be represented at all of these meetings.

After further discussion, LaBrie stated she would take the position if no one else was interested.



*Anderson moved to appoint Audrey LaBrie to the Montachusett Joint Transportation Committee for Fiscal Year 2020, seconded by Barbaro. With a vote of all aye the motion carried.*

- 4.2 FY20 Montachusett Metropolitan Planning Organization (MPO) Appointment of Subregion 1 Representative- Daigle explained MRPC is looking to see who is willing to serve, their name will be put into a pool of all of the other interested individuals from the surrounding communities and once someone is selected, that person can appoint a designee to attend. The meetings are held the third Wednesday of the month at 1:00 p.m.

Anderson noted Tracy Murphy can serve as well. It is important that these meetings are attended.

Hickey stated Al Gallant indicated he would be happy to hand his seat over to Ms. Murphy. A Board member should also be appointed, who can then assign the seat to Ms. Murphy in this case.

Anderson volunteered to take the position.

*Barbaro moved to forward Selectman Barbara Anderson contact information to the MRPC as a Representative and/or Alternate to the Montachusett Metropolitan Planning Organization of Subregion 1 for a three year term that will begin on September 1, 2019, seconded by Ward. With a vote of all aye the motion carried.*

Anderson stated she believes she should assign Ms. Murphy as there have been times awards were given out for things that are desperately needed by the Town.

*Anderson moved to appoint Tracy Murphy as the Town's Designee to the Montachusett Metropolitan Planning Organization in the event Winchendon is chosen as a Representative or Alternate to the MPO, seconded by Ward. With a vote of all aye the motion carried.*

- 4.3 FY20 Montachusett Regional Planning Commission (MRPC) Alternate-LaBrie noted the Planning Board appoints a regular member and the Board selects an alternate member; the alternate could be a designee. She added Barbaro was the representative last year and asked if anyone wanted to step forward for the position. As none were heard LaBrie moved to the next appointment.
- 4.4 FY20 Montachusett Regional Transit Authority Advisory Board (MART)- LaBrie made it known that the MART Board meets quarterly, and Anderson was the representative last year.

Anderson noted when she took previous Selectman Austin Cyganiewicz's spot on the Board, he stated the Board consisted mainly of Town Managers and Mayors. She then suggested appointing Hickey as the representative.

*Barbaro moved to appoint Mr. Hickey to the Montachusett Regional Transit Authority Advisory Board (MART) for Fiscal Year 2020, seconded by Anderson. With a vote of all aye the motion carried.*

LaBrie then turned the Board's attention back to the MRPC Alternate appointment; Ward said he would take the position.

*Barbaro moved to appoint Rick Ward to the Montachusett Regional Planning Commission as the Alternate Member for Fiscal Year 2020, seconded by Anderson. With a vote of all aye the motion carried.*

## **5. PERMIT/LICENSE APPLICATIONS:**

- 5.1. North County Pop Warner May 4<sup>th</sup> Boot Drive Follow-up- Ryan Bergeron came forward and noted he is the new intern president for North Central Pop Warner; the previous president has stepped down due other commitments. Mr. Bergeron continued by thanking the Board for allowing them to reschedule their boot drive date as a rainstorm was expected the date that was originally scheduled. Mr. Bergeron also apologized for not following up sooner, and noted between the hours of 9:00 a.m. to 12:00 p.m. they were able to collect roughly \$900.00 which allowed them to purchase new uniforms for the cheerleaders as their current uniforms

were at least ten years old. Each new uniform consists of skirts, shirts, bows and socks. Mr. Bergeron again thanked the Board.

LaBrie thanked Mr. Bergeron for bringing his update forward.

- 5.2. Friends of Old Murdock June 1<sup>st</sup> Boot Drive Follow-up- Ward noted he would provide the update for the Friends of Old Murdock boot drive as his wife was the one who ran it, but is currently out of the country. Ward continued, stating the Friends of Old Murdock is a non-profit organization who raises funds to help support the Winchendon Senior Center. This was the Friends' second annual boot drive, and proved to be successful by raising \$1,507.44. Money was collected by all senior citizen volunteers including Dave Johnson, Art Amenta, Rick McAllister, myself, Maureen Ward, and Sheila Bettro, the Winchendon Senior Center Director. Ward was not only impressed by the overwhelming support of people from in town but also those who came from out of town, and the younger donors who donated in honor of their parents and grandparents. Overall it was very successful, and 100% of the funds collected go directly to the Senior Center to help fund things such as vehicles, programs, the clothing closet and the food kitchen.

LaBrie thanked Ward for his follow up.

## **6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENT**

- 6.1. Update from Treasurer/Collector Donna Spellman- Treasurer/Collector of Winchendon, Donna Spellman, came forward to update the Board. Ms. Spellman noted 97% of the taxes were collected in 2019, totaling at \$11,376,556.00, and in addition to the FY19 taxes we have collected \$285,199.97 in prior year Real Estate Taxes; Tax Title collections for FY19 total at \$140,046.29. All of the taxes from 2016 and older have had a tax lien placed on them with the Registry of Deeds; 2017 taxes will be liened this year.

Ms. Spellman continued, noting an auction held in October with twenty- four properties of low value and seven higher assessed properties. Seven of the lower assessed properties sold as well as three of the higher assessed properties; the Town received \$50,600 at the auction. She intends to have another auction this fall.

Additionally, Ms. Spellman stated she had discussions with several of her bank representatives and was able to get an increase in interest rates with three of the banks as follows:

- Athol Savings Bank, originally at .20% now increased to 1.98%
- Unibank for Savings originally at .40% now increased to 2.02%
- Century Bank originally at .75% now increased to 1.86%

Not including special revenue bank accounts, our cash on hand is \$5,774,216.14.

The Treasurer/Collector's office also handles the processing of benefits for all employees and retirees; the health insurance transition has been smooth for the most part with just a few hiccups that are being handled.

Barbaro thanked Ms. Spellman for going out and asking the banks to pay us, the interest adds to our accounts every month and keeps the money flowing. He noted Ms. Spellman is doing a great job; the auctions took a lot of work going to land court and getting everything prepared, people are starting to realize the Town is closing the gap and heading in the right direction. Ms. Spellman replied, noting some of the tax titles go back to the 60's and 70's.

LaBrie stated some tough decisions had to be made in the past, and now the Town is seeing the fruits of it.

The Board thanked Ms. Spellman for her work.

## **7. NEW BUSINESS:**

- 7.1 Growing Places Grant Award from Tufts Health Plan Foundation- Hickey stated Planning and Development Director Tracy Murphy, Jane LaPointe, and Ayn Yeagle were present and could speak to the Growing Places Grant Award in great detail. This award was given to the area from the Tufts Health Plan Recreation.



The three noted individuals came forward. Ms. Yeagle started off by noting Growing Places is a non-profit in Leominster. The focus is on five underserved communities in need of healthy food access. Poor access to healthy food can lead to poor nutrition diabetes, heart disease, certain types of cancer and obesity. The loss of a central supermarket seems to be the cause of some of the increase in these issues in the area, but it doesn't make sense to implement something that didn't work out in the past such as that grocery store, therefore there needs to be an innovative solution. One potential solution is having a hub or central distribution area so healthy food can be accessed and or delivered to those who cannot access it. The two populations that suffer the most from a lack of access to healthy food are single mothers with children under the age of five and the elderly community. The idea is to figure out how local institutions can be utilized to get these things to the older adults.

Ms. LaPointe reminded the Board of a lunch meeting held last April at the Clark Memorial to talk about a strategy. Winchendon happens to fall on the list of the five communities in the greatest need for healthy food access. The Town is lucky that Growing Places has stuck with us in researching and working on a solution; it is a three year plan. Also included in the grant is an experienced individual who can work on the business plans and things of that nature, which is very helpful.

Barbaro noted he thinks the program is fantastic; since IGA closed there has not been an easy place to get to for seniors in the community as many of the available options run on a schedule that may not work with theirs. This shows the community has a need and all that is done is greatly appreciated, people who reach out to the program will appreciate it even more.

Ms. LaPointe noted a community kickoff event will be held on September 17, 2019 to show what the program is all about, and a lot of policy implementations will be taking place. Ward replied it is very important that the kickoff is mentioned and believes that it is important that seniors know that this will be taking place on the date noted at 12:00 noon. He encouraged all of them to get out and check out the event. Ms. Yeagle added that any seniors willing to get involved should think about it as community involvement which is part of the program; more details will be discussed at the kickoff.

The Board thanked Ms. Yeagle, Ms. LaPointe and Ms. Murphy.

## 7.2 FY19 End of Year Transfers-

*Barbaro moved to approve the transfer of \$3,257.46 from the Health Insurance Account to Legal Expenses due to a shortfall in legal expenses due to unanticipated litigation during the fiscal year, seconded by Anderson. With a vote of all aye the motion carried.*

*Barbaro moved to approve the transfer of \$865.00 from Tax Bill Forms to Collector/Treasurer Assistant due to a shortfall at the end of the fiscal year, seconded by Anderson. With a vote of all aye the motion carried.*

*Barbaro moved to approve the transfer of \$254.96 from the Finance Committee Snow and Ice Reserve Account to Snow and Ice Overtime to cover the deficit in 2019, seconded Anderson with a vote of all aye.*

*Barbaro moved to approve the transfer of \$95.22 from Police Certification and Training to Per Diem due to coverage of an extended leave for a dispatcher, seconded by Anderson with a vote of all aye.*

*Barbaro moved to approve the transfer of \$72.06 from Planning Office Supplies to Conservation Department Head to cover three extra hours for Department reorganization, seconded by Anderson for discussion.*

Anderson asked what the transfer was for and if it would be a one-time thing to which Hickey replied it was needed for the Conservation Agent to come in for three hours to clean and move his work area, it is a one time transfer.

*By a vote of all aye, the motion carried.*

*Barbaro moved to approve the transfer of \$39.81 from Data Processing Software to Network Administration to cover deficit in FY19 budget, seconded by Anderson with a vote of all aye.*

Hickey made the Board aware he will be presenting the transfers to the Finance Committee tomorrow for their consideration.

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

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

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

1. **Financial Updates-**

a. The Accounting Department has begun work on closing FY19.

Hickey added no surprises are expected and the amount of Free Cash will be certified by the Department of Revenue this fall at some point. Things are moving in the right direction; departments are now able to electronically request purchase orders that will be approved by the Town Manager and Town Accountant through Munis.

2. **Personnel Updates-**

a. Wendy Stevens was offered and has accepted the Town Clerk position. Current Town Clerk Judy LaJoie, Town Accountant Joanne Goguen and Wendy will be meeting shortly to develop a transition plan for both the Town Clerk and Accounting Offices. Judy is planning to retire in October.

Hickey noted FY20 funds were budgeted for Judy through October, and for worst case scenario, a new clerk beginning July 1, 2019. Wendy Stevens has seven or eight years of experience from working in Templeton as the Deputy Town Clerk. At this point, Ms. LaJoie, Ms. Stevens, and Town Accountant Joanne Goguen are trying to figure out when to transition the offices to get the new clerk up to speed and running; we are hopeful for a seamless transfer. An ad has been placed on the MMA website for an Assistant Town Accountant. Any interested individuals may call Hickey with any questions regarding the position.

b. Joshua Harris has been hired as the Transfer Station Foreman beginning July 22<sup>nd</sup>.

c. Charles Weaver has been hired as a Public Works Operator beginning July 8<sup>th</sup>.

3. **Project Updates-**

a. The Police Sally Port project continues to be on schedule and budget.

Royalston Road North has been paved; Mass Broken Stone has indicated that they would like to get all of the roads scheduled to be paved and finished before school starts. Additionally, \$100,000 in Robinson-Broadhurst Foundation funds was utilized to make sidewalk improvements, thank you Robinson-Broadhurst.

4. **Miscellaneous Updates –**

a. The Police Department was notified that the FY20 Support & Incentive Grant will be \$139,931. An estimated revenue of \$135,000 was included in the FY20 budget.

b. The proposed Winchendon Charter change regarding Board members taking office the day after Town Meeting rather than July 1<sup>st</sup> has been assigned a bill number. That number is H3903.

c. Tracy Murphy will be attending a meeting hosted by National Grid on Wednesday regarding the significant amount of solar development underway in Central and Western MA. National Grid will discuss the potential infrastructure (and other) changes that may be seen if these projects come to fruition.

It was also noted that Winchendon has the largest wattage being created in the area. Hopefully we will have a better idea from National Grid on the solar projects occurring throughout town, and we hope to see them constructed and receive Payments in Lieu of Taxes (PILOT) from each of them.



10. **MINUTES:**

10.1 Monday, June 3, 2019 Regular Meeting-

*Barbaro moved to approve the Regular Meeting minutes of Monday, June 3, 2019 as presented, seconded by Anderson. Anderson, Barbaro and LaBrie aye, Salter and Ward abstained.*

10.2 Tuesday, June 11, 2019 Joint Meeting with Finance Committee and School Committee-

*Barbaro moved to approve the Joint Meeting with Finance Committee and School Committee minutes of Tuesday, June 11, 2019 as presented, seconded by Anderson. Anderson, Barbaro and LaBrie aye, Salter and Ward abstained.*

10.3 Monday, June 24, 2019 Regular Meeting-

*Barbaro moved to approve the Regular Meeting minutes of Monday, June 24, 2019 as presented, seconded by Anderson. Anderson, Barbaro and LaBrie aye, Salter and Ward abstained.*

11. **COMMUNICATIONS:** LaBrie noted the next Board meeting is Monday, July 29, 2019, followed by August 19, 2019.

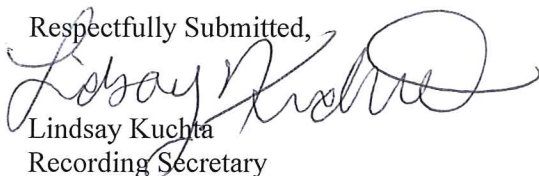
12. **AGENDA ITEMS:**

13. **EXECUTIVE SESSION:** There was no Executive Session this evening.

14. **ADJOURNMENT:**

*Barbaro moved to adjourn, seconded by Ward. With a vote of all aye the meeting adjourned at 7:27 p.m.*

Respectfully Submitted,



Lindsay Kuchta  
Recording Secretary