

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, MARCH 30, 2020 6:30 P.M.**

**-- Conducted by Remote Participation --
Zoom Meeting ID: 438 438 889**

Present:

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

Keith R. Hickey, Town Manager
Linda Daigle, Executive Assistant

List of Documents Presented at Meeting:

- Introduction to Remotely Conducted Open Meetings (attached)
- Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20 (attached)
- Max Performance 14th Annual Mass State Triathlon Applications for Road and Cycle Races and Special One Day Liquor Licenses (filed)
- Draft Letter to Governor Charlie Baker Requesting Change of Date of Local Elections (attached)
 - MMA's News March 16, 2020 RE: "Legislation would address municipal government challenges due to COVID-19" (attached)
 - Special Legislation Regarding Postponing 2020 Municipal Election (attached)
- Approved Town Manager 2020 Goals and Objectives (attached)
- Report of the Town Manager (attached)
- Minutes approved:
 - Monday, February 24, 2020 Regular Meeting
 - Monday, March 9, 2020 Regular Meeting, including Joint Meeting with Finance Committee

Due to Governor Bakers recent Executive Order and state of emergency declaration with the outbreak of the Coronavirus (COVID-19), this meeting will be conducted remotely through Zoom Meeting. The public was notified how to join the meeting through social media and instructions noted on the agenda.

While waiting for some technical difficulties to be resolved for Chairwoman Audrey LaBrie to join the meeting, the meeting was called to order by Vice-Chair Anderson at 6:40P.M. All rose for the Pledge of Allegiance to the Flag of the United States of America.

Anderson confirmed all members were present and could hear each other. Chairwoman, Audrey LaBrie, rejoined the remote meeting.

LaBrie read the "Introduction for Remotely Conducted Open Meetings" which noted Governor Baker's recent Executive order of March 12, 2020 and outlined the guidelines and ground rules for the meeting this evening.

LaBrie confirmed members present and persons anticipating to speak by calling their name and asking for a response in the affirmative: Barbara Anderson, yes; Michael Barbaro, yes; Amy Salter, yes; Rick Ward, yes; and Audrey LaBrie, yes. Staff members present and responding in the affirmative were Town Manager Keith Hickey and Executive Assistant, Linda Daigle.

LaBrie asked each speaker this evening to please state their name before each presentation, comment or question and that all votes would be taken by roll call.

LaBrie advised all participants that the meeting was being recorded and cautioned screen sharing. When asked if anyone besides the Town was video or audio recording the meeting, there was no response.

1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:

Anderson thanked everyone for being patient as they struggle to get through these unprecedented times. She also thanked the Town's first responders and asked everyone to keep them in their thoughts as they go door to door checking on people making sure they are safe.

Barbaro asked everyone to contact their elderly neighbors to make sure they are safe and if they might need anything from the store that could be picked up for them. He added to be kind to yourself and each other during these trying times.

LaBrie reminded members for this meeting to repeat their name when she calls on them to speak.

2. PUBLIC COMMENTS AND ANNOUNCEMENTS:

There was no public comments or announcements heard this evening.

3. PUBLIC HEARINGS:

There were no Public Hearings scheduled this evening.

4. APPOINTMENTS/RESIGNATIONS:

There were no Appointments or Resignations this evening.

5. PERMIT/LICENSE APPLICATIONS:

5.1. Max Performance, 14th Annual Massachusetts State Triathlon, Sunday, July 12, 2020

5.1.1. Road Race/Cycling Permit

5.1.2. Special One Day Liquor License July 11 & 12, 2020

LaBrie noted Max Performance is seeking to hold their 14th Annual Mass. State Triathlon on Sunday, July 12, 2020. The races will be similar to what has been held in the past. Department Heads have had no issues with the event; the Police Dept. will be contacted for Police Detail. The second part of the application is for two Special One-Day Liquor Licenses; one for July 11th the other for July 12th. LaBrie asked if there were any questions, to which none were heard. LaBrie commented she hoped they have a great day for this; "it's always been a great turnout."

Barbaro moved to approve the Road Race permits for Max Performance as presented this evening; seconded by Anderson. By roll call vote of all aye, the motion carried unanimously.

Barbaro moved to approve two Special One Day Malt Licenses for Max Performance's 14th Annual Mass. State Triathlon for Saturday, July 11th and Sunday, July 12th as presented this evening. By roll call vote of all aye, the motion carried unanimously.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENT:

There were no Boards or Committees, Departments scheduled for this evening.

7. NEW BUSINESS:

7.1. Final Review of the Town Manager's FY21 Budget – LaBrie advised a Board member has requested to pass this item over to the next meeting on April 13th and noted the Town Manager did confirm this would not put us out of synch with any of the deadlines we have to adhere to for Town Meeting.

Ward asked why they were passing this over this evening. Anderson said she requested they pass it over at this time mostly due to the nature of the current emergency which is prolonging some of the figures that we are going to receive from the state. We are not sure at this time what we are going to be expending. It is possible the state funding we have been working with for budget numbers could change and thought it prudent at this time to wait.

Barbaro said the tentative budget that the Board will pass in two weeks will obviously fluctuate between now and July. The numbers that we have now are the numbers we should be voting on until they change. We've had to do this in the past, voting on changes in September. He's ok with holding off but the numbers aren't going to change in the next two weeks for next year's fiscal budget.

Salter pointed out that last week Massachusetts changed the payment deadline for income taxes to July 15th. There is a huge concern about the amount of cashflow the state would have and what impact it will have for the Town. She hoped in a couple more weeks they might have more information from the state itself.

LaBrie said she was fine passing this over this evening and bringing back to their April 13th meeting.

Barbaro moved to pass over the budget at this time until April 13th; Anderson seconded. By roll call vote of all aye, the motion carried unanimously.

- 7.2. Discussion of Postponing May 2020 Town Election and Annual Town Meeting - Hickey said some legislation has been approved and information has been shared from Town Counsel regarding the Town's ability to postpone both the Town election and Town Meeting. This information would authorize the potential delay of the election and Town Meeting in May. He suggests having them both in June with the elections on Monday, June 15th and Town Meeting on Monday, June 29th so both are addressed this fiscal year. The information authorizes Town Meeting to occur no later than Monday, August 31, 2020. The state legislature allows for up to sixty days in the new fiscal year. He advised the local election has to occur before the end of the fiscal year. Governor Baker will be discussing potential changes and relaxing the absentee ballot and authorizing early voting. At this point, Hickey explained, the Board does not have to set dates yet for the Town Election or Town Meeting but the dates mentioned should work well for them to hold within this fiscal year.

LaBrie stated we don't have to decide at this meeting but it's very likely we will be postponing from May to June.

Ward asked if we don't set a date if they had to procedural vote to make this happen. Hickey said his understanding after speaking with Town Counsel today was that the Board would vote to delay Town Meeting and Town Elections but a date would not need to be chosen until some of the issues become more clear with the current coronavirus pandemic and that meeting dates can be set at a later time.

Ward asked why we couldn't have Town Meeting on June 22nd versus June 29th looking to have some leeway for potential other business that might come up before the end of the fiscal year. Hickey replied his rationale in choosing the two dates was typically the elections occur two weeks prior to Town Meeting and he wanted to have the elections scheduled later than sooner not sure if the illness would still be around. He was not sure if there was a necessity to have the two weeks in between.

Barbaro asked if the circumstances don't change and we enter the new fiscal year, would they then be working on one twelfth of the budget to which Hickey replied, yes. Barbaro explained to the public, in the event we don't have Town meeting in June, the Town would have a budget in place called the 1/12th budget; the Town will go forward fiscally but will have some constraints.

LaBrie asked if there were any questions. Guy Corbosiero asked if this affects the closing date of the Town Meeting Warrant. Hickey replied, at this point there has been no discussion on changing the closing date of the warrant. The date will remain the same unless the Board wanted to change that date as well.

Barbaro moved the Board of Selectmen authorize the Board Chair and Vice-Chair to submit all necessary paperwork requesting the authorization to postpone the May 2020 local elections and Town Meeting to the Governor of Massachusetts. This request would authorize an extension for the deadline of the 2020 local election and Town Meeting until August 31, 2020. The motion was seconded by Anderson. With a roll call vote of all aye, the motion passed unanimously.

Hickey was asked to forward the request to the Governor.

8. OLD BUSINESS:

- 8.1. Establishment of 2020 Town Manager Goals and Objectives – LaBrie noted they have been provided with the amendments to the Town Manager’s Goals and Objectives both in Clean mode and Track Changes mode for their review this evening. LaBrie asked if there were any comments or questions from the Board. With none being heard, the following motion was made:

Anderson moved the Board of Selectmen approve the 2020 Town Manager Goals and Objectives as discussed this evening and amended this evening; Ward seconded. By roll call vote of all aye, the motion carried unanimously.

9. TOWN MANAGER’S REPORT:

1. Financial Updates-

- a. Roselli and Clark are working with the School Department to complete and issue the FY19 Single Audit report. An annual Single Audit is needed if a municipality reached a certain threshold of federal funds received. Winchendon typically exceeds the \$750,000 threshold.

2. Personnel Updates-

- a. There are no personnel updates this week.

3. Project Updates-

- a. There are no project updates this week.

4. Miscellaneous Updates –

- a. The property closing for the Maple Street property approved at the Fall 2019 Town Meeting occurred last Thursday, March 26th. This property abuts the Community Park. We received the deed today and it was recorded at the registry

Mr. Hickey also wanted to thank the public for their diligence in trying to best address this interesting time with the COVID-19 virus and also thanked all the employees who are working so hard to make sure people are safe.

10. MINUTES:

10.1 Monday, February 24, 2020 - Regular Meeting

Barbaro moved to approve the minutes as presented this evening; Anderson seconded. By roll call vote of all aye, the motion was unanimous and the minutes approved.

10.2 Monday, March 9, 2020 - Regular Meeting, including Joint Meeting with Finance Committee

LaBrie noted there is one amendment to this regular meeting which included a Joint Meeting with the Finance Committee to include the names of the Finance Committee members that were present that evening.

Anderson moved to approve the minutes of the Joint Meeting with the Finance Committee of Monday, March 9, 2020 as amended; Barbaro seconded. With a roll call vote of Anderson aye, Barbaro aye, Ward aye, LaBrie aye and Salter abstaining as she was not present that evening, the motion carried and the minutes were approved.

11. COMMUNICATIONS:

LaBrie noted the next meeting of the Selectmen is scheduled for Monday, April 13th and may be through Remote Meeting again.

Anderson thanked everyone who was cooperating and keeping their distance and hopes everyone stays safe and healthy.


12. AGENDA ITEMS: N/A

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

14. ADJOURNMENT:

Barbaro moved to adjourn; Anderson seconded. By roll call vote of all aye, the meeting adjourned at 7:11 PM.

Respectfully submitted,



Linda Daigle
Executive Assistant

