

Approved: 2/24/2020

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MINUTES  
INCLUDES TRI-BOARD MEETING WITH FINANCE COMMITTEE & CAPITAL PLANNING COMM.  
MONDAY, FEBRUARY 10, 2020  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

***Board of Selectmen***

**Present:**

Audrey LaBrie, Chairwoman	Keith R. Hickey, Town Manager
Barbara Anderson, Vice-Chairman	Linda Daigle, Executive Assistant
Amy Salter	Lindsay Kuchta, Recording Secretary
Rick Ward	
Mike Barbaro	

***Finance Committee***

**Present:**

Tom Kane Jr., Chairman	Douglas Delay
David Alexander	Charles Corts
Maureen Ward	
Keith Kent	
Philip Levine	

***Capital Planning Committee***

**Present:**

Michael Barbaro, Chairman  
Tom Kane  
Greg Vine  
M.J. Galat

**Absent:**

Guy Corbosiero

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**List of Documents Presented at Meeting:**

- Notice of Town of Winchendon Public Hearing FY20 CDBG Application (filed)
- MEMO from Linda Overring CDBG Consultant Dated 2/5/2020 Re: Grant Application Project Budget and Motions (filed)
- Boards and Committees Notice of Vacancies (filed)
- Catlin Creamery, LLC, DBA Smith's Country Cheese- Cheese Fest Application (filed)
- Beals Memorial Library Renovation Project Fact Sheet (filed)
- Toy Town Community Partnership Committee- Robinson-Broadhurst Foundation, Inc. Grant Application for Large Toys for Winchendon- Application (filed)
  - o Draft Letter to Central Street Property Owners Re: Large Toys for Winchendon
- Roselli, Clark & Associates Contract FY17-19 (filed)
- Winchendon Public Schools Request to Support Submission of a Statement of Interest on Behalf of Murdock Middle High School (filed)
- FY21- FY26 Capital Improvement Plan (filed)
- Town Manager MEMO Re: Engineer's Report on Recommended Repairs to the Old Murdock Senior Center (filed)
- Board of Selectmen/Town Manager Goals and Objectives Fiscal 2020, DRAFT February 10, 2020 (filed)
- Report of the Town Manager (attached)

- Minutes approved:
  - Monday, January 13, 2020 EXECUTIVE SESSION
  - Monday, January 27, 2020 Regular Meeting and Tri-Board Meeting

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*LaBrie called the meeting to order at 6:15 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.

1. **SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** Ward noted for all interested in running for an elected position, papers can be taken out and must be submitted to the Town Clerk's office by March 16<sup>th</sup>. The following seats are available; one three year term for the Board of Selectmen, two three year terms for the School Committee, one two year unexpired term for the School Committee, and two three year terms for the Board of Health.

Ward added that this Thursday is the annual Senior Center Cake Auction. It will be held at 12:30 p.m. and is a big fundraiser for the Senior Center.

Barbaro wanted to make all aware that there is currently a scam phone call going around regarding Social Security. If you do receive a call stating your Social Security is messed up, it is a scam; you would receive notifications of such through letters from the government. The Police Department's phone number has also been ghosted, causing some calls to show up as the Police Department on your caller ID. These callers will ask you to get them an EBay card or something of the sorts so they can gain access to and drain your accounts.

Additionally, Barbaro noted the DPW has been hard at work on the weekends due to the snowstorms we have been getting and they are doing what they can. He thanked them for all of their hard work.

Anderson stated last Thursday she attended a presentation regarding the Winchendon Community Park with Ward and Mr. Hickey. She thanked all involved for their time and effort and noted they should really be applauded for their efforts as there are exciting things coming.

- 1.1. Drug Awareness Workshop, Sat., Feb. 22<sup>nd</sup> 10:00am – 12:00pm at The Chapel Downtown, 286 Central St.- LaBrie announced there will be a workshop open to teenagers and adults for drug awareness at the Chapel Downtown. There will be some speakers and discussions on how to help individuals who may be struggling and how to support those during their recovery. It is a good place to get some information.
- 1.2. Early Voting Hours for the March 3, 2020 Presidential Primary- LaBrie stated the set hours for early voting for the March 3<sup>rd</sup> Primary are going to be Monday, February 24<sup>th</sup> from 8:00 a.m. to 6:00 p.m., and Tuesday, February 25<sup>th</sup> through Thursday, February 27<sup>th</sup> from 8:00 a.m. to 5:00 p.m. Early Voting will be held in the 4<sup>th</sup> Floor Conference Room of Town Hall.

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

*Barbaro moved to take Appointments and Resignations as well as Permit and License Applications out of order, seconded by Anderson. With a vote of all aye the motion carried.*

#### 4. **APPOINTMENTS/RESIGNATIONS:**

- 4.1 BOS Board and Committee Vacancies- LaBrie noted the vacancies on the boards and committees and noted what each board and committee with vacancies does- anyone interested can go online and get the application or send a letter to the Town Manager's office

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

*Board of Selectmen Minutes Includes Joint Meeting with Finance Committee and Capital Planning Committee  
February 10, 2020*



- 5.1 Catlin Creamery, LLC, d/b/a Smith's Country Cheese 3<sup>rd</sup> Annual 5K Cheese Chase & Kid's Holstein Hustle-  
Leah Catlin came forward on behalf of Catlin Creamery's request for an entertainment permit, a road race permit, and a Special One Day Beer & Wine License. They will be having their third Annual 5k Cheese Chase and their 3<sup>rd</sup> Annual Cheese Festival. They will also be hosting the Holstein Hustle, a quarter mile run for kids. Last year they had somewhere between thirty and forty children participate. Proceeds from this year's race will go to Murdock Blue Devils Athletics.

Anderson stated she noticed the fees have already been paid for the road race and other fees, but they always give back to the community; they have in previous years donated to the YMCA and the Police Department.

***Anderson moved the Board waive the fees for Caitlin Creamery, LLC, d/b/a Smith's Country Cheese, Cheese Festival, seconded by Barbaro.***

Daigle asked if all fees are being waived to which Anderson replied yes.

***With a vote of all aye the motion carried.***

Anderson then noted she has always gone to the Cheese Festival, it is a big community event and she thinks the whole community looks forward to it. She also noted how happy she is to see the town being represented by Catlin Creamery at fairs such as the Big E and now at the Worcester Public Market.

LaBrie asked if they have reached out to Lieutenant Wolski regarding the race, to which Ms. Catlin replied she is waiting to hear back; they are currently working out the details. Lieutenant Wolski has been informed that it will be the same route as previous years and asked for any suggestions he may have to make sure the event is as safe as possible.

LaBrie asked if there was anything further from the Board to which no replies were made.

***Barbaro moved the Board approve the Entertainment Permit, the Road Race Permits and the Special One Day Beer and Wine License for Smith's Country Cheese for their 3<sup>rd</sup> Annual Cheese Fest to be held on Sunday, May 17, 2020, seconded by Anderson. With a vote of all aye the motion carried.***

**6:45 P.M.**

### **3. PUBLIC HEARINGS:**

- 3.1. 2020 CDBG Application Public Hearing- LaBrie read the public hearing notice.

***Barbaro moved to open the Public Hearing, seconded by Anderson. With a vote of all aye the motion carried.***

Planning and Development Director Tracy Murphy and Linda Overing of Breezeway Farm Consulting came forward. Murphy thanked the Board for having them, and noted that before the Board is a budget for this year's 2020 application the Town will be submitting. The Town will be requesting a total of \$715,510. \$649,800 of which will go towards the reconstruction of Railroad Street. In the last week, it was decided to take the water improvements out of the project as the costs would exceed the funds available to us in the grant. The Town has put in just about \$50,000 for the design and construction administration through funding from Chapter 90.

Of the \$715,500 requested, \$25,000 will be for supplemental fuel assistance grants, something the Town has down in past CDBG's. This time, those who apply through LIHEAP will be automatically qualified for the Winchendon Fuel Assistance Program unless opting out. Also in this program, our grant covers 61-80% income range, where LIHEAP only covers up to 60%. We are trying to encourage people who are a little over the LIHEAP level to still apply as they may still qualify for assistance with Winchendon. We will be

awarding a grant for one delivery of fuel, up to \$500. In the past, recipients were all given the same amount and had leftover funds that we couldn't use and had to turn back.

We are hoping to keep General Administrative Expenses at about \$50,500. Tracy then asked if there were any questions.

Hickey noted that Murphy mentioned the replacement of water lines has been removed for budgetary purposes. He stated there aren't any issues with the water lines at this time, and it may cause our grant to be looked at with less favor if we are asking for funding for something that is not needed.

LaBrie asked if anyone from the public had any questions or comments.

Vanthan R. Un, Manager of Winchendon Wine and Spirits at 18 Railroad Street came forward. He believes the proposed reconstruction is not serving the public or businesses in the affected neighborhood properly. He believes the neighborhood around his business cannot easily get to Central Street, and making it a one way street would negatively impact his business, considering the other competition he has in town. He asked if it was possible to make parking spots without changing the street to one way, and stated he supports the city and wants to see it be successful but he feels this change will hurt his business.

***Barbaro moved to close the public hearing, seconded by Anderson.***

LaBrie asked if there were any questions from the Board.

Barbaro rescinded his motion.

Anderson stated she understands the necessity of the one way street, but asked if it would be more convenient to change the direction of the traffic to flow out to Central Street rather than in. She utilizes that street due to the dangerous intersection of Grove and Central Street. Murphy stated the intersection at Grove Street will be improved with the reconstruction of Central Street, as it was deemed one of the most dangerous intersections in town.

Hickey provided a little history regarding the project, stating when making Railroad Street one way was first brought before the Board for discussion, the thought was that people probably wouldn't be parking on Railroad Street between Pleasant Street and Spruce Street. The thought was if we made it a one way street, we could add thirteen parking spots to the area where we know we are impacting parking on Central Street.

Joe Ladeau, owner of Winchendon Furniture, came forward and stated that making the street one way would not affect his business as he has a separate parking lot. He did not have a preference as to which direction traffic moves. He sees more traffic flow from Central going onto Railroad Street versus coming off of Railroad onto Central Street.

Al Gallant, DPW Director, came forward to clarify work that will be done on the street. Sewer work will be done to separate the sewer from the storm water basin. There should not be one manhole detecting levels of two different types of flows. Additionally, Gallant stated the road is not wide enough to allow parking on both sides. If we are going to fix a street, we need to do it right.

Ward reminded the Board that there are also large trucks that will need to fit for their unloading and he wants to ensure that businesses have the space to unload. He also mentioned a concern regarding the flow of traffic being directed to the intersection of Pleasant and Grove Street. There are times that cars are waiting for service or inspections on Pleasant Street, and it can be a difficult left turn to take.

***Barbaro moved to close the hearing, seconded by Anderson.***



LaBrie asked if there was anything further to which no comments were heard.

***By a vote of all aye the public hearing was closed at 7:20 p.m.***

LaBrie noted that this discussion exposed a flaw in the process of coming to the Board and making a presentation then at a later date getting public input. She stated there are valid concerns from the public, and she wonders if she would have voted differently had she heard those concerns at an earlier date. She would like to have a discussion in the future regarding how the Board should go about doing public hearings like this going forward.

Hickey stated it was a great point and we will make sure to modify the process in the future.

***Barbaro moved the Board approve the FY20 CDBG application as presented. Grant funds would be used for improvements to Railroad Street and a Supplemental Fuel Assistance Program. Further to authorize the Town Manager to sign all FY20 CDBG application related documents and designate Keith Hickey the Environmental Certifying Officer for Winchendon's CDBG activities, seconded by Ward.***

LaBrie wanted to know, before she took her vote, if the Board decided to not approve the application, what happens? Murphy stated the application would not be submitted.

Anderson commented she is confident, as she remembers back to the first discussion of making Railroad Street one way, that there were not any concerns and that is when it was approved the first time.

Hickey stated a meeting was had on Railroad Street in January, to which all of the abutters were invited to. They discussed conditions on both sides of the street. He understands the concerns of the property owner, but people will have to go up a block or so to get to Central Street. It may be a problem initially, but traffic patterns become habit. He cannot speak on the impact of this business, but the street needs to be corrected as it is a safety issue.

Barbaro asked if it is possible to make parking spots for a loading zone only to which Hickey replied no.

Labrie noted a motion has been made and seconded and asked for any further discussion, to which none was heard.

***By a vote of LaBrie no and all others aye, the motion carried 4-1.***

Anderson thanked Murphy and Overing for all of their work.

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

6.1 Annual Update from Manuel King, Beals Memorial Library Director- Beals Memorial Library Director Manuel King came forward and thanked the Board for inviting him tonight. He noted that the library has had a long tradition of serving the Town as the informational cultural resources data base, offers things such as museum passes and hosts events and activities. Last year, the Library held 147 programs for participants of all ages. Some highlights included several talks through the year on diverse topics, a Woodstock Concert, an instrumental petting zoo, a four hour nonstop reading marathon of Dr. Seuss books, an Easter egg hunt, animal adventures who came to town hall, a summer reading club, movies on the library lawn in the summer, this fall had a visit from the second graders at Memorial School, a spooky Halloween party, and held their first Annual Tree Festival this December raising over \$1,100 to go towards the children's room.

The library also offers toddler time, Lego club, adult book discussions, adult and teen yoga, a Dungeon's and Dragons group, monthly movies for all ages, and documentary films followed by discussion. Over the last year, there were 1,828 participants in events, and 2,507 patron visits to the library. The Library is

joining forces with Toy Town Elementary School to host their first mini ComicCon. It will be held on May 16<sup>th</sup> at Toy Town Elementary.

King continued, noting the Library is working with Abacus on design schematics and a cost for the transforming of the children's area on the first floor into a space for teenagers, updating the fire suppression system, and bringing the electric service up to code. The children's room will cost \$1,514,788, but does not include the cost of the engineering and Owners Project Manager. Construction costs for the children's room, if we utilized the students at Monty Tech for labor, would be \$1,411,222.

Hickey asked what the previously presented cost was for this project to which King replied it is more than previously presented, but he could not find the number from 2018.

Hickey then added that since Mr. King has taken over the library, it has really taken off, with the help of the Board of Trustees. Programs are offered for every one of all ages; it is a true testament to him and the trustees. The library is a much more important resource than it was five or six years ago. He thanked King.

LaBrie asked if there were any questions or comments from the Board to which Anderson replied she remembers her kids taking the walk to the library in 2<sup>nd</sup> grade; it helps them to see the library and feel welcome. The movies that are shown are great, and she loves the sign on the corner of Front Street. It is so bright, cheerful, and welcoming. The addition of a children's room would be perfect. She thanked King for doing such a wonderful job.

Ward noted, for transparency, that he is a trustee of the library. He encourages members of the community to go and check out the library and see what has been talked about tonight. There has been a transformation and is not the same library you remember going to as a kid; it offers many activities, which can be found listed on the website. He agrees 100% with the Town Manager, many thanks should be given to King for where the library is today.

The Board thanked Mr. King.

#### 6.2 Presentation of Downtown Big Toy Enhancements by Toy Town Community Partnership Members-

Cindy Boucher and Elaine Mroz, both members of a subcommittee on the Toy Town Community Partnership Committee, came forward to present the idea of having large toys placed on Central Street. Ms. Boucher noted in 1993 a study was done to give the Town ideas to help promote the town. Large toys was one of the recommendations made at that time, and they believe it is still a relevant recommendation. Both Ms. Boucher and Ms. Mroz had gone before the Robinson-Broadhurst Foundation and made their proposal. They are requesting \$40,000 initially, and would like to install the pieces in the summer of 2020. It was noted to the Foundation that they would return annually to request funding to maintain the pieces. Toys would be placed on private property rather than on sidewalks, and the Town's insurance would cover any liability. The subcommittee has taken the initiative of drafting a letter to send to property owners on Central Street to seek interested individuals who would like to have one of these toys installed on their property.

Ward stated he would urge the focus to be on Converse toys due to the history of the town. He likes the ideas of visitors wanting to stop and take pictures.

Barbaro is delighted they went through all the effort to enhance Central Street and find another way around it by putting these pieces on private land.

Anderson stated she loves the idea, but wonders if a piece of land is sold where one of the toys has been installed, does the toy get sold with that land? Ms. Boucher stated she is unsure and will look into it.



***Barbaro moved to support the application for the installation of toys, seconded by Anderson.***

Ms. Boucher asked that the motion be amended to approve the letter be sent on Town letter head.

***Barbaro moved the Board of Selectmen support the Toy Town Community Partnership's application to Robinson-Broadhurst for the installation of big toys along the Central Street Corridor, and to send the letter out on Town Letterhead, seconded by Anderson. With a vote of all aye the motion carried.***

- 6.3 Request to Extend Audit Contract with Roselli, Clark and Associates- Hickey noted he would like to turn the discussion over to the Chairwoman of the Audit Committee, Moe Ward. Ms. Ward noted the Audit Committee met last week and realized last minute that the end of the fiscal year marks the end of the current contract with Roselli, Clark and Associates. The Audit Committee is recommending a one year extension to the current contract, ending June 30, 2021. Legally, we can offer a one year \$40,000 contract without going to bid. She believes we must go out to bid for FY2022.

Anderson clarified this is just for a one year extension with Roselli, Clark and Associates to which Ms. Ward replied the contract given was a five year contract, with the last two years of that contract being open to extension. This year is the last of the two extension years and it is too late to go out to bid for another auditor.

***Barbaro moved the Board of Selectmen approve a one year extension to the current contract with Roselli, Clark and Associates for Fiscal Year 21 auditing services. In addition, I move the Board direct the Audit Committee to work with staff to develop and advertise an RFP for auditing services to begin in FY22, seconded by Anderson. With a vote of all aye the motion carried.***

- 6.4 Request by the Winchendon School Committee to Support a Submission of a Statement of Interest on behalf of Murdock Middle High School- Superintendent Joan Landers and Chairman of the School Committee Greg Vine came forward. They noted that during the Capital Planning Committee process, there was talk about needing new roofs on the Schools. Looking at different systems, the CPC and Finance Committee have come around and visited the schools. They talked about the importance of doing studies. She stated she would like to submit a statement of interest to MSPA on February 12<sup>th</sup>. A study has been done on the roof and they are waiting for the report from Russo Barn Associates. This cannot be submitted until the Board has taken a vote, and if the funding is approved it would go to Town Meeting, and require a feasibility study as well as an OPM.

Anderson stated this has been talked about many times, trying to find ways to get money to do this. It is a great first step.

***Barbaro moved, Resolved: Having convened in an open meeting on Monday, February 10, 2020, prior to the SOI submission closing date, the Winchendon Selectmen in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated December 12<sup>th</sup> for the Murdock Middle High School located at 3 Memorial Drive, Winchendon, MA 01475 which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for Priority #5 Replacement, renovation, of school systems, such as roofs, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility, and elimination of aging systems that are failing; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority, seconded by Anderson.***

LaBrie asked if there was anything further, to which no comments were heard.

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

Ms. Landers thanked the Board.

*Barbaro moved for a five minute recess, seconded by Ward. With a vote of all aye, the Board entered recess at 7:53 p.m.*

The Board reconvened at 7:59 p.m.

**7. NEW BUSINESS:**

**7.1 TRI-BOARD MEETING WITH FINANCE COMMITTEE & CAPITAL PLANNING COMMITTEE**

The Finance Committee reconvened from a meeting they held earlier this evening at 7:59 p.m.

7.1.1 Presentation of Capital Improvement Plan- Barbaro stated in working with the Town Manager and departments on the five year capital plan, the Capital Planning Committee has come to a conclusion. This Fiscal Year 2020, the CPC has a budget of \$297,592 from the General Fund through the Town Manager, which is a nice bump. Barbaro noted the following funding recommendations;

**General Fund**

Public Works-Highway	Highway Garage Septic System Installation	\$	30,000
Public Works-Highway	Purchase Hotbox	\$	33,432
Police Department	Cruiser Replacement	\$	85,000
Planning Office	Local Match for Community Development Block Grants	\$	45,000
School Department	Replace Security Cameras District Wide	\$	30,000
School Department	Replace Dishwashers at Toy Town Elementary and Memorial	\$	36,000
School Department	Replace Toy Town Domestic Hot Water Heater	\$	26,600
Unassigned Capital Funds		\$	11,560
Total Capital Appropriations FY21		\$	297,592

**Water Fund Capital Appropriations for FY21**

Public Works-Water	Water Plant Capital Replacement Program	\$	50,000
Total Water Fund Requests		\$	50,000

**Wastewater Fund Capital Appropriations for FY21**

Public Works-Wastewater	Repair/Replace Leaking Wastewater Pipe	\$	150,000
Total Wastewater Fund Requests		\$	150,000

***Total Capital Improvement Requests*** **\$ 497,592**

**Long Term Debt Issuance & General Fund**

Public Works-Highway	Replace 1998 10 wheel Dump Truck	\$	54,846
Fire Department	Replace Ambulance	\$	62,015

**Long Term Debt Issuance Water Fund**

Public Works-Water	Central Street Water Main Replacement	\$	550,000
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Total Water Fund Requests		\$ 550,000
<b><u>Limited Issuance Wastewater Fund</u></b>		
Public Works-Wastewater	Central Street Wastewater Main Replacement	\$ 450,000
Total Wastewater Fund Requests		\$ 450,000

Anderson asked why we lease the Police vehicles to which Hickey replied one of the things the Finance Committee has been working on and has addressed are financial policies. What we are looking to do is establish a long term payment goal; a certain percentage of the Town Operating Budget will be something of a debt payment for things such as the school roofs, leasing a truck, or a number of other things; whatever we have a need for. A dump truck lease is coming off the bills in FY21, but there is a need for another 10 wheel dump truck. The CPC is proposing to fill the gap that is being created with this new lease. We want to keep our debt payment stable year to year and use the leasing mechanism. Anderson then asked why we don't lease the police cruisers to which Hickey replied we could lease them, however, police cruisers are \$45,000 when bought and equipped. It is something we are paying annually, or \$85,000 to replace. In this case, we can afford buying the cruisers rather than incurring the costs of interest.

Delay noted that most people acquaint leases with something you pay over a portion of time then return it back. In this case, we aren't returning the leased items back; we are financing for however many years then retaining them. Hickey added, in a municipal world, when we lease a vehicle it is really like financing a vehicle and at the end of the term we own it.

Ward asked if there were any further questions from the Finance Committee to which none were heard.

LaBrie asked if there were any further questions from the Board to which none were heard.

LaBrie noted she had a few questions. First, are there any plans for the first emergency generator at Toy Town Elementary? That is where the School District Central Office is located. Barbaro replied the updated price did not include installation so even if we gave them \$100,000 it would not be enough to install it. He asked that the Superintendent look at it and we will be meeting again after Free Cash is certified.

LaBrie then asked about the retaining walls at the high school and Memorial School, it is a safety issue as kids walk across them and sit on them all the time. Barbaro noted the Town funded \$75,000 to do an engineering study, but the Superintendent was not aware of it and hasn't hired someone to do the study yet.

Additionally, Barbaro noted that paving the school lots doesn't make sense if the wall needs fixing. It would cost \$600,000 and change to pave the lots, and the DPW needs a roof. We are trying to get a new updated price on that so we have asked for each department to get us hard fast numbers so we know what we are funding. When the library came before the CPC, we asked them to combine the projects so we don't have to keep going back. LaBrie replied the DPW roof has been put off continually and she is concerned it will be in too bad of shape once we get to addressing it, she would like to see it made more of a priority.

LaBrie continued, and asked about the chairlift at Toy Town. She noted the current chairlift was installed in 1998 and asked if it is still working. Barbaro replied it is working; we ask that each department prioritize their requests and as we go down the list it depends on how much funding we have left. LaBrie replied she is just concerned the chairlift may become an ADA compliance issue.

Salter asked about the total of Capital Appropriation for the year, wanting to know if it is part of his budget to which Hickey replied yes. Salter asked if it was realistic to do so to which Hickey replied if his forecast assumptions are accurate then yes it is.

Salter then asked about the items that were not funded in the amount of \$14,265,273. Hickey replied they were not priorities, and the majority of that number comes from the Fire Station. They are all items the Committee is going to have to work on as time goes on and as debts come off the books. If you take away the \$11,853,200 for the Fire Station, there is less than \$3,000,000 in needs. The CPC does not support the Fire Station reconstruction at that price.

Hickey noted each department head was provided with the list of funding recommendations, and he has only heard back from the Police Department who went in front of the CPC two weeks ago and worked on changes that needed to be made.

Salter asked if he feels this is a fair application of funds to which Hickey replied yes.

LaBrie asked if there was anything further to which no comments were heard.

***Anderson moved the Board of Selectmen accept the FY21-26 Capital Improvement Plan as presented this evening by the Capital Planning Committee, seconded by Ward.***

LaBrie asked if there was any further discussion to which none was heard.

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

Hickey then noted he is requesting a transfer of \$10,000 from the Finance Committees Reserve Fund to be put into the Fire Station Building Account. He had a conversation with the architects, and based on what has been explained to him, we need to see what we can do to meet the needs of the fire department long term to reduce costs associated with the Fire Department to make it more affordable for the community. He would like to keep the process moving, and is asking the Finance Committee for the \$10,000 to engage the work on the Fire Station.

Anderson asked if the \$10,000 being requested is above what was approved at Town Meeting to which Hickey replied yes, this will be additional funds.

Kane then wanted it to be clear that this is a Finance Committee decision, but the Board is welcome to ask any questions.

Ward noted she is concerned that we spent \$75,000 on a study for the Fire Station and haven't set a cap. We haven't said what we can't afford and are now asking for another \$10,000. She does not want it to become a continuous cycle.

Hickey replied if there is a cap, or a cap was identified that would be understanding. He does not want to short change the Fire Station. That being said, he is hoping the Fire Station Subcommittee can get some direction in suggesting changes. There is a subcommittee meeting on Wednesday. If the transfer is approved, we can use this additional study to try and get the Fire Station at a more affordable price.

***Ward moved that the Finance Committee approve the transfer in the amount of \$10,000 for the renovation project, seconded by Delay.***

Kane asked if there was any discussion to which none was heard.

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



*Ward moved to adjourn the Finance Committee Meeting, seconded by Corts. With a vote of all aye the Finance Committee adjourned at 8:44 p.m.*

*Barbaro moved the Board take a two minute recess, seconded by Anderson. With a vote of all aye the Board entered recess at 8:44 p.m.*

The Board reconvened at 8:47 p.m.

- 7.2 Engineer's Report on Recommended Repairs to the Old Murdock Senior Center- Hickey noted a Tighe and Bond Report that reveals the scope of repairs that the Senior Center is in need of Critically, Recommended Repairs, Recommended Long Term Repairs and a total. Critical Repairs total at \$1,560,000, Recommended Repairs total at \$1,950,000, Recommended Long Term Repairs total at \$1,720,000, with a grand total of \$5,230,000 in repairs needed over a total of six to ten years. Phase I is recommended to be completed as soon as possible, Phase II repairs are recommended to be made over the next two to three years, and Phase III repairs are recommended to be made over the next six to ten years. These expenses have not really been planned for. Hickey added that he had a conversation with the CPC last week, as well as had a conversation with the Senior Center Director Sheila Bettro about what the options are. He understands the historical landmark that the Senior Center is, but he thought at the expense we are looking at, there may be some alternative options at a similar expense. For example, a Senior Center was built in Westminster that totaled around \$5.8 million as well as in Groton which totaled around \$2.75 million. The center in Groton felt a little small for their community. There may be an opportunity for the Town to build a new Senior Center around the same cost of the repairs to the existing Senior Center.

The CPC recommended that we have a non-binding question at Town Meeting to decide which direction the community would like to move, whether we renovate the existing Senior Center or invest in a new building. There are many pros and cons to this, if the community chose to build a new center, what would happen to the existing Senior Center as it is a historical building in town. The Town received funds in 1997 to repair the Senior Center, and have been in touch with funding sources to attempt to deal with this issue. We haven't had a lot of luck or gotten a call back but we may be able to get help from the Massachusetts Historic Commission. Per Tighe and Bond, the building is still safe as long as the barriers remain in place. Hickey stated he just wanted to begin conversation on the matter to make the Board and the public aware about what is going on at Old Murdock. It is understood the Senior Center is historic and nostalgic for many citizens, but a decision is going to have to be made sooner rather than later.

LaBrie asked how critical repair would be funded to which Hickey replied he believes we would borrow money from the Stabilization Fund, or from Free Cash. Ultimately, it would have to be bonded.

With further discussion, it was noted that the Board would like to get a consensus as to how the Town feels we should move forward with this situation. The beauty and historic importance of the building was noted, as well as the suggested continuance to search for funding to help with the matter.

Ms. Bettro came forward, and was asked by Hickey to get a general consensus from those who utilize the Senior Center as to what they feel is the best move. She noted that she is sure they would like to stay, and the building is still functional.

Hickey noted he felt it was important to get the Board's take on this matter before moving forward with anything. He would like to go to the engineering firm to see if we can better identify what needs to be done in the next five years, and share that information with Ms. Bettro and the Board so we can get presentations together to be made to the public so the town can make a decision with the information in front of them.

The Board thanked Ms. Bettro for her attendance tonight.

7.3 Town Manager Request to Buy Back Vacation- *Barbaro moved to approve the two week vacation buyback for the Town Manager, seconded by Salter. With a vote of all aye, the motion carried.*

**8 OLD BUSINESS:**

8.1 Establishment of 2020 Town Manager Goals and Objectives- LaBrie noted there were a few outdated items and a few suggestions on combining older categories to make it more streamlined.

Anderson noted it would have been helpful to see the changes as she doesn't have an old copy in front of her.

Ward stated he liked the way it came out, they started with thirty-one objectives and were able to cut it down to nineteen.

Hickey noted we can go back to the old version and track changes to present them at the next meeting.

Salter asked if Hickey feels the goals are realistic to which he replied yes. Salter then suggested integrating his goals with the Board's goals to which Hickey replied he would be happy to do that.

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

**1. Financial Updates-**

a. FY21 Departmental budgets are due to me by February 14<sup>th</sup>.

b. I received the rate increases for health and property/liability insurance for FY21. Health will increase 3.7% and property/liability 4.0%.

**2. Personnel Updates-**

a. Taylor Tower has been hired to fill the open Administrative Assistant position in the Town Manager's office. Taylor is a Winchendon resident and will begin work on February 24<sup>th</sup>.

Hickey added that Ms. Tower is coming with a background from the Town of Hudson and has worked in the Town Manager's office for another town. She has a great personality and is excited to work in Winchendon. He thinks she will be a great addition.

**3. Project Updates-**

a. Responses to the sale of the Poland and Streeter Schools are due back on Monday, February 10<sup>th</sup>. I will update the Board on the responses at your meeting later that evening.

Hickey noted that we received two responses; the Board was emailed to make them aware. He would like to sit down with Planning Director Tracy Murphy, and one or two of the Board members who would like to participate and interview the two groups who submitted RFPs to make a recommendation to the Board at their February 24<sup>th</sup> meeting.

Salter asked what the bidding was on to which Hickey replied he is looking to redevelop that property into long term veteran housing and provide the best product for the veterans. The two proposals received are very different and the amount of money expected to invest doesn't mean it will be less of a benefit. He just needs to be able to bring a recommendation to the Board and a reason.

**4. Miscellaneous Updates -**

a. The contract for tipping and hauling fees at the Transfer Station expired January 31<sup>st</sup>. Public Works received initial per ton prices from the current hauler that were



significantly higher than what is being paid now. Public Works is doing its due diligence now to determine what other communities are paying and plans to have a conversation with the current hauler to see if they would be amenable to reducing their proposed increases. Based on the research and response from the current carrier, the Town will advertise an RFP for tipping and hauling at the Transfer Station.

Hickey added that the hauler has agreed to keep the same fees with Winchendon until July 1<sup>st</sup>. With Mass Procurement laws for tipping fees, we don't have to be as thorough when going out to bid as with other issues. A conversation was had with DPW Director Al Gallant, organizations and other communities. We are meeting with one shortly and have met with another. We need to be able to tell the Board and Town why costs may be increasing and they have to be justified. He wants to make all aware, because of the crazy changes in the recycling world, we are no longer able to ship our recyclables to China. This has turned the recycling world upside down and it costs significantly more than trash. We are doing our due diligence and trying to make whatever the impact may be as minimal as possible.

Salter asked if we are required to have a Transfer Station to which Hickey replied, one of the discussions had was a lot of people have private haulers. The Transfer Station is only utilized by a small percentage of the community. They town could go out to bid for a curbside pickup and try to have everyone do a trash collection company. The challenge really is how people get rid of larger items and other items such as paint cans. The Town however is not required to have a transfer station.

- b. Due to the delay in placing the tax titled property on Summer Street up for bid to allow an environmental assessment to be completed through a grant, I am requesting the Selectmen consider sponsoring a warrant article authorizing the Board of Selectmen to sell the property. By doing so stipulations can be placed in the bid document to give preference on the redevelopment of the property.

Hickey added that this building is similar to that of the Poland and Streeter Schools. He wants to see how it can be used to help the Town and would like to have a Warrant Article asking the public to authorize that the Board of Selectmen take authority over selling the building from the Tax Title Process. This would give the Board the ability to put a stipulation in to utilize the building in the best way possible for the redevelopment of the downtown area. We are currently trying to deal with some contamination in that area. We will need to do phase one and phase two of soil testing, and are aware that there is contamination in the building. We can then apply for grants to remediate whatever there may be so we can operate on a clean site. It would be at no cost to the Town for those services. It will be a more valuable piece of property for those who are interested in buying it.

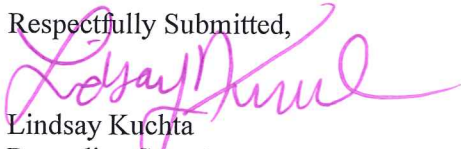
#### 10. MINUTES:

10.1 Monday, January 13, 2020 EXECUTIVE SESSION- *Barbaro moved the Board of Selectmen approve and release the Executive Session minutes of January 13, 2020, seconded by Ward, with a vote of all ayes.*

10.2 Monday, January 27, 2020 Regular Meeting and Tri-Board Meeting- *Barbaro moved the Board of Selectmen approve the Regular Meeting and Tri-Board Meeting Minutes of January 27, 2020, seconded by Ward with a vote of all ayes.*

11. **COMMUNICATIONS:** There were no communications this evening.
12. **AGENDA ITEMS:** LaBrie noted the next meeting will be held on February 24<sup>th</sup>. The Finance Committee will review the Warrant Articles on Wednesday April 29<sup>th</sup>. The Board decided on making their recommendations at their meeting, Monday, April 27<sup>th</sup>.
13. **EXECUTIVE SESSION:** There was no Executive Session held this evening.
14. **ADJOURNMENT:** *Barbaro moved to adjourn, seconded by Anderson. With a vote of all aye the Board adjourned at 9:40 p.m.*

Respectfully Submitted,



Lindsay Kuchta  
Recording Secretary