

Approved: 1/27/2020

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, JANUARY 13th, 2020
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Audrey LaBrie, Chairwoman
Barbara Anderson, Vice-Chairman
Amy Salter
Rick Ward

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

Absent:

Mike Barbaro

List of Documents Presented at Meeting:

- Winchendon food Project Community Meeting Flier (filed)
- Railroad Street Reconstruction Notice (filed)
- Board of Selectmen Board and Committee Notice of Vacancies (filed)
- Friends of Old Murdock Voluntary Toll Booth/ Boot Drive Application (filed)
- Nouria Energy Retail, Inc. DBA Winchendon Irving: Change of Manager for Package Store License Application (filed)
- The Snowbound Club, Inc., C/O Dean Sweeney Entertainment Permit Application (filed)
- Town Clerk, Wendy Stevens Department Head Update (attached)
- Nexamp Letter to Keith Hickey Dated 12/30/19 Re: Agreement for PILOT Amendment for Personal Property between West Street 1 Solar, LLC and The Town of Winchendon, Massachusetts (attached)
- Joseph Snow Application for Adjustment or Abatement of Water and/ or Sewer Charges (filed)
- Town Manager MEMO Dated January 7, 2020 Re: Request to Transfer \$93,000 from the Finance Committee Reserve for Snow and Ice to FY20 Snow and Ice Budget (attached)
- Board of Selectmen/ Town Manager Goals and Objectives Fiscal 2019 (filed)
- Report of the Town Manager (attached)
- Minutes approved:
 - Monday, December 9, 2019 Regular Meeting

LaBrie called the meeting to order at 6:32 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:

- 1.1. First Annual Beals Memorial Library Festival of Trees a Success- LaBrie noted the first Annual Beals Memorial Festival of Trees was a success; nine hundred fifty people came through the library to look at the trees, there were nineteen trees total, and the event raised over \$1,000. She thanked all that made it a success.
- 1.2. Winchendon Food Project Community Meeting, Town Hall, Rescheduled to January 16th 10:00AM- LaBrie mentioned that the Winchendon Food Project Community Meeting has been rescheduled to January 16th at 10:00 a.m. The meeting will be held in the 2nd Floor Auditorium at Town Hall. Any interested individuals should RSVP to Daniel@growingplaces.org or by phone at 678-764-3550. The Food Project's goal is to bring fresh, healthy, and local food to our homes.

- 1.3. Railroad St. Reconstruction Notice- Hickey announced a Community Development Block Grant is in the works to pay for the reconstruction of Railroad Street. A walking tour will be held on Tuesday, January 21st at 2:00 p.m. beginning at Central Street and continuing a few blocks. A public hearing will be held for this project on Monday, February 10th at 6:30 p.m. in the second floor auditorium; any who are interested or have questions, comments or concerns should attend. In the case that the Public Hearing needs to be rescheduled, it is slated to be held on February 12th at 6:30 p.m.

Ward noted he would like to recognize a few individuals who passed away recently. One being Harold Paul, who was with the Water Department for 34 years, a 24-year member of the Winchendon Fire Department, and school crossing guard for 21 years. Loring "Bud" Stevenson, Sr., taught science in the Winchendon schools before becoming Principal of the Poland, Wheeler and Streeter Schools. He then became Winchendon's Elementary Supervisor, and, finally, the first Principal of the then, newly built Memorial Elementary School until his retirement in 1980. He wanted to ensure the deceased individuals families knew that they were appreciated and they are in our prayers.

Anderson thanked all who came out to shop on Shop Small Saturday in November, and reminded everyone that the small businesses in town need our business year round, not just on that day.

2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** Moe Ward of the Audit Committee came forward and wanted to make the public aware of a vacancy on the Audit Committee that needs to be filled by one community member. The committee meets five to six times a year. Any interested in the position can send a letter to either the Town Manager or herself.
3. **PUBLIC HEARINGS:** There were no Public Hearings this evening.
4. **APPOINTMENTS/RESIGNATIONS:** LaBrie noted there are no resignations or appointments before the Board this evening.

- 4.1. BOS Board and Committee Vacancies- LaBrie read the notice of vacancies and noted what each board and committee does. She then thanked all the volunteers who work to make the town run the way it does.

Anderson noted the bike path is currently being maintained by the Board of Health, specifically Keith Kent who has been picking up waste, ensuring the trash cans are empty and the park is clean and safe. She continued, stating she does not believe it is right to put all of this on one person, and there should be more people who would like to volunteer.

LaBrie asked how we could go about getting something set up, to which Hickey replied we can ask individuals who would like to be part of this group or committee and if anyone is interested, they can bring their letter of interest back to the Board or Town Manager.

After further discussion, the Board decided this was something they would like to move forward with.

LaBrie noted the vacancy for the Montachusett Joint Transportation Commission needs to be filled, to which Daigle added Tracy Murphy currently holds the Planning Board position on the MJTC. The Board's vacancy does not have to be filled by a Board member, but could be someone appointed by the Board of Selectmen.

Anderson asked when the MJTC meets to which Ward replied meetings are the second Wednesday of the month at 6:30 p.m. in Leominster.

5. PERMIT/LICENSE APPLICATIONS:

- 5.1. Voluntary Toll Booth/Boot Drive Permit Application for Sat., May 30, 2020 – Friends of Old Murdock- Moe Ward, Treasurer of the Friends of Old Murdock, came forward and noted this will be the third year, if approved, that this boot drive will be held. Friends of Old Murdock helps the community with their clothing pantries and providing rides and other things needed for the senior citizens in town. Last year, the Senior Center provided 26,152 meals to seniors, and drove 31,124 miles, carried 3,051 passengers, bringing seniors to different appointments, to the pharmacy or on other trips they may have needed transportation for. Anything that can be done for this organization would be helpful.

LaBrie asked if there were any questions or comments.

Anderson noted that she does not like boot drives but believes if there was a good cause for a boot drive, this would be it. What the Friends of Old Murdock do with the funds they raise is amazing. Ms. Ward added that all of the funds raised stay in town and go towards Winchendon residents.

Anderson added that she saw the flier for the Senior Center's Annual Cake Auction, which is scheduled to be held on Thursday, February 13th at 12:30 p.m.

Ward moved the Board of Selectmen approve the Voluntary Toll Booth/Boot Drive to be held on Sat., May 30, 2020 from 9:00 a.m. to 12:00 p.m. with the location on Front St. in front of the Winchendon History and Cultural Center, seconded by Anderson.

LaBrie asked if there was any further discussion, none was heard.

With a vote of all aye the motion carried.

- 5.2. Alcoholic Beverages License Change of Manager, Nouria Energy Retail, Inc., dba Winchendon Irving - Proposed New Manager Daniel Gelahun- Daniel Gelahun came forward and stated he will be the new manager for Nouria Energy Retail, Inc. LaBrie noted that all fees are paid and there are no issues with any department heads. She verified that Mr. Gelahun is TIPs certified, to which he replied yes, and then asked if there would be any changes to the hours of the business to which Mr. Gelahun replied for now, hours will remain the same. LaBrie asked if the Board had any questions, to which none were heard.

Anderson moved the Board of Selectmen approve the Change of Manager application for Nouria Energy Retail, Inc., d/b/a Winchendon Irving, seconded by Ward.

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

With a vote of all aye the motion carried.

- 5.3. Entertainment Permit for Sat., Feb. 8, 2020 – Snowbound Winter Festival/Family Fun Day, Snowmobile Radar Race, Snowbound Club, Inc. – Dean Sweeney of the Snowbound Club came forward on behalf of the application. LaBrie asked how long the Club has been hosting this event to which Mr. Sweeney replied this will be their first year. The event is scheduled to be held on February 8, 2020, and is being co-held with the Coldbrook Club. It will be a family fun day and festival with snowmobile radar runs, weather permitting, from 10:00 a.m. to 3:00 p.m., followed by a spaghetti dinner with a band from 4:00 p.m. to 10:00 p.m. Hickey asked if there was a rain date in the case that the pond will not be safe for snowmobiles to which Mr. Sweeney replied there is no rain date scheduled; if the pond is not safe for the radar run, they will cancel that portion of the day and still host the spaghetti supper and band in the evening.

LaBrie noted Chief Walsh had suggested a Police detail. Mr. Sweeney noted he spoke with the Lieutenant regarding the detail, but isn't sure how big of a turnout there will be. Hickey clarified that it is ultimately up to the Board if they would like to require a detail officer or not.

After further discussion, and with this being the first time, the Board decided to waive the need for a police detail officer, permitting the Snowbound Club uses precautions such as traffic cones, and will contact the Police Department should there be any problems, to which Mr. Sweeney agreed.

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

Ward moved the Board of Selectmen approve the Entertainment Permit for the Snowbound Club's Winter Festival to include Radar Races on Mill Glen Pond on Sat., Feb. 8, 2020 and police detail not be required for this year, seconded by Anderson.

LaBrie asked if there was anything further from the Board, no comments were heard.

With a vote of all aye the motion carried.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENT

- 6.1. Annual Update from Winchendon Town Clerk Wendy Stevens- Town Clerk Wendy Stevens came forward for her Annual Update from the Town Clerk's Office. She started off by noting it is a big election year and she is trying to get any training available to ensure the office is ready for elections. Ms. Stevens continued by giving a quick break down of what has and will be going on in the office.

The 2020 Town Census has been mailed, 2020 dog licenses are now available upon the proof of Rabies vaccination and documentation if the dog has been spayed or neutered; licenses will be available at their regular rate until March 31st, after that date, a late fee of \$20 will be charged. Nomination papers for the Annual Town Election to be held on May 4th are available January 13th through March 16th. Ms. Stevens added that she will be attending election training in Northborough on January 16th, February 6th the office will be closed as she and the Assistant Clerk Debra Skinner will be attending election training in Devens, and Ms. Skinner along with Election Warden Priscilla Johnson, Assistant Warden Susan Giardini and Ms. Stevens will be attending a training at Leominster on Friday, February 21st. Ms. Stevens stated she is also working on setting up power point refresher training with our election workers to be completed hopefully in February.

Early voting set up will begin the morning of February 21st; voting will be held February 24th through the 27th in the 4th Floor Conference room during regular town hall hours. I will have 4 workers at all times for early voting. Early voting for the November, 2018 State Election brought in 672 early voters. The last day to register to vote for the Primary is February 12th, the Town Clerk's office will be open until 8:00 p.m. The Primary Election is March 3rd, 7:00 a.m. to 8:00 p.m. The last day to register to vote for Annual Town Election is April 14th; the office will be open until 8:00 p.m. that day as well. At this time, there will be no early voting for the September 1st Primary, and it appears there will be two weeks of early voting for the November 3rd Election.

LaBrie asked how the transition was going, to which Ms. Stevens replied very well. She is comfortable and has had a lot of experience in the Town Clerks Office from when she worked in Templeton. LaBrie then asked if the slate was put together for nomination papers for the Annual Town Election to which Ms. Stevens replied the slate is together, is posted on the website and on the bulletin board. She wants to ensure that the seats that are open are known to the public.

LaBrie asked if there were any comments or questions from the Board to which Ward noted for anyone who is interested, there will be openings on the Board of Selectmen as well as the School Committee. Take your papers out and get the signatures. If you feel we should be doing things one way or another, the meetings aren't that bad. Take your papers out and get them in.

LaBrie thanked Ms. Stevens.

7. NEW BUSINESS:

- 7.1. Amend Solar PILOT Agreement with NEXAMP Inc. for Solar Array Located on Winchendon School Property- Hickey noted that after completion of the project, it was discovered that the solar array, which was expected to generate 0.984 megawatts, is only generating .950 megawatts. NEXAMP Inc. is asking that their PILOT agreement be amended due to the unanticipated change in megawatts. It will end up being about a \$400 difference in payments.

Anderson noted that the company should know what will be generated from their array and asked what happened, to which Hickey replied he would expect so, but upon building the structure, they were unable to get as many panels up as anticipated.

Ward moved the Board of Selectmen approve the amendment to the West Street 1 Solar Agreement as presented this evening, seconded by Salter.

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

With a vote of Anderson opposed and all others aye, the motion carried 3-1.

- 7.2. Application for Adjustment or Abatement of Water Charges, 240 Main St. - Hickey noted that he spoke with Mr. Snow earlier today; he was aware of the meeting but not feeling up to coming. He did say if the Board would like to proceed, he would be okay with that.

Anderson stated there was a water leak, not caused by Town equipment, and it was on Mr. Snow's property. She cannot justify approving this. LaBrie added that there was no sewer involved, and that the water did run through the meter.

Hickey added that there is a barn behind Mr. Snow's home; he had extended water from his house to the barn. There was no sign of a leak, but when Mr. Snow received his water bill he sought out the leak. Mr. Hickey continued, noting he had explained to Mr. Snow that it was his recommendation to not approve this abatement as the water was run through and billed. In the case that the abatement isn't approved, Mr. Snow's payment plan to the Treasurer's office would be about \$200 a month.

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

Anderson moved the Board of Selectmen disapprove the Water abatement for 240 Main St., seconded by Ward.

LaBrie asked if there was any further discussion, none was heard.

By a vote of all aye, the motion carried.

LaBrie asked that Hickey please reach out to Mr. Snow to make him aware of the decision.

- 7.3. Transfer of Funds Request from the Finance Committee Snow and Ice Reserve Fund to the FY20 Snow and Ice Budget- Hickey stated, as the Board is aware, the Finance Committee has a reserve fund for Snow and Ice in the amount of \$93,000. The DPW budget for Snow and Ice started at \$210,000, \$150,000 of which has been spent. He continued, asking the Board for their support in the transferring of the \$93,000 into the Snow and Ice account, the request will be brought before the Finance Committee tomorrow night. Additionally, the sand and salt shed is still nearly full, so we are stocked and ready to go for any upcoming storms.

Anderson moved the Board of Selectmen approve the Transfer of \$93,000 from the Finance Committee's Snow and Ice Reserve Fund to the DPW Snow and Ice Expenses, seconded by Salter.

LaBrie asked if there was any further discussion, none was heard.

With a vote of all aye, the motion carried.

- 7.4. Establishment of 2020 Town Manager Goals and Objectives- Hickey noted the Board sets goals for the Town Manager yearly, and he is asking the Board to consider a process to determine what the goals for the 2020 calendar year are and try to establish what they'd like to see and have Mr. Hickey focus on.

After further discussion, the Board decided to individually come up with goals and objectives for Hickey, then meet to consolidate those goals and objectives. LaBrie asked that the selectmen each have their lists submitted to her by February 7th, in order to have the goals and objectives on the agenda for the February 10th meeting.

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

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

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

1. Financial Updates-

- a. The winning bidder of the 8 Front Street property closed on the property at the end of December. The winning bid was \$22,000.

Hickey added that the property is back on the tax rolls, and the property owner is working with the building commissioner to get the building up to code.

- b. Bid documents for the sale of the Poland and Streeter Schools were advertised on the Town website, Facebook page and the Central Register. Responses are due at 11:00 a.m. on February 10th. The bid documents specifically require the property can only be redeveloped for long term veteran housing.

- c. Winchendon was notified that the FY19 approved Chapter 90 supplemental budget will provide an additional \$45,816, which represents a 10% increase in the original FY19 funding amount.

2. Personnel Updates-

- a. Lindsay Kuchta will be leaving her position as Administrative Assistant in the Town Manager's Office on February 27th. I would like to thank Lindsay for her hard work and dedication during her time with the Town. Lindsay's smiling face and ability to work with the public will be missed. If anyone has an interest in applying for the Administrative Assistant position please visit the Town website at townofwinchendon.com for information. Applications will be accepted until Wednesday, January 15th at noon.

3. Project Updates-

- a. Field work will begin during the week of January 13th on the design of the Winchendon Community Park.

Additionally, Hickey stated the hired engineer is doing some testing. There will be people at the park doing work in the upcoming months.

4. Miscellaneous Updates –

- a. Winchendon was recently awarded a Community Compact Grant in the amount of \$35,000 to implement a document management system. A document management system (DMS) is used to track, manage and store documents and reduce paper. This system will enable the Town to capture forms by saving copies of the documents as images, and to store the image files in a central repository improving security and allowing for quick retrieval.

Hickey added that the idea is that every piece of paper that gets saved by Town staff will get assigned to a file. If someone is looking for information or there is a public records request the files can be located electronically. It will be helpful and will improve the security of the documents. IT Director Don O'Neil is currently looking to see what the best software for the Town would be.

- b. An additional \$200,000 for repairs to the Whitney Pond Dam has been included in the state supplemental budget that is awaiting the Governor's signature.

Hickey noted Senator Gobi assured the funds are for the Winchendon Dam.

LaBrie thanked Hickey for his report, and asked if there was any further discussion from the Board.

Anderson thanked Lindsay for all of the work she has done.

LaBrie asked Hickey when he was going to be reaching out to department heads for budgets to which Hickey replied the town accountant reached out to department heads today, and has also set up the budget in Munis. Hickey added that he has set up a timeline for the 2020 Town Meeting, and will present it at the Quad Board meeting. Department heads will have about a month to get their budgets submitted, and if he recalls correctly, the Budget should be submitted to the Board in March. Additionally, the Capital Planning Committee has been meeting periodically, and has met with all of the department heads who have capital improvement items on the five year plan. Hickey is hopeful to present the five year financial plan at the Quad Board Meeting where anyone who may have an opinion on it is in the same room. From that, we should be able to determine what the appropriate amount will be for capital.

10. **MINUTES:**

- 10.1 Monday, December 9, 2019 Regular Meeting- Anderson moved to approve the minutes of Monday December 9, 2019, seconded by Salter.

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

With Ward abstained, and all others aye, the motion carried 3-1.

11. **COMMUNICATIONS:**

- 11.1 Discussion on Snow Date for 2020 CDBG Application Public Hearing Scheduled for Feb. 10, 2020- LaBrie noted The Planning and Development Department is seeking the Board to schedule a backup date for the scheduled Public Hearing for the 2020 CDBG grant application. The required public hearing is set for your regular meeting date of February 10th. If there is inclement weather that evening, they would like to advertise a rescheduled date of Wednesday, February 12th at 6:30 p.m. She asked if the Board would be able to make it to the backup date if necessary, to which everyone said they could.
- 11.2 Discussion on Starting Time of the Selectmen's Meeting of January 27, 2020- Hickey asked if the Board would be willing to meet briefly as there are a few agenda items to address on January 27th prior to the Quad Board Meeting. Each of the Board members said they could attend at 6:15 p.m.

12. **AGENDA ITEMS:** There were no agenda items discussed.

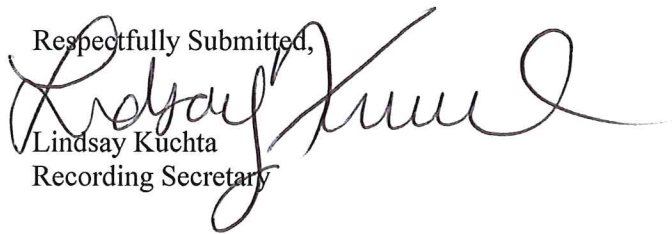
13. **EXECUTIVE SESSION:** *Anderson moved to enter into Executive Session under Exemption #3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares - Subject: American Federation of State, County and Municipal Employees AFSCME, Council 93, Local 1887, LaBrie so declared, seconded by Ward.*

Anderson moved to amend the motion to state the Board will reconvene in public session for the sole purpose of adjournment, seconded by Ward.

By roll call vote of Salter aye, Anderson aye, Ward aye, and LaBrie aye, the Board entered Executive Session at 7:32 p.m.

14. **ADJOURNMENT:**

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read 'Lindsay Kuchta', is written over the typed name and title.

Lindsay Kuchta
Recording Secretary