

Approved: 9/14/17

**TOWN OF WINCHENDON**  
**BOARD OF SELECTMEN INTER-MUNICIPAL AGREEMENT SUB-COMMITTEE**  
**MINUTES, MONDAY, JULY 20, 2017**  
Town Hall, 4<sup>th</sup> Floor  
109 Front Street, Winchendon, Mass.

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**Present:**

Audrey LaBrie, Chairwoman, Winchendon Board of Selectmen  
Cameron Fortes, Vice-Chairman, Templeton Board of Selectmen  
Michael Barbaro, Selectman, Winchendon Board of Selectmen  
Diane Haley Brooks, Selectwoman, Templeton Board of Selectmen  
Keith R. Hickey, Town Manager  
Debra Dennis, Recording Secretary

**List of Documents Presented at Meeting:**

- Draft Inter-Municipal Agreement Between the Towns of Winchendon and Templeton (attached)

The meeting was called to order by Chairwoman LaBrie at 6:08 p.m. with the Pledge of Allegiance to the Flag of the United States of America.

Announce audio/video recording disclosure – There was no one who announced they would be audio or video recording the meeting this evening.

**1. Draft Inter-Municipal Agreement Between the Towns of Winchendon and Templeton:**

Chairwoman LaBrie said since the last meeting Mr. Hickey and Selectwoman Brooks have reviewed the changes discussed at the previous meeting and have made changes to the Draft Inter-Municipal Agreement (IMA). The Town's Attorney's comments have been added to the Draft Inter-Municipal Agreement.

The Sub-Committee reviewed each of the changes of the draft IMA. Mr. Hickey made additional changes to the draft agreement that the Sub-Committee agreed upon. (Please see the attached document.)

Mr. Hickey commented the Manager form of government and the Charter provides more control then a Town Administrator. The Board of Selectmen in Templeton will have to address who will be responsible either the Board of Selectmen or the Town Administrator. Selectman Fortes said they will have to look at the powers and duties of the Town Administrator and act within the power of what the Bylaws and the Charter delegates. Mr. Hickey said the Town of Winchendon's Bylaw and Charter are very specific. The Town of Templeton's is very fewer and less specific. He said Templeton can expand their bylaws, policies and duties.

Mr. Hickey said both Boards can get together in December to discuss compensation and evaluation. Each community can bring those back and include them in their budgets. Selectman Fortes said he didn't think the specifics of compensation should be placed in the Inter-Municipal Agreement. Mr. Hickey said the breakdown is there to be crystal clear, for ease of use and to put everything in one spot. Selectwoman Brooks said it sets forth what the Town of Templeton is going to pay for three years. She said the only way for Templeton to protect themselves is by having the increase not to exceed fifteen percent in year two and eighteen percent in year three of the agreement. Selectman Barbaro said they were striving to be more transparent.

The Committee stated the FY18 cost would be prorated according to the agreed upon start date of the Inter-Municipal Agreement. They discussed the payment schedule and agreed upon having the Town of Templeton pay by the fifteenth of each month in twelve monthly payments. Mr. Hickey said this agreement can be terminated by either party.

Mr. Hickey said the cost would be separated sixty percent Winchendon and forty percent Templeton. He said he included in the figures everything except retirement costs which he can't get from the Worcester County Regional Retirement. Selectman Fortes said if the amount isn't accurate, should it be included in the Inter-Municipal Agreement. Mr. Hickey said the retirement amount would be an estimate because no actual figure is available. Selectman Fortes didn't feel comfortable putting an estimate amount in. Mr. Hickey said the retirement line can be taken out of the cost. The retirement cost will be added at the end of the year when retirement costs are available. Selectman Fortes said once a year there could be a payment for the retirement on receipt of the actual number from the retirement board. They decided to keep the estimated amount and upon receipt of the retirement cost from Worcester County Regional Retirement System, the estimate will be reviewed and adjusted accordingly prior to the end of the fiscal year.

Mr. Hickey said they can meet in November up to December 31<sup>st</sup> for each community to decide if they want to continue with the IMA. He said if Templeton terminates after December 31<sup>st</sup>, they would be responsible for all their share of their costs up to eighteen months. If Winchendon or Templeton gives notice by December 31<sup>st</sup>, then the agreement will stay in place only until the end of that fiscal year. Selectwoman Brooks said if the Town of Winchendon terminates the contract after December 31<sup>st</sup>, then they would have to pay the Town of Templeton forty percent the next fiscal year. Mr. Hickey replied no. After much discussion, Mr. Hickey will be checking with legal concerning the intent of the wording of Article III Term IV. Mr. Hickey asked what they would like the wording to say. Selectwoman Brooks said written notice provided no later than December 31<sup>st</sup> of that fiscal year. If notice isn't provided thereafter, then the terminating party shall be responsible for an amount equal to Templeton's share of the ensuing fiscal year costs. She said to send this to legal counsel and she would be comfortable to submit.

**Selectman Barbaro moved to accept the IMA presented with legal counsel review and as long as legal accepts the language, they will present to the respected Boards on Monday, July 24<sup>th</sup>; Selectwoman Brooks seconded.**

**By roll call vote:**

**LABRIE (Y)      FORTES (Y)      BARBARO (Y)      BROOKS (Y)**

**Selectman Barbaro moved to adjourn; Selectman Fortes seconded.**

**LABRIE (Y)      FORTES (Y)      BARBARO (Y)      BROOKS (Y)**

The Board adjourned at 9:36 pm.

Respectfully submitted,



Debra Dennis  
Recording Secretary