

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, APRIL 25, 2016
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Michael Barbaro, Chairman
Barbara Anderson, Vice-Chair
Aubrey LaBrie
Austin Cyganiewicz

Keith Hickey, Town Manager
Linda Daigle, Executive Assistant
Debra Dennis, Recording Secretary

Absent:

Amy Salter

List of Documents Presented at Meeting:

- Complete Streets Policy Adoption Proposal – 1st Reading (filed)
- Draft 2016 Open Space and Recreation Plan (filed)
 - o Draft Board of Selectmen Letter of Endorsement (filed)
- Quit Claim Deed Shady Glen Terrace (filed)
 - o Map of Parcel location (filed)
 - o Email from Town Counsel to L. Daigle regarding change of Deed (filed)
 - o Certification of Special Town Meeting Vote of Nov. 23, 2015 (filed)
 - o Property Donation Acceptance Letter (filed)
- Memo from Town Manager regarding Meeting with Winchendon Redevelopment Authority (attached)
 - o Map of Hillview WRA Land
 - o Assessment Field Card for Bemis Rd.
 - o List and Map of Properties owned by WRA
- Report of the Town Manager (attached)
- Minutes Approved:
 - o March 14, 2016 Regular Meeting - Amended Minutes
 - o April 4, 2016, Regular Meeting

Chairman Barbaro called the meeting to order at 6:30 p.m. with the Pledge of Allegiance to the Flag of the United States of America. The meeting aired live on local cable access channel 8.

Announce audio/video recording disclosure - When asked by the Chairman if anyone would be audio or video recording the meeting this evening, there was no response.

SELECTMEN'S COMMENTS:

Chairman Barbaro announced the Town Elections were taking place on Monday, May 2, 2016 at the Murdock Senior Center.

Selectwoman Anderson said Earth Day was Saturday and she helped out a bit. She said it is amazing the amount of trash picked up around Front Street and Central Streets. A great job was done by everyone. She was happy to see Mr. Cloutier was able to make it. Chairman Barbaro thanked everyone for picking up trash on Earth Day.

It was announced that the Finance Committee's Public Hearing on the STM/ATM Warrant would be held Tuesday, May 3, 2016

PUBLIC COMMENTS AND ANNOUNCEMENTS: There were none.

APPOINTMENTS/RESIGNATIONS: There were none this evening.

BOARDS/COMMITTEES/DEPARTMENT HEADS:

Director of Development Tracy Murphy - Introduction to Complete Streets – Adoption of Draft Policy 1st Reading – Tracy Murphy, Director of Development, and Al Gallant, DPW Director, came forward. Ms. Murphy spoke about the Complete Streets Program focusing on multimodal, that it doesn't just focus on vehicles but includes also pedestrians, bicyclists and transit riders. She added we already do some Complete Streets techniques on new roadways. She said this is a draft policy modeled after an award winning policy from the Town of Wilton. It has been modified to fit Winchendon's needs. She asked if anyone had any questions. She said the town has to submit a policy and score 80% or above. Once it is submitted, you shift to the next tier to develop a transportation prioritization plan. They offer some financial assistance. Once the state accepts, you go to tier 3 and do designs and apply for funding of up to \$400,000. She said it is a competitive process. She and Al Gallant have been to the training, which is a requirement. The policy has been recommended by the Planning Board at their April 5th meeting. Mr. Hickey said it's a win/win for everyone.

Chairman Barbaro asked about repaving Central Street and creating a bike lane and also Maple Street with a bike lane and sidewalks with the costs offset by the \$400,000. Mr. Hickey said at least the costs of additional structures is paid by Complete Streets. The state would abide by the policy but there is a way out for them as well. Al Gallant explained it could be for streetlights or to improve any street as far as pedestrian, bike path, lighting and signage. He said the board would have control on how to direct this cost. Selectwoman Anderson said she thinks this would be something to adopt, especially looking at the Front and Central Street intersection. Selectwoman Anderson said she heard from the Lieutenant Governor at the MMA that this was a good program.

Selectwoman LaBrie moved to waive the second reading for the Complete Streets Program draft; Selectwoman Anderson seconded.

BARBARO (Y) ANDERSON(Y) LABRIE(Y) CYGANIEWICZ(Y)

Selectwoman LaBrie moved the Board of Selectmen adopt the Complete Street Policy as presented; Selectwoman Anderson seconded.

BARBARO (Y) ANDERSON(Y) LABRIE(Y) CYGANIEWICZ(Y)

Selectman Cyganiewicz said he has read into this and asked if there was a plan for anyone to be a Roads Scholar. Mr. Hickey said he would look into it and see if a benefit to the town and see if elected officials could.

Open Space and Recreation Plan Update Endorsement

Tracy Murphy spoke about the committee and the draft Open Space and Recreation Plan Update (OSRP) which has 100+ pages. She said the plan has been endorsed by the Conservation Committee, the Planning Board and Montachusett Regional Planning. She said the last stop is to ask the Board of Selectmen for approval. Ms. Murphy said they could wait for the endorsement with it being a lengthy document giving them more time. Selectman Cyganiewicz asked about the major changes. She replied that it focuses on preserving open space. The Winchendon Redevelopment Authority, the Conservation Commission and the Winchendon Enhancement Committee paid for this update and each had representatives on the committee. The Ingleside property was highlighted to preserve, also utilizing existing resources and highlight connectivity like Lake Dennison and other recreational activities. She said a theme that has come out is a recreational identity. That's been revealing and leads into economic development. Selectman Cyganiewicz spoke about the Master Plan public hearing and how big open space and recreation is. Selectwoman LaBrie asked about some past names on Page 1. Ms. Murphy said the names go back to the original committee and those members were part of the process. **Selectwoman Anderson moved the Board adopt the 2016 OSRP as presented; Selectman Cyganiewicz seconded.**
BARBARO (Y) ANDERSON(Y) LABRIE(Y) CYGANIEWICZ(Y)

Selectwoman LaBrie moved to have the Chairman execute the endorsement letter; Selectwoman Anderson seconded.

BARBARO (Y) ANDERSON(Y) LABRIE(Y) CYGANIEWICZ(Y)

Winchendon Redevelopment Authority (WRA)

Tax Taking Procedures/Other:

Present for the WRA this evening were Chairman Dave Connor, members Ken LaBrack, Dennis Casavant, Les Goodrich and Tracy Murphy who is their staff support. The group was welcomed. Mr. Connor said six years ago they were given land at town meeting to remarket and resell and promote business in the community which they have done. Dave Connor spoke about some of the parcels that have been remarketed. He said the biggest success is Hillview Business Park. He said we own land there but some of the land is not buildable. He said they met with the Conservation Commission and some of the area has some of the oldest growth trees in Mass. A possibility is to make a conservation area. We are also looking at wind turbines there. We had a grant to measure wind in that area. He said 8 acres of land would be tied up for one wind turbine. The property slopes so it would be good. Our goal is to get it back on the tax rolls. He said we got a line of credit to get electricity lines down Rt. 140. He commented they get their money from the sale of the land. A note of around \$162,000 is still owed. The cost to put power in was \$280,000. He said we are working hard to pay down debt and the land that we have is the only tool to do so. There is a rider on every parcel of land; any future sale of that land, if residentially sold, 3% of sale value goes back to the WRA each time it is sold. We receive 5% if it is commercial.

Chairman Barbaro asked about the approval of Cumberland Farms since the piece of land they are going to sell will allow us to build a garage on Fire Department property. Mr. Connor said the sale hinges on Cumberland Farms moving forward. He said we have a purchase and sale on the project and once money is in hand, we will work with the town. Ms. Murphy said we could possibly partner with Monty Tech to help us build the garage to keep cost down. She said the purchase and sale of Cumberland Farm's doesn't have to close for 30 days after they have gone through the permitting phase. She said it's

moving forward and on track. Mr. Hickey said it needs approval from the Planning Board now but he anticipates it will go well.

Chairman Barbaro asked about doing some auctions soon. Mr. Hickey said he has spoken to the WRA about those properties that are low in size and auction them to make a more attractive auction. Selectwoman LaBrie asked about the properties to auction off. Mr. Hickey said his understanding and recommendations of the Dept. of Revenue are to look and determine what properties may be taken that will not benefit the WRA; the town can sell and keep the revenues. Mr. Connor said the parcels we have today have a note on them and are being used for collateral. The proceeds of the sale of our property have to go towards that note.

Chairman Barbaro asked about the 54 acres up Lincoln Ave. extension. Mr. Connor said there isn't a lot you can do with it, it is good open space, and it's an old dump. The WRA owns another 70 acres up at Hillview, but there needs to be a road to get to it.

WRA was thanked for attending. Mr. Connor said they will continue to work with the Town Manager and that they are a volunteer board.

PERMIT/LICENSE APPLICATIONS: None this evening.

NEW BUSINESS:

Special and Annual Town Meeting Warrant – May 16, 2016 – This agenda item was passed over as it was addressed at the April 21st meeting.

Vote Warrant Article Recommendations - This agenda item was also addressed at the meeting on April 21st.

OLD BUSINESS:

Reconfirm a Previous Board of Selectmen Vote to Accept the Donation of Land Map 17, Lot 38 from Dr. and Mrs. C. Robert Valeri - The Town Manager explained the Quit Claim Deed and email Linda Daigle received from the Town's Attorney. Due to Town Meeting vote in November 23, 2015 it was voted for the Selectmen to acquire by gift Shady Glenn Terrace. This is the same parcel voted already and tonight; we just need to reaffirm the vote to accept this gift of property.

Selectman Cyganiewicz moved to accept the deed from the Valeri's; Selectwoman LaBrie seconded.

BARBARO (Y) ANDERSON(Y) LABRIE(Y) CYGANIEWICZ(Y)

TOWN MANAGER'S REPORT:

The Town Manager commented on his report which is in full below:

He met with the Police Chief and the Owner's Project Manager. The police station project is on target. He said he hopes to turn it over to the town in July of this year. It is moving along and is tight financially.

He discussed a couple things not in his report. He said the Harris road bridge is closing in a couple weeks for a year and a half. Signs will go up. The repair is being paid for completely by the state. Selectwoman LaBrie

asked if coming down route 12 will they be cutting onto that road, about signage and if the road is cleared in the winter. Mr. Hickey replied yes.

Mr. Hickey said Al Gallant is working with an engineering firm concerning the High Street Bridge. He said the type of metal used to build the bridge doesn't work well with other metals. He said they are taking a piece of metal off the bridge to determine what types of metal can be welded to it. He said he is hoping the engineering firm finishes by June 1st. He said the state has 60 days if the findings are supported by the Mass Department of Transportation. There is a chance it could be done by December 31st.

Chairman Barbaro asked about the state funds that have been freed up. Al Gallant said Chapter 90 is being used to pay all of it.

Al Gallant said starting on May 2nd the contract will start for paving Mill Overlay, Bemis, River Street, and Brooks Road West. He said West Street is on hold until the bridge is done.

Mr. Hickey said lastly he wanted to reconfirm the repair of the utilities department made on the water line on the corner of Benjamin and Main Street. Mr. Gallant spoke about the percentage of saving with 26 million gallons a year. He said he is hoping the bill goes down \$2,000 a month. Selectwoman Anderson asked if it will alter the sewer rate. Mr. Gallant said no. He was thanked by the Select board.

Mr. Hickey said he would be happy to answer questions on any topic.

Town Manager's Report:

1. Financial Updates-

- a. Donna Allard met with Eric Kinsherb on Wednesday and has reconciled cash through March. Donna also met with the School Business Office to review their grant funds. Many of their grant funds are in a deficit position currently. The Business Office has indicated they need to transfer funds into grant funds and seek reimbursement in others that will address those deficits. Donna emphasized the importance of eliminating the deficit balances prior to year end.

2. Personnel Updates-

- a. The Town Accountant Search Committee met on Wednesday to review the resumes received for the position. The Committee has asked me to set up interviews during the week of April 25th. ONE INTERVIEW HAS BEEN SET UP.
- b. I received an e-mail from Library Director Brian Tata who has provided a note from his doctor that he will be applying for permanent disability through the Retirement System. I am working with the Library Trustees to address the open Director position on a temporary basis at this time.

3. Project Updates-

- a. Police Chief David Walsh and I met with John Kerney, Head of Winchendon School, and Glenn Hunt, Trustee Chair to discuss the police station project. The Winchendon School has generously offered to donate \$30,000 over a three year period toward the cost of the project. Chief Walsh and I are meeting with the architect on Monday and we will make a recommendation to Mr. Kerney about how we suggest the donation be spent.
- b. The bid opening for the Police Station generator was held on Tuesday. Eleven organizations requested bid documents but unfortunately no one submitted a bid.

The Town will now reach out to generator vendors to negotiate prices for the type of generator needed.

- c. The Fire Station roof project began this week. The contractor found some problems with the remaining materials under the original rubber roof membrane. An engineer from Tighe and Bond, the contractor, and I met Wednesday and walked around the roof to discuss the additional repairs needed. The roofing contractor and engineer will finalize the additional scope of work along with its additional cost and submit the proposal to me in the near future. I anticipate the additional cost to be in the \$10,000 range. My intention is to request those funds from the Finance Committee's reserve fund.

4. Miscellaneous Updates

- a. The Public Works Department advertised and accepted sealed bids on eight vehicles and seven pieces of miscellaneous equipment. All of the vehicles were not roadworthy in their current condition and some had not been used for five years. All fifteen items sold for a variety of prices. The total amount received was \$8,465.
- b. The Health Fair was held on Thursday, April 14th for current and former employees to gather information and make decisions on the health plans offered through the GIC. The day was busy and very productive. I have not heard of any complaints. Donna Spellman and her staff along with Margaret Giacobone did a great job organizing the event.
- c. The Cumberland Farms traffic study was delivered to the Town this week along with the Town's traffic consultant.
- d. The total daily amount of water used in Winchendon remains 95,000 gallons less after the repair that was made at the corner of Benjamin Street and Main Street in March.
- e. I met with members of the Robinson Broadhurst Trust on Tuesday to discuss the funding requests submitted by the Town for their consideration. The members seemed pleased that the small operational items requested in the past had been significantly reduced and the Town had begun to include needed operational items in the Town's budget.

MINUTES:

A motion was moved to accept the amended minutes of March 14, 2016; Selectwoman LaBrie seconded.

BARBARO (Y) ANDERSON(Y) LABRIE(Y) CYGANIEWICZ(Y)

A motion was moved by Selectwoman Anderson to accept the minutes of April 4, 2016; Selectman Cyganiewicz seconded. **BARBARO (Y) ANDERSON(Y) LABRIE(Y)**

CYGANIEWICZ(Y)

COMMUNICATIONS: N/A

AGENDA ITEMS:

Meeting Schedule: The upcoming meetings were noted.

- Finance Committee's Public Hearing on the warrant - Tuesday, May 3rd.
- May 9, 2016 Regular BOS Meeting
- May 16, 2016 Prior to STM/ATM

- May 16, 2016 /STM/ATM
- May 23, 2016 Regular Meeting

EXECUTIVE SESSION:

Chairman Barbaro moved to enter into Executive Session No. 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 he so declared: Subject: Update on Collective Bargaining with AFSCME Council 93 Local 1887 – Public Works Union and IBPO Local #538, Winchendon Police Union and also for Executive Session No. 2 - To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel: Update the Board on the Town Accountant Search; Selectman Cyganiewicz seconded. By roll call vote of all aye the open session adjourned at 7:45 p.m.

Respectfully submitted, Deb Dennis, Recording Secretary