

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
MONDAY, MAY 9, 2016 6:30 P.M.  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Chairwoman  
Audrey LaBrie, Vice-Chair  
Michael Barbaro  
Amy Salter  
Austin Cyganiewicz

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

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List of Documents Presented at Meeting:

- List of Current Vacancies on Boards/Committees (filed)
- List of Appointment Renewals for July 1, 2016 (filed)
- Request by Town Clerk regarding Voting Equipment (attached)
- Draft Vacant and Abandoned Building Police (filed)
- Boot Drive Application June 25, 2016 – Alternatives Unlimited, Inc. (filed)
- Entertainment Permit Application June 18, 2016 – Clark Memorial YMCA 20<sup>th</sup> Annual Summer Solstice
- Race Permit Applications - June 18, 2016 – Clark Memorial YMCA
- Parade Permit Application - June 18, 2016 – Clark Memorial YMCA, Annual Summer Solstice Parade
- Boot Drive May 28, 2016 – Clark Memorial YMCA
- Finance Committee's Draft Recommended Financial Policies (filed)
- Special and Annual Town Meeting Warrant – May 16, 2016 (attached)
- Report of the Town Manager (attached)
- Minutes Approved: (filed)
  - o Monday, March 28, 2016 – Regular Meeting

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The meeting was called to order by Town Manager Keith Hickey 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 if anyone would be recording the meeting this evening, there was no response.

**RE-ORGANIZATION OF THE BOARD OF SELECTMEN:**

Mr. Hickey asked if there were any nominations for the Chairwoman of the Board of Selectmen. Selectwoman Salter nominated Selectwoman Anderson for Chairman of the Board of Selectmen; Selectman Cyganiewicz nominated Selectwoman LaBrie; Selectman Cyganiewicz also nominated Michael Barbaro. Votes taken were: Selectwoman Salter, Selectwoman Anderson and Selectman Cyganiewicz voted for Selectwoman Anderson. Selectwoman LaBrie voted for herself. Selectman Barbaro voted for himself.

Selectwoman Anderson was recognized as the new Chairwoman of the Board of Selectmen.

Chairwoman Anderson asked for votes for the Vice-Chair seat. Selectwoman Salter nominated Selectman Cyganiewicz. Selectman Cyganiewicz nominated Selectwoman LaBrie and respectfully declined the nomination from Selectwoman Salter. The nomination was seconded by Selectwoman LaBrie.

**ANDERSON(Y) LABRIE(Y) BARBARO(Y) SALTER(Y)  
CYGANIEWICZ(Y)**

**SELECTMEN’S COMMENTS:**

Chairwoman Anderson reminded all of the Special and Annual Town Meeting on May 16, 2016 at 7p.m.

Chairwoman Anderson said she went to the Historical Society GALA event; there were a lot of people there, they did a super nice job. She wished them success.

**PUBLIC COMMENTS AND ANNOUNCEMENTS:**

No public comments

**APPOINTMENTS/RESIGNATIONS:**

Notice of Vacancies – Chairwoman Anderson announced the vacancies on the Cultural Council and Parks and Recreation Committee. She said we need to reach out and get more volunteers.

List of Appointment Renewals for July 1, 2016 – Chairwoman Anderson spoke of the list of Board of Selectmen appointment renewals for July 1st consideration. She said notices have been sent out to the perspective Boards and Committees Chairpersons for their recommendations. **A motion was made by Selectman Barbaro to send out renewal letters on behalf of the Board seeking their interest to serve another term; Selectwoman LaBrie seconded.**

**ANDERSON(Y) LABRIE(Y) BARBARO(Y) SALTER(Y)  
CYGANIEWICZ(Y)**

**BOARDS/COMMITTEES/DEPARTMENT HEADS:**

Winchendon’s Representative to Monty Tech - Burton Gould came forward; he thanked the Select board for the invitation. He said it's winding down at Monty Tech with 325 seniors graduating soon. The budget this year is up ½ of 1%, \$5,400 for Winchendon which is the largest sending town in the district. Winchendon has 150 students there. The total number of students is 1415 as of end of April. He said the school this year participated in number of local items. They spent 5 or 6 weeks down at the Clark Memorial/YMCA pouring new concrete walkways. They also spent time at the Winchendon Housing Authority doing a lot of brick work. He said they are presently at the school putting together another vehicle for the Police Department. When they come up here for anything, they purchase from the town. Crews purchases supplies at Belletetes, they eat at pizza shop. He informed the Board Monty Tech will be having a Veterinary program. The School went out and solicited from everyone and their brother. They will be spending one million dollars on the project. He said they will start this summer and the school will build the building. He said the school is partnering up with Becker College.

Mr. Gould reported that Monty Tech had an exceptional year. He couldn’t tell what the student count would be next year, more than likely the same. He said he isn't sure about next year’s budget. He said one

of the reasons why at a lower figure is because the price of heating materials went down substantially. Selectwoman LaBrie asked when the Veterinary program will be opening. Mr. Gould said site work starts next month and probably the building starts the end of August. He said we are hoping to start next year. Selectman Cyganiewicz asked about additional yearly cost for this program. Mr. Gould said it's hard to tell with contractual agreements until you really get in. This is a new adventure for everybody. I can't really answer that and hopefully no added cost. Selectman Cyganiewicz asked beyond the Veterinary Tech program, what are they doing, getting cramped. Mr. Gould said would like to build a new school, possibly even a satellite. He said they could use more room; we have a waiting list of 250. He said the resources and revenue are not there. Mr. Gould was thanked.

Request by Town Clerk to have Selectmen Authorize of Discontinuing use of Accuvote OS Voting Equipment and the Purchase and Use of Imagecast Scanning and Tabulation Voting Equipment -

**Selectman Barbaro moved to discontinue the use of the Accuvote OS voting equipment and to authorize the Town Clerk to purchase the Imagecast scanning and tabulation voting equipment beginning with the state election to be held on September 8th and all elections and primaries federal, state, and local from that date forward.** He said this motion will be contingent upon approval of the funding at the annual town meeting to be held on May 16th, 2016. **The motion was seconded by Selectwoman LaBrie.**

**ANDERSON(Y) LABRIE(Y) BARBARO(Y) SALTER(Y)  
CYGANIEWICZ(Y)**

The Town Clerk asked to amend the motion to say "use" instead of "purchase" mentioned you have to give the state a 120 day notice to discontinue old and used the new equipment. She said after the May town meeting it will be too many days and was guided by the state to take this vote.

Selectwoman LaBrie asked about the old equipment? She asked if we trade it in. The Town Clerk said she would be keeping one ballot box for absentee early voting. **Selectman Barbaro moved to remove "purchase" and add "use" instead; Selectwoman LaBrie seconded.**

**ANDERSON(Y) LABRIE(Y) BARBARO(Y) SALTER(Y)  
CYGANIEWICZ(Y)**

Abandoned Buildings Mark with an "X" – Fire Chief Tom Smith came forward and spoke about the draft policy in regards to vacant and abandoned buildings to address securing. He said after research and working with the Town Manager, he is putting forth this policy for their review.

Chief Smith said the policy, would first look to contact/locate the the owner, get a certificate of building closure meeting the 7 requirements he reviewed with the Board. He said safety was the main reason for putting this policy together. He said he is looking to try and do their best with different properties in town they have had complaints with for a number of years. The town has had no policy. He said this will give us the ability to go forward and secure up these buildings to provide better safety for these properties.

Selectman Barbaro asked about a bank owned property with tenants moved out having an abandoned building if it would be marked. Chief Smith said it's the banks responsibility to secure the windows if needed. He said there would be a definition and would fall under a majority of steps to follow in order to resell the property.

Selectwoman LaBrie asked under part 6 section b under liability, whether an owner who has multiple buildings, would it expand from that address to any address. Chief Smith thought it could be expanded. He wanted to check with the town's attorneys to see if we could do that. He said he would support changing that. Selectwoman Salter asked if town counsel reviewed this policy. Chief Smith said he took information from a couple neighboring towns' policies to make it consistent and that it has not gone through town counsel. Mr. Hickey thought it would be worthwhile to have them look at it before the second reading and we can ask about expanding the responsibility to all properties the owner owns. **Selectman Barbaro moved to adopt the 1<sup>st</sup> Reading of the town's vacant and abandoned building policy, Selectman Cyganiewicz seconded.**

**ANDERSON(Y) LABRIE(Y) BARBARO(Y) SALTER(Y)  
CYGANIEWICZ(Y)**

Mr. Robert Zbikowski came forward and asked if this covers buildings that are collapsed. He asked if it's retroactive. Chief Smith replied those buildings would also have to be secured. They could put a chain link fence; provide 24 hour security or put walls back up, etc. He said penalties will be enforced while they are not doing it and will entice property owners to get it done.

With the recent newspapers reports of overdoses in neighboring communities, Chief Smith wanted the board to be aware of the overdoses in this community recently. We have had to use Narcan six or seven times in the past weeks, some at the same address. CPR was started at couple times at these residences. Although we are a small town, we are not exempt to these issues going on. When these individuals come out, often times they are very upset you took away their high. He said he is working with Chief Walsh and the Town Manager and would keep the Board updated. The Board thanked Chief Smith.

#### **PERMIT/LICENSE APPLICATIONS:**

Boot Drive June 25, 2016 – Alternatives Unlimited – Mr. Barbara Soucy came forward. She informed the Board Alternatives Unlimited is a nonprofit agency that supports over 2,000 people with disabilities. She said there is a program in town at 14 Ready Drive at the Winchendon Housing Authority. Funds raised by the boot drive will fund these programs. The monies collected help individuals we serve in residential programs, helping with taking a class and trips. They hold contest at schools to carry awareness.

**Selectwoman LaBrie moved for the applicant; Selectman Barbaro seconded.**

**ANDERSON(Y) LABRIE(Y) BARBARO(Y) SALTER(Y)  
CYGANIEWICZ(Y)**

#### Entertainment Permit June 18, 2016 – Clark Memorial YMCA 20<sup>th</sup> Annual Summer Solstice

Julie Whitmore came forward to represent the Clark's application. It's the 20<sup>th</sup> year she said. It's a community event, bunch of vendors and a parade. She said the road race is sponsored by Morin Real Estate. Chairwoman Anderson asked if there is anything new. Ms. Whitmore said the Cornerstone Church came and wanted to do an antique car show which they are looking. **Selectman Barbaro moved for the applicant; Selectwoman LaBrie seconded.**

#### Race Permits June 18, 2016 – Clark Memorial YMCA-Morin Real Estate 5K-Kids' McFun Run

Julie Whitmore said it's a 5K road race, we have about 100-150 participants that come, it's an open course race on the streets on Winchendon. She said it starts and ends at the Clark. There is a kid's race for 7 years old and under and another 1 mile race for older kids. **Selectman Barbaro moved for the applicant; Selectwoman LaBrie seconded.**

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

Parade Permit June 18, 2016 – Clark Memorial YMCA, Annual Summer Solstice Parade

Julie Whitmore mentioned the parade staged on the road at the Fire Station, she said it goes down Central Street and ends at the IGA plaza. She invited the Select board to participate. **Selectman Barbaro moved for the applicant; Selectwoman LaBrie seconded.**

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

Boot Drive May 28, 2016 – Clark Memorial YMCA – Julie Whitmore said this is during our annual support campaign. She said instead of cold calls, we are doing a variety of activities, a paint night, Zumba and a bowling day. She said we are trying to get people in community involved. **Selectman Barbaro moved for the applicant; Selectwoman LaBrie seconded.**

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

**NEW BUSINESS:**

Review of Finance Committee's Recommended Financial Policies - Chairman Tom Kane came forward as well as Mr. Ulysse Maillet a member of the Finance Committee. Chairman Kane gave background. He said this started when Ulysse Maillet was the Chairman. The Finance Committee has been working on adopting some financial policies for a while. They have researched a number of different towns, Amherst, Chelmsford, Dedham, Northborough and Sudbury. He recognizes that some of the goals can't be achieved overnight but overtime. He said like building up reserves, capital reserves. He said the audit has given us references as where we want to be. Chairman Kane spoke about changes in practice will come about from the policy itself, procedures would be created at the administrative level. The policy is divided up into 6 categories: 1) Accounting Auditing and Financial Planning, 2) General Fund which includes the Operating Budget, Reserve Policies and Revenue Policies; 3) Debt Management; 4) Enterprise Funds; 5) Gifts and Grants; and 6) Investment Policy which is already in place. He explained each category.

Selectwoman LaBrie asked what our debt is. Chairman Kane thought it was 5%. Mr. Hickey questioned whether debt exclusion articles should be included.

Selectman Barbaro said he understands the need to have a target but 10% to stabilization would hurt us. He said it would hurt our service levels and we need to find a common ground. Chairman Kane said the policy sets goals to strive for.. Mr. Hickey said a lot of the thresholds we are awfully close to. The intent is that we have something that we didn't have in the past.

Mr. Hickey spoke of revenues and challenged Chairman Kane respectfully on the numbers. We are collecting 91% of our tax properties. He said we are lacking in water/sewer receivables. The board is taking some of suggestions of the Department of Revenue, moving to quarterly billing; also the board adopted a water shut off policy.

Selectman Barbaro asked about the solar capital funds for the couple private solar farms in town. Ulysse Maillet said he recalled those events and the Selectmen earmarked those funds for capital.

Chairwoman Anderson asked about revenue policies to have appraisals done annually. She thought it was done every 5 years. Chairman Kane said he is not sure what current practice is. Ulysse Maillet said to check with the Assessors.

Chairman Kane said policies are Board of Selectmen policies to guide town hall, Town Manager, Treasurer and Accounting offices. Chairman Kane said we thought it would help the town's financial practice. He said they are only useful if referenced and hoped helpful to town as we move forward. **Selectwoman LaBrie moved to accept the policies as a 1st reading;** Selectman Barbaro wanted to add "if fiscally possible". **Selectwoman LaBrie said she is fine with the amendment to add "if fiscally possible";** **Selectman Cyganiewicz seconded.**

**ANDERSON(Y) LABRIE(Y) BARBARO(Y) SALTER(Y)  
CYGANIEWICZ(Y)**

Special and Annual Town Meeting Warrant – May 16, 2016-Assignment of Articles:

Chairwoman Anderson mentioned this warrant includes the Finance Committee's recommendations.

Special Town Meeting Assignment of Articles

Article 1 - Finance Committee

Article 2 - Selectman Barbaro - He asked if this will be reduced at town floor. Mr. Hickey said he had a conversation with the Superintendent today and he said we will have a firm number by this Wednesday. He said he will let the Select board know if it can be passed over or reduced or increased to the \$40,000.

Article 3 – Selectman Barbaro

Annual Town Meeting Assignment of Articles

Article 1-Finance Committee

Article 2-Selectwoman LaBrie

Article 3-Selectman Cyganiewicz

Article 4 – School Committee

Article 5 - Selectwoman Salter

Article 6 - Selectman Barbaro

Article 7 - Selectwoman LaBrie

Article 8 - Selectwoman LaBrie

Article 9 - Selectwoman LaBrie

Article 10 – Selectman Barbaro

Article 11 - School Committee

Article 12 - Selectwoman Salter

Article 13 - Chairwoman Anderson

Article 14 - Selectwoman Barbaro

Non-binding Referendum Question – N/A

**OLD BUSINESS:**

**TOWN MANAGER'S REPORT:**

- **Financial Updates-**

- a. The Finance Committee approved all articles on the warrant on Tuesday evening. The final warrant is in your Board packets for your review and preparation for Town Meeting. There was some confusion on the intent of the School Committee's Article 4. Below is the article language and the e-mail I received from Superintendent Haddad

Article 4:

To see if the town will vote to accept the provisions of G.L. c.71, s.71F to allow funds received by the School Committee for tuition payments for nonresident students and as state reimbursements for students who are foster care children to be deposited in a separate account to be expended by the School Committee without further appropriation for educational costs in connection therewith; or act in relation thereto.

Explanation:

This article enables the SPED Tuition Revolving account. This account already exists and has been used for years, but since the DOE chart, attached, says "yes" for local acceptance, we decided it wouldn't hurt to have it approved at town meeting. If it had been approved years ago, we couldn't put our hands on a copy of the ATM that did it, so better safe than sorry.

This is unrelated to School Choice. As you can see on P.1 of the attached chart, "Revolving Funds for School Department Programs", Non-Resident Tuition is the fourth item, and School Choice is the sixth. They are enabled by separate statutes, for separate purposes. Non-Resident Tuition is an account for SPED tuitions received when another district places a student (or the state places a foster child) in the district for SPED services that can't be provided by the district where the student resides. We had one from Fitchburg, and one from Narragansett.

School Choice is tuition received when a parent in another district chooses to send their child to this district. With SPED tuition, the district makes the decision, and there is almost always a SPED component, and Winchendon is paid directly by the district sending the student. School Choice is decided by the parent, there is generally not a SPED component, but there can be, and DESE manages the reimbursement process.

- **Personnel Updates-**

- a. I will be holding a hearing next week to determine if Librarian Brian Tata is medically able to return to work and perform his job duties.

- **Project Updates-**

- a. Al Gallant and I met with representatives from Graybar and Tanko Lighting regarding the acquisition of the street lights from Liberty Utilities. At your May 23<sup>rd</sup> Board meeting Al and I plan to present the acquisition proposal to the Board. If the Board supports the idea I would authorize an audit be completed by Tanko and Graybar to include reviewing the location of the lighting, identifying the bulb wattage needs in different lighting applications (street lights at intersections and crosswalks being brighter than lighting in neighborhoods) and determine a fair price for the purchase of

the street lighting assets. Mr. Hickey mentioned a meeting to request monies to do a lighting audit on our infrastructure. He said a firm contract can provide this. He said typically communities doing this enter an agreement to borrow money and have savings of electricity on an annual basis to pay down the debt in full. He said this would have no impact to property tax payers or to the budget. In five years the debt is paid off that is one scenario. He said another one is with Tracy Murphy working with green communities we could get a \$200,000 grant. Selectwoman Salter asked if we owned the poles. Mr. Hickey said no, only the structures on the poles. He said ultimately we could go out to bid for a service to repair or replace. Selectwoman LaBrie asked if anything with complete streets program. Mr. Hickey said he would check with the Planning Department.

- b. Mr. Hickey mentioned the policy Complete Streets was approved by the state today. He said he wanted the Select board aware he went down to Gardner to accept the town's insertion into the Community Compact. He said one area was personnel policy draft payment plan. He said he drafted a RFP looking to get prices. He said the state reimburses up to \$25,000 to provide personnel policy as well as issues not covered by bargaining units in town.
- c. Public Works paved River Street and Rice Road on Thursday and Friday respectively. Bemis Hill Road will be paved on Monday.

- **Miscellaneous Updates**

- a. FEMA Region I has completed its review of the Montachusett Regional Hazard Mitigation Plan for Winchendon and found it approvable pending adoption.
- b. I have drafted an RFP for the development of a comprehensive pay and classification study which was one of the Community Compact best practices identified by Winchendon when applying to be a member of the Compact. The State will provide funding of \$25,000 for the study. I have asked for bids to be returned by May 18<sup>th</sup>. The project is expected to be completed in late fall.
- c. I met with representatives from Seaboard Solar regarding Winchendon's interest in purchasing net metering credits. They are currently working with 25 communities and housing authorities. I have been trying to connect with Kopelman and Paige's attorney that represented the Town when the agreement with Sun Edison was drafted. I believe Sun Edison has not complied with the terms of the contract and the Town can walk away but I would like the attorney to review the agreement and recommend an alternative path.
- d. Representative Zlotnik approached me about a month ago asking if there were any small projects that he could attempt to get funded as part of a larger capital bill being considered as part of the state budget process. I suggested \$100,000 for the Blair Square roundabout construction. Representative Zlotnik informed me last week that the Legislature included \$50,000 in their budget for the project. The budget still needs Senate approval.

Mr. Hickey said Representative Zlotnik asked about any small projects. He mentioned Blair Sq. and he included \$50,000 in one of the bills. He thanked Representative Zlotnik. He said with that and Cumberland Farms, comes through with opportunity for

improvements and maybe get a contribution from Cumberland Farms as well. He said a year from now a design can be completed and where the money would be coming from. He said the timing is great with Cumberland Farms. He will come back to the board for any approvals as needed.

**MINUTES:**

Monday, March 28, 2016 - Regular Meeting - **Selectman Barbaro moved to approve; Selectman Cyganiewicz seconded.**

**ANDERSON(Y) LABRIE(Y) BARBARO(Y) SALTER(Y)  
CYGANIEWICZ(Y)**

Thursday, April 21, 2016-Regular Meeting – Passed over.

**COMMUNICATIONS:** None

**AGENDA ITEMS:**

Meeting Schedule: Board of Selectman Meeting May 16, 2016 at 6:30 p.m. prior to Town Meeting.  
Regular Meeting May 23, 2016 at 6:30 p.m.

**EXECUTIVE SESSION:**

Chairwoman Anderson moved "I move to enter into 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: Subject is: Update on the Town Accountant Search and also for 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 the Chair so declares: Subject is update on Collective Bargaining with AFSCME Council 93 Local 1887-Public Works Union and to reconvene into Open Session at the end of Executive Session."

**Chairwoman Anderson moved and so declared: Selectman Barbaro seconded. The Select board took a roll call vote.**

**ANDERSON(Y) LABRIE(Y) BARBARO(Y) SALTER(Y)  
CYGANIEWICZ(Y)**

The Board convened into Executive Session at 8:11 p.m.

**RECONVENE OPEN SESSION:** Open Session was reconvened at 9:01 p.m.  
*(These part of the minutes were completed by Town Manager Keith Hickey)*

Ratification of Collective Bargaining Agreement - AFSCME Council 93 Local 1887

Vice Chair LaBrie moved to ratify the collective bargaining agreement between the Town and AFSCME Council 93, Local 1887 as presented, seconded by Selectman Barbaro.

**ANDERSON(Y) LABRIE(Y) BARBARO(Y) SALTER(Y)  
CYGANIEWICZ(Y)**

**ADJOURNMENT:**

Selectmen Barbaro made a motion to adjourn open session at 9:02 pm, seconded by Vice Chair LaBrie.

**ANDERSON(Y) LABRIE(Y) BARBARO(Y) SALTER(Y)  
CYGANIEWICZ(Y)**

Respectfully submitted,

Debra Dennis  
Recording Secretary