

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, AUGUST 22, 2016
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Chairwoman	Keith R. Hickey, Town Manager
Audrey LaBrie, Vice-Chair	Linda Daigle, Executive Assistant
Amy Salter	Debra Dennis, Recording Secretary
Austin Cyganiewicz	

Absent:

Michael Barbaro

List of Documents Presented at Meeting:

- Winchendon Fall Festival at Ingleside Poster and Schedule of Events (filed)
- Application for Voluntary Boot Drive – Project Playground Toy Town Elementary (filed)
- Application for Special One Day Wine & Malt Liquor License Sept. 18, 2016 – Snowbound Club, Inc. (filed)
- Water/Sewer Bill and History from 186 Metcalf St. (held for future meeting)
- Town Manager Memo of 8/17/16 regarding Request to Institute new Water and Sewer Fees (attached)
 - List of Proposed Fees for Water Dept. Services (attached)
- Town Counsel’s Review of Board of Selectmen’s Policies and Procedures (Held for future meeting)
 - BOS Sub-committee’s List of Possible Issues with the Revisions
 - Staff Review Notes
- Report of the Town Manager (attached)
- Minutes Approved: (filed)
 - Monday, June 27, 2016 – Regular Meeting

The meeting was called to order by Chairwoman Anderson 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.

SELECTMEN’S COMMENTS:

Selectwoman LaBrie spoke about the drought and the water ban. Watering is allowed for farmers and vegetable gardens.

Chairman Anderson announced the Fall Festival at Ingleside which will take place on Saturday, Sept. 17, 2016 and also the Tri-Board Quarterly Meeting will be on Thursday, September 15, 2016 at 6:30 p.m.

PUBLIC COMMENTS AND ANNOUNCEMENTS:

Mr. David Romanowski came forward and announced the Fall Festival will be from 11a.m to 3 p.m. on September 17th. If anyone listening would like to volunteer they could use help on rides and with parking. New this year is the K9, Clyde Demonstration with his handler Officer Wironen. Selectman Cyganiewicz said he attended last year and had a great time.

Parks and Recreation Committee member Brian Dickens came forward. He discussed cleaning on the bike path and asked for a recommendation in closing the green wall that joins the bike path to the bridge because that is where most of the dumping is occurring. He said there are no trash receptacles on the bike path; it is carry in, carry out. He asked for permission to collect non-hazardous waste at this area and will re-sort it for recycling. Mr. Hickey said that having trash receptacles on the bike path has an expense; he will talk to the Police Department and see what they can do to enforce dispersing of trash. He is open to suggestions to prohibit people accessing underneath the bridge. Mr. Dickens said he will still be picking up stuff that he sees.

APPOINTMENTS/RESIGNATIONS: None at this time.

PERMIT/LICENSE APPLICATIONS:

Voluntary Boot Drive – Project Playground – Toy Town Elementary - Ms. Tina Santos and Ms. Christie Verville came forward for this application. The boot drive will take place from 9:00 a.m. to 3:00 p.m. on August 27th on Front Street. A lot of equipment for the structure for the playground is due to come in tomorrow. There are high priced items that need to be repaired or renovated at the playground and this is another fundraiser. Also that day they will have an ice cream fundraiser at Lickety Splitz from 11 a.m. to 9 p.m. at which time they will have a raffle and will be selling calendar raffles. Chairman Anderson commended the work they have done. **Selectwoman LaBrie moved to approve the application for the boot drive by Project Playground; Selectwoman Salter seconded. The motion passed with a vote of all ayes.**

Special One Day Liquor License Sept. 18, 2016 – 2nd Annual Tom Fors Benefit Ride and Barbeque - Snowbound Club, Inc. - Mr. Rick Moulten came forward on this application. This is a one day permit for a benefit ride for Tommy Fors. He was an EMT and he passed away with a heart ailment. His parents wanted to do a fundraiser and give the money to a student working to become an EMT. It is a 60 mile bike ride and barbeque. **Selectwoman LaBrie moved for the application as presented for the Snowbound Club One Day Liquor License; Selectwoman Salter seconded. The motion passed with a vote of all ayes.**

BOARDS/COMMITTEES/DEPARTMENT HEADS:

Update from the Charter/Bylaw Review Committee-Town Clerk Judy LaJoie and Chief Dave Walsh came forward representing the committee. Chief Walsh said it is nearly complete; we are waiting on recommendations from Town Counsel. The proposed revisions are on the Town Clerk’s website and there will be a public hearing in October. The charter revisions need to be approved before any bylaw revisions. He said there are no major changes; there is a lot of moving things and consolidating.

Town Clerk, Judy LaJoie said she wanted to give the Board an update of what is happening in her office. Thanks to the Robinson-Broadhurst grant they will be updating the Laserfiche software which will make it easier to search. The public portal will also be put on the website so people can search themselves. The State Primary is Thursday, September 8th from 7 a.m. to 8 p.m. There will be new election equipment used that day. LHS will come and test with her to assure correct counting and they will be here on Election Day also. Selectman Cyganiewicz asked about write-ins. Ms. LaJoie said there is a new slot for it but it’s not any easier for write-ins. This will be the first year we will be offering early voting. It will be from October 24 to November 4th. The presidential election will be November 8th from 7 a.m. to 8 p.m. Absentee ballots can be mailed to you if you will be out of town.

NEW BUSINESS:

Abatement Request for Water/Sewer Charges – 186 Metcalf Street – Mr. Hickey said while doing some research they found the master meter and the remote meter had different readings. The outside reading was slower which recorded less water usage. In August there was a catch up bill. He is asking the board this evening to allow the next quarter usage to be tracked because this would give a better sense of what is being used. They would then present the information to the Board and if decided, a recommendation on the abatement. Chairman Anderson asked how old the equipment is. Mr. Hickey said it was about six years old. DPW Director Al Gallant said it has been replaced. There have been a greater percentage of meters that have failed and the warranty has passed. He said they have replaced quite a few of them in the last 2 or 3 years. **A motion was made by Selectwoman LaBrie to table the abatement request for 186 Metcalf Street; Selectwoman Salter seconded. The motion passed with a vote of all ayes.**

Request to Establish New Fees for Water and Sewer Services – DPW Director Al Gallant came forward to discuss raising fees to where other towns are in order for the Water Department to at least break even and to be able to upgrade equipment and do maintenance work. He would like to start by doing final reads, for instance, for real estate transactions, etc. Mr. Hickey said these are services we provided in the past. They might not happen very often, unfortunately, with the water shut off policy that was adopted, these serves will be occurring much more frequently. What they are looking to do is recoup the cost of what is above and not typical. Mr. Hickey asked Mr. Gallant to take a look at surrounding communities and determine what our costs are to perform these tasks. Selectwoman LaBrie asked about the hydrant shut off during an emergency. Mr. Gallant said he would bill the customer's insurance or if no insurance the person who caused the issue.

Chairman Anderson thinks some fees are a bit excessive. She is concerned about water service freezing. Selectwoman Salter asked if it's legal to charge these fees. Mr. Hickey said yes. Al Gallant said these figures are just trying to break even; we have \$324,312 in uncollected water bills. Mr. Hickey said they are trying to establish a fee schedule but if the Board feels some things are too high, it is up to the Board. **Selectwoman LaBrie moved to approve as presented the proposed fees for the water department services; Selectwoman Salter seconded. The motion passed with a vote of all ayes.** Mr. Gallant said 30 days from now this will be enforced. **A motion to amend, to be effective immediately, was made by Selectwoman LaBrie; Selectwoman Salter seconded. The motion passed with a vote of all ayes.** Mr. Gallant will advertise the fees.

OLD BUSINESS:

Continued Discussion of Welcome to Winchendon Signage along Roadway Entrances into Winchendon – Selectwoman LaBrie talked a few weeks ago about community organizations putting up signs by the Welcome to Winchendon signs. Al Gallant said the DPW could modify the signs if they wait until October. The Board discussed sizes of the signs, what they would be attached with and who would be allowed to put a sign up along the bottom or top. **A motion was made by Selectman Cyganiewicz to allow nonprofit organizations to have signs of any shape ordered and paid for by the Town but reimbursed by the organization with a diameter no more than 10 inches, to be placed above or under the Welcome to Winchendon Signs; Selectwoman Salter seconded. The motion passed with a vote of all ayes.**

Review of Board of Selectmen Policies and Procedures – Chairman Anderson said “In your packets you have what's been returned by Town Counsel. There is also a list of some of the things Selectman Cyganiewicz and I went through.” The Board discussed the changes to the Board of Selectmen Policies and Procedures. Selectman Cyganiewicz said policies are helpful. These policies should promote a working atmosphere. Selectwoman Salter said they should be a general guide. Chairman Anderson said it kind of dictates how we should be. Mr. Hickey said paring it down is good because there are some duplications. These are mandates. It's important to set a level of expectations. These policies allow new people to walk on board. It provides some form of expectations of the Board and staff. Selectman Cyganiewicz said this is a great thing; we can review them in October. Selectwoman LaBrie said it's appropriate to take the policies as a first reading. Mr. Hickey requested the Board consider the list put together of things for consideration. **Selectwoman LaBrie moved to accept the review of the Board of Selectmen Policies and Procedures for the first reading this evening; Selectwoman Salter seconded. The motion passed with a vote of all ayes.**

TOWN MANAGER'S REPORT:

1. Financial Updates-

- a. Mr. Hickey said the Town Accountant and the Finance office will have a presentation at the Tri-board meeting concerning the FY16 year end information.

2. Personnel Updates-

- a. Manuel King was hired as Library Director. He is scheduled to begin work on September 12th. He is a big asset for the library and the town. He will be introduced at the Tri-Board meeting on the 15th.
- b. Building Commissioner Paul Blanchard has submitted his resignation. Paul will end his employment in Winchendon on September 5th. I have drafted an ad that will be published during the week of August 22nd. He was offered a full time job and has decided to move forward in a different direction.

3. Project Updates-

- a. Transfer Station update:
Mr. Hickey noted the concrete has been poured and he hopes to have single stream running by September 1st. We can save \$14 a ton if we separate glass. He hopes to do a television show to talk about single stream recycling.
- b. GAR Park update:
All of the asphalt has been removed and the area around the monument has been graded. The electrical line to the Christmas tree has been dug and installed and the electrical line for the surveillance system has been installed underground. The sidewalk to the gazebo will be installed during the week of August 22nd. The grand reopening is on schedule.
- c. Police Station update:
Mr. Hickey said the generator is installed. The flooring is 90% done. He said if the Board would like to have an Open House, it would be preferable to do on a Saturday in the middle of October. The Kiwanis has generously offered to donate the hot dogs and hamburgers for the grand opening. Chairman Anderson asked about the seismic testing being done. Mr. Hickey said he is not sure how you would test it. The street light is going in next week; trees to be put in next fall. The chain link fence will provide privacy.

Mr. Hickey said he received an email from Sun Edison and partners and they are looking to take over the solar project at the landfill. He said they will come to the Board meeting in September. He said he is asking the Board to accept the assignment with the exact same terms as Sun Edison has. They are looking to earn program credits by January 8th and they should have the project well under way. They are on pace to get this moving.

Mr. Hickey said the bids for the library project were opened last week. They came in \$200,000 over the budget. There is a tentative meeting Monday night with the Board of Trustees, and the Architect and Engineer, and they will make recommendations to the Board at the end of September.

Mr. Hickey said they received two bids for the Town Hall furnace. The bids were higher than what was awarded by Robinson- Broadhurst. He is looking at alternative funding. He said the furnace is a priority and he will let the Board know what happens.

4. Miscellaneous Updates -

- a. The Communications Committee had their initial meeting on August 15th and has begun their work. Mr. Hickey spoke of the meeting they had and the updates to the website that will

happen. He said they had a tour of the control room. He said they will be able to re-broadcast meetings which will be saved to the hard drive on the network. They will go on the town's website. Selectwoman LaBrie suggested getting clip-on microphones. He believes cameras are working fine but talked about speakers. Chairman Anderson said she likes the idea of the TV show.

NEW BUSINESS CONTINUED: Mr. Hickey said we received a recommendation from the Governor's office to issue a water ban. He said he took it upon himself to do so. Al Gallant said the Water Commissioners need to take a formal vote. **Selectman Cyganiewicz moved to implement a strict no outside water ban except for farms; Selectwoman LaBrie seconded. The motion passed with a vote of all ayes.** Al Gallant said they will inform residents in the paper this Friday. The police and DPW have the power to ticket. Vegetable gardens can be watered.

MINUTES:

Monday, June 27, 2016 Regular Meeting – **Selectwoman LaBrie moved to accept; Selectwoman Salter seconded. The motion passed with a vote of all ayes.**

Monday, August 8, 2016 Regular Meeting – **Selectman Cyganiewicz moved to approve; Chairman Anderson seconded. Vote: 2 ayes and 2 abstained. Selectman Cyganiewicz moved to rescind the motion; Chairman Anderson seconded. The motion passed with a vote of all ayes.** The minutes will be taken up at a future meeting with a full Board.

COMMUNICATIONS: None at this time.

AGENDA ITEMS:

September meetings scheduled:

Monday, Sept. 12, 2016

Thursday, Sept. 15, 2016 (Tri-board meeting)

Monday, Sept. 26, 2016

If anyone has anything for the Tri-board meeting please submit it.

ADJOURNMENT: Selectwoman LaBrie moved to adjourn; Selectwoman Salter seconded. The motion passed with a vote of all ayes.

The meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Debra Dennis
BOS Recording Secretary