

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
MONDAY, JANUARY 9, 2017  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

**Present:**

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

Keith R. Hickey, Town Manager  
Linda Daigle, Executive Assistant

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**List of Documents Presented at Meeting:**

- Draft Special and Annual Town Meeting Schedule (filed)
  - Annual Evaluation of the Town Manager (attached)
  - Report of the Town Manager (attached)
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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*.

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

**SELECTMEN’S COMMENTS:** Ms. Anderson announced the American Legion is holding the annual bonfire, fireworks and chicken barbeque on Saturday, January 14<sup>th</sup>. The bonfire starts at 6:00 p.m. with fireworks and is free and open to the public. The Chicken Barbeque begins at 7:00 p.m. and is \$12.00 per person. There will be music and dancing to follow which is also free and open to the public.

Ms. Anderson also mentioned to join Chief Walsh tomorrow for a meeting of the Neighborhood Watch at 6:00 p.m. at the Police Station.

**PUBLIC COMMENTS AND ANNOUNCEMENTS:** None this evening.

**APPOINTMENTS/RESIGNATIONS:** None this evening.

**PERMIT/LICENSE APPLICATIONS/PUBLIC HEARINGS:** None this evening.

**BOARDS/COMMITTEES/DEPARTMENT HEADS:** None this evening.

**NEW BUSINESS:**

Review Draft Special and Annual Town Meeting Schedule – The Town Manager reviewed the enclosed draft Budget and Special and Annual Town Meeting schedule. He said there is a tentative date being set for Town Meeting on May 15<sup>th</sup>. He is working on the Capital Improvement Plan (CIP) and Department Heads will be working on their budgets. He has scheduled March 27<sup>th</sup> to present to the Board the budget and then to the Finance Committee the following evening unless a Joint Meeting is scheduled. He said he would work his way through the process as in the past meeting with Board members individually or as a Board at meetings. He will be sending the draft schedule to Town Counsel to ensure the schedule meets statutorily requirements.

He asked, at the Finance Committee's Chair's request, if the Board could move their 2<sup>nd</sup> meeting in March from Monday, March 27<sup>th</sup> to Monday, March 20<sup>th</sup> where the Town Manager would be presenting the FY18 budget.

The Board was in agreement in moving the second March meeting to March 20<sup>th</sup>.

A tri-board meeting was mentioned to hold two weeks from this evening where the main topic would be where we are six months into the year financially. The School is still working on their single audit. The Audit Management letter will not be available at that time but he would still like to meet with the Finance Committee and School Committee in a couple weeks if that's possible and then schedule another Tri-board meeting. He will be meeting with the Superintendent tomorrow to discuss. The auditors are tentatively scheduled to come to the schools towards the end of the first week of March but the Superintendent and School Business Manager are trying to move that up.

Annual Evaluation of the Town Manager – Chairwoman Anderson informed the Board she met with Mr. Hickey along with Vice-Chair Audrey LaBrie and has compiled the Board's scoring on a spreadsheet. With a total score being 25 in each category, on average he scored 24 points plus in each area. He scored a perfect 25 in fiscal management. She thought that was amazing considering what he walked into and the obstacles he had to overcome. His actual obligations and responsibilities she believes everyone scored him way above average and they are pleased.

Ms. Anderson noted she marked off in technology and communications skills, but recognized he was likely prioritizing things like the budget and other higher priority items other than communications. She would like to see communications improved.

Mr. Barbaro looked at all the scores he received and with him walking into what he did in December, during a budget cycle, being from New Hampshire, he felt the conversion was well handled. The community outreach has been outstanding, fiscal management high on their priority and since December we have been tackling problems left un-tackled for a very long time and he has been getting things done and progressing. There is a noticeable difference at town hall when you walk in, a welcoming feeling. The Town Manager is on the right track and Mr. Barbaro thanked Mr. Hickey for his hard work this past year.

Ms. Anderson feels it is very important to reiterate Mr. Barbaro's comment and added that Mr. Roselli has mentioned the difference in attitudes inside town hall. It's important for people coming in to Town Hall. He's done an outstanding job in his first year.

Ms. LaBrie noted as part of her research in doing the evaluation, she spoke briefly with few of the staff members and Department Heads and received glowing reports back. Employees appreciate Mr. Hickey walking down to their offices, always making himself open. The staff rated him very, very highly.

Mr. Cyganiewicz told Mr. Hickey he was doing a great job and looking at the report he might be being a bit harsh and critical but believes there is certainly room for improvement. Being from a different state and coming into what he did, he told Mr. Hickey that he was doing a fantastic job, especially with the fiscal management. The Board is happy and a majority of the people are happy with him. Some people have contacted him with some complaints but he hasn't been able to fully investigate but did want to put it in the evaluation so a future Board may be aware of. He concluded by telling Mr. Hickey that it has been a pleasure working with him this past year and looked forward to working with him in the future.

**Mr. Barbaro moved to accept the results of the Town Manager evaluation as presented; Ms. LaBrie seconded. By a vote of all aye, the motion carried unanimously. Mr. Hickey was thanked.**

Request to Amend FY17 Snow and Ice Budget with an Increase of \$50,000 – Mr. Hickey informed the Board the Dept. of Public Works Director is quickly running through their snow and ice budget and he is requesting \$50,000 to be used strictly for materials to refill the salt shed with salt and sand, hopefully for the remainder of the winter. There is \$20,000 still in his labor budget. There is a surplus of funds in the health insurance budget that could be asked of the community at Town Meeting to transfer from the health insurance fund to the snow and ice budget to cover the \$50,000 transfer and not have to deal with a deficit beginning in FY18. Ms. LaBrie asked about the health insurance account and who is keeping track of it making sure it's not overspent. Mr. Hickey replied the Accounting Department is keeping track of this line item and doesn't think any transfers have hit that line item yet for FY17 and he wasn't aware of any dire need at this point that would need a transfer from the health insurance account. Mr. Barbaro noted there is still \$45,000 from the Finance Committee's Reserve Fund. He thought maybe we should budget more funds in the Reserve Fund in case it may be needed for the snow and ice budget. Ms. LaBrie pointed out that fund is to be used for unexpected, unforeseen circumstances. Mr. Hickey explained the challenge in regards to increasing the budget and then in the following fiscal year you have a mild winter so you decrease the budget, you then cannot over expend it. The goal is to budget snow and ice at a level you think is reasonable but not putting a significant cushion in it because it handicaps you in the future. If you put it in the Finance Committee's reserve, you have the ability to transfer it out if the winter is harsher than expected and unforeseen. **Ms. LaBrie moved the Board amend the FY17 snow and ice budget by increasing the amount by \$50,000; Barbaro seconded. By a vote of all aye, the motion passed unanimously.**

## **OLD BUSINESS:**

## **TOWN MANAGER'S REPORT:**

### **Financial Updates-**

Mr. Hickey mentioned going before the Board on January 23<sup>rd</sup> with an update on the FY17 budget six months through the fiscal year.

### **Project Updates-**

- Mr. Hickey reported Onyx Renewable Partners is looking to move their construction trailer up on the site of the solar field at the Transfer Station sometime this week and he will be meeting with Onyx shortly to make sure their permits are in place and review if they need to go back before the Planning Board for any modifications to the site plan because the types of solar panels will be different. Onyx is gearing up on the project and still see that May deadline as the hard deadline to meet.

- The Massachusetts Department of Energy Resources has received our application to become a Green Community and had no questions or comments that needed further follow-up. Awards are expected by the end of January. It looks very favorable we will be designated Green Community and with that comes the \$150,000 to utilize around Town.

- The replacement of the Town Hall furnace started today. There should be little down time as they will install the furnace prior to taking the old furnace off line. You will see two 2,000 gallon propane tanks being installed in the back of Town Hall.

### **Miscellaneous Updates –**

- Mr. Hickey reported through January 1<sup>st</sup> the Public Works Department has spent approximately \$133,000 for snow and ice removal out of an \$184,000 budget. The sand/salt shed is very low and will be filled up with your vote earlier this evening.

- Mr. Hickey informed the Board that through the upgrades we did with the equipment for local access station, we have the ability to re-broadcast meetings. Staff has been learning the software to see how it

works and has scheduled meetings to be rebroadcast. The Re-Broadcast Schedule is going up on the website and will be a separate calendar listing the day and times of those meeting rebroadcasts. The meetings will rebroadcast multiple times weekly and times will be consistent. The Boards scheduled are the Board of Selectmen, the School Committee, the Planning Board, the Zoning Board of Appeals, the Conservation Commission and the Board of Health. To locate this calendar go to the main Calendar on the website. A link will be there bringing you to the rebroadcast schedule. Hopefully this will allow people to watch the meetings they have missed.

- Mr. Hickey reported he had issued a letter to Mass. DOT regarding accidents and passing lanes on Rt. 140. He received a letter today from them saying they had the same concerns raised from Gardner. Mass. DOT is going to coordinate a joint meeting with both DOT districts as well as the City of Gardner and the Town of Winchendon.

Lastly, Mr. Hickey thanked the Board for their very generous comments on his evaluation. His year here has been fantastic. He has tried to work with everyone as a team and he hasn't done this by himself. The Board here does not have an individual agenda and sees each one as doing what is best for the Town of Winchendon. Having worked with a split Board in the past, he said it was refreshing to work with a Board that truly cares so much about this community. The staff has been great, Linda and Margaret's support and help is priceless and the public has been warm and inviting. People care and have been extremely supportive. The attitude and the willingness of everyone he has come in contact with has been nothing more than to see this community succeed. This evaluation is a accumulation of everyone's work, not just his. He thanked the Board.

**MINUTES:** None this evening.

**COMMUNICATIONS:** N/A

**AGENDA ITEMS:** The next meeting is scheduled for Monday, January 23<sup>rd</sup>.

**ADJOURNMENT:**

Selectwoman LaBrie moved to enter into Executive Session under Exemption 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 and to reconvene into Public Session for the sole purpose of adjournment. Chairwoman Anderson so declared. Mr. Barbaro seconded. By roll call vote of all aye, the meeting adjourned for Executive Session at 7:09 p.m.

Respectfully submitted,

Linda Daigle  
Executive Assistant