

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, JANUARY 23, 2017
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Chairwoman
Michael Barbaro
Amy Salter
Austin Cyganiewicz

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

Absent: Audrey LaBrie, Vice-Chair

List of Documents Presented at Meeting:

- Resignation Letter from Parks and Recreation Member Noel Veilleux (filed)
- Letter of Interest from Dave Romanowski to Serve on Ingleside Committee (filed)
- Notice of Vacancies on BOS Boards and Commissions (filed)
- Application for Bonfire Permit for Jan. 28, 2018 from American Legion Post 193 (filed)
- Draft Letter to MRPC for District Local Technical Assistance (filed)
- Town Manager Memo regarding a Request to Increase Shuttle Service to the Grocery Store for those in need (attached)
- Town Manager Memo regarding Revision to his Contract (filed)
- Town Manager Personnel Action Form Regarding Rate Adjustment (filed)
- Report of the Town Manager (attached)
 - Letter to Assessor's, Town Managers dated Dec. 13, 2016 from Mass. Division of Local Services Dept. of Revenue regarding "Central Valuation of Verizon New England – FY2010 – FY2022"
- Minutes Approved:

Monday, November 7, 2016	Executive Session
Monday, December 19, 2016	Regular Meeting
Monday, January 9, 2017	Regular Meeting
Monday, January 9, 2017	Executive Session

The meeting was called to order by Chairwoman Anderson at 6:31 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:

Selectman Barbaro commented on the Mass. Municipal Meeting over the weekend. It was very informative. There is an increase in Chapter 70 of \$20.00 per child and more money for road repairs. There was a lot of information handed out.

Chairwoman Anderson said Mr. Hickey and she attended the fireworks and bonfire on January 14th at the American Legion. It was a great time and well attended.

PUBLIC COMMENTS AND ANNOUNCEMENTS: There were no public comments.

APPOINTMENTS/RESIGNATIONS:

Parks and Recreation Resignation – Noel Veilleux – Chairwoman Anderson said they received a letter from Noel Veilleux, who unfortunately, feels he needs to resign. He's done a fabulous job over the years and is one of the entertainers at the concert series. **Chairwoman Anderson moved, with sad reluctance, that they accept his resignation; Selectman Cyganiewicz seconded.**

ANDERSON(Y) BARBARO(Y) CYGANIEWICZ(Y) SALTER(Y)
They thanked Mr. Veilleux for all his work he has done.

Ingleside Utilization Committee Appointment – David Romanowski – With the applicant not present yet, **Selectman Barbaro moved to table; Selectwoman Salter seconded.**

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

BOS Board and Commission Vacancies - Chairwoman Anderson announced the current vacancies on the Cultural Council, Communications Committee, Ingleside Utilization Committee, Parks and Recreation, Planning Board and ZBA.

Finance Committee Vacancies Announcement – Chairwoman Anderson noted the current vacancy and pending vacancy. She said if interested to reach out to Rick Morin.

PERMIT/LICENSE APPLICATIONS/PUBLIC HEARINGS:

Bonfire Permit for January 27, 2018 – American Legion Post 193 – Scott Gauthier came forward representing the application. He said this has become an exciting annual event. They have enough money for fireworks for next year. A lot of volunteer's participate to make it happen. It is a true family event. They choose to have it a little later in the month next year on the 27th of January. **Selectman Barbaro moved for the applicant; Selectwoman Salter seconded.**

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

APPOINTMENTS

Ingleside Utilization Committee Appointment – David Romanowski – Mr. Romanowski came forward and said he has put together an outline of the new committee after talking it over with Mr. Hickey. Mr. Hickey said his thought was to appoint a few members of the committee and have them review what they put together and present to the Board of Selectmen. He thought it made sense to have input from the rest of the committee. Mr. Romanowski was asked what his interest was for being on the committee. He replied he is interested in developing the Ingleside property and would like to start soon with the committee being formed. He said one thing needing to be discussed is the Fall Festival and what committee would like to take it over. **Selectman Barbaro moved for the applicant; Selectwoman Salter seconded.** Selectman Cyganiewicz said he's happy to see he's interested. He hopes more people join this committee as the Board and the town has supported it and thinks it will be a great project. There is a lot of work to do but with you and others, we can make it a success.

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

CDBG PUBLIC HEARING Continuation:

FY17 Grant Application - Director of Development Ms. Tracy Murphy and Mr. Les Goodrich from the Community Economic and Development Steering Committee, came forward. Ms. Murphy said she hoped to have more figures for the updated design on Chestnut Street but she doesn't have the figures yet. She has met with the Redevelopment Authority, the Steering Committee, and the Planning Board and has gotten a lot of support for Chestnut Street and fuel assistance as well. She's advertised for fuel assistance and people have come in for applications; it is more than appropriate to put in the next round. She asked to continue the hearing until the February 13th meeting. She said by then she will have figures, have budgets set up and make comments. **Selectman Barbaro moved the hearing be continued until February 13th; Selectwoman Salter seconded.**

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

Selectman Barbaro amended his motion to have the hearing continued until February 13th at 6:35pm; Selectwoman Salter seconded.

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

NEW BUSINESS:

Request for Letter of Support for the DLTA application - Ms. Murphy said MRPC puts out every year an application for district local technical assistance. In her application, one of her goals is to look for technical assistance for zoning to review and modify, if necessary, the existing zoning bylaws to streamline development procedures and policies. She is also trying to figure legalized marijuana and looking to get help. Chairwoman Anderson asked about people coming in looking for changes. Ms. Murphy said the Planning Board is looking into those type of changes for May. The technical assistance is broader but will include legalized marijuana. **Selectman Barbaro moved to endorse the letter for the District Local Technical Assistance; Selectwoman Salter seconded.**

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

Selectman Barbaro moved to take agenda out of order; Selectwoman Salter seconded.

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

They are waiting for the owner to arrive; the roads are messy.

Request to Increase Shuttle Service to the Grocery Store for those in need – Mr. Hickey said this is his request. The Board is aware of the recent abrupt closing of IGA which left a void for some of the residents' ability to go to a grocery store. He spoke with the Council On Aging Director and right now the COA provides van service on Mondays to Rindge for shopping. With support from the Board he would like to allow a second van on Wednesday's to go to Rindge for shopping on a weekly basis at a cost of \$1,257. This would be open to anyone of any age. The specifics will be advertised and this would be for the rest of the calendar year. If we find that no one is using it, we will abandon it. The van carries about twelve people. We will advertise specifics. **Selectman Barbaro moved to support the Town Manager's request to transfer funds for an additional trip to the supermarket; Selectwoman Salter seconded.**

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

Schedule Special and Annual Town Meeting – May 15, 2017 - Schedule Dates to Open and Close the Special and Annual Town Meeting Warrants – **Selectman Barbaro moved the Board of Selectmen schedule the Special and Annual Town Meeting for Monday, May 15, 2017 at 7:00 p.m. at Murdock Middle High School and to Open the Special and Annual Town Meeting Warrants today, Monday, January 23, 2017 and to close the warrant on Monday, April 3, 2017 at 5:00 p.m."** Selectwoman Salter seconded.

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

Review of Proposed Town Manager Contract Revisions and Consideration of Compensation Adjustment – Mr. Hickey noted he enclosed his contract noting one revision to suggest to the Board how to consider his vacation, sick and personal time accruals. He explained most employees' time accrues on July 1st of each fiscal year. Because he started in December, his accruals begin January 1st. He asked the Board if they would be willing to modify the contract on page 3 to say, "Vacation, sick and personal time will be issued on July 1st of each year for the upcoming year." It would not mean additional time, just more a book keeping issue, explained Mr. Hickey. **Selectman Barbaro moved to amend the Town Manager's contract date specific to adjust his accrued vacation, sick time. Selectwoman Salter seconded.**

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

Chairwoman Anderson noted a second change of his contract as a result of his evaluation saying it was prudent as a Board to increase his compensation up \$5,000 from last year. **Selectman Barbaro moved to increase the Town Manager's compensation by \$5,000; Selectwoman Salter seconded.**

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

OLD BUSINESS: N/A

TOWN MANAGER'S REPORT:

1. Financial Updates-

- a. The Town Manager noted he's tried a couple times to schedule a Tri-Board meeting, suggesting February 13th tentatively to review results of this fiscal year six months in review, and to present his proposed Capital Improvement Plan (CIP) to the Finance Committee and the Board of Selectmen. He received an email from Ms. Ward trying to schedule a review of the FY16 audit results. Mr. Hickey asked the Board if they could move the meeting to February 27th to discuss the FY17 budget, the audit and CIP. If the Board is ok, he'd reach out to the Audit Committee chair. The Superintendent was going to get back to him to see if the School Committee was okay with pushing the meeting back to the 27th. Chairwoman Anderson said it makes sense to get it all covered in one night.
- b. Mr. Hickey informed the Board that budgets were distributed to Department Heads on Monday, January 23rd and they were due back by February 17th.
- c. The Town was notified by DOR that Winchendon will be allowed to keep an additional \$100,000 from Free Cash to be applied to the FY17 Snow and Ice budget. These funds would need to be transferred at the spring Special Town Meeting. The vote the Board took a couple weeks ago, hopefully, will not be needed.
- d. The Town Manager reported he had attached a five page memo that was sent to all municipalities from the Department of Revenue with information on this subject. Verizon has been appealing their asessed value throughout a number of communities. The Department of Revenue is responsible for negotiating a settlement with Verizon and come to an agreement to settle the Verizon litigation 2010-2016. The refund to Winchendon would be \$11,023. We have significant more than that so there is no financial impact to the town if the settlement happens. Our Assessors have reviewed the agreement and thinks it makes sense and agrees with the settlement. There would be a decrease of \$4,100 in evaluation for Winchendon. Mr. Hickey recommended the Board support the Commissioner's negotiated settlement with Verizon if it comes to fruition. The payoff would come from the overlay reserve account.
- e. Water shutoff notices will be mailed on Monday, January 23rd. Public Works will begin shutting water services off February 7th.

2. Personnel Updates-

- a. The Firefighter union has requested to begin collective bargaining on a successor collective bargaining agreement. Their current agreement expires June 30, 2017.

3. Project Updates-

- a. The Town Manager reported good news that the advertising for bids to make repairs to the High Street Bridge will go out soon and is set to be completed by July 1st. Estimated cost of repairs is \$130,000, far less than the \$400,000 set aside in Chapter 90 funds not knowing how much it would cost. We can reallocate the difference this coming season.
- b. The replacement of the Town Hall furnace has begun. The new furnaces have been installed but are not yet online. The tanks have been delivered and are in place. The remaining item to be completed is some electrical work. Once the electrical work is completed over the next week, the furnace will be ready to be put in service.
- c. The construction contract for the library accessibility project is nearly ready for signature. The architect is finalizing the contract now. Once I receive the contract, I will send it to legal counsel for their review.
- d. The Town Manager reported the MUNIS upgrade is underway. Bill Schlosstein, Steve Haddad, Rich Ikonnnon have met with the consultant and will continue to sit down and develop a schedule of the process for it to go smoothly. They will be doing a revamp of the School's Chart of Accounts and an upgrade to the proper version of Munis. If changes are made to the Town's Chart of Accounts, it would be phased in during FY18.

4. Miscellaneous Updates –

- a. Mr. Hickey reported he spoke to a representative from the Department of Conservation and Recreation about the White's Mill Pond dam. An onsite meeting is being scheduled in the next couple of weeks.

The Town Manager updated the Board on the multi-family Inspections being done by the Building Commissioner. There are 84 multi-family units in town. The Building Commissioner is sending out letters dividing the 84 in thirds. He sent out 56 of 84 letters to property owners of multi-family units so far. He has inspected ½ of the 56 letters that have been sent out. The remaining 28 people have not responded. They are sending out letters to the last third and follow-up letters on those previously sent. He will go to court to mandate these occur. He thanked everyone who is cooperating with the town. The Board expressed their thanks to Geoff, the Building Commissioner, for taking this seriously. This is long overdue and much appreciated.

The Dept. of Conservation and Recreation is setting up a meeting with representatives from town, Brandywine Farms to come up with a plan to move forward as to how issues will be addressed. It will be scheduled soon to get this resolved.

Central Supermarket, LLC Wine and Malt Package Store License – Mr. Michael Szelest, owner of Central Supermarket, came forward. He informed the Board the Supermarket is closed, for sale and he is looking for the right buyer who can invest money and time in the business. Unfortunately, he said he couldn't wait and had to close the store. For people working for him, he hopes the store will be operating in the summertime. He stated he would like to hold the liquor license so he could sell it along with the equipment to potential buyers. The beer and wine license will help and be a factor for people wanting to invest in the store.

Mr. Hickey asked Mr. Szelest if the Board grants the ability for him to hold the liquor license, is it his intention to hold until the next owner of IGA takes ownership and the license is transferred from him to the new owner of IGA. Mr. Szelest replied that he would like to keep specifically for this location. Selectman Barbaro asked if he had a buyer at this time. He said no. Selectman Barbaro said by closing the store, it left a good size hole in this community. Mr. Szelest said he is speaking to 2 or 3 potential buyers and they don't want to see the liquor license gone.

The Town Manager made the Board aware that two other businesses who do not have a license now have reached out to the town; one has sent a letter to the Board and what the purpose of the liquor license would be used for. Chairwoman Anderson said she was disappointed over the last couple years with the shelves empty and not really kept up as it should have. Selectwoman Salter asked how much time he needed. Mr. Szelest said he is asking for six months so he can liquidate inventory, sell the equipment and the liquor license.

Selectman Barbaro moved to pull the license; Selectman Cyganiewicz seconded for discussion. Selectwoman Salter asked what the value of the license is in his opinion. Mr. Szelest said \$25,000 maximum. Selectman Barbaro discussed allowing him to keep it for a month. Mr. Szelest asked for three months. There was discussion if the license could be transferred to a business in a different location. **Selectman Barbaro withdrew his motion at this time; Selectman Cyganiewicz seconded. Selectman Barbaro moved the current owner sit on the license for three months with the caveat he can only use the license for the property it currently sits at.** Mr. Szelest noted he was comfortable with that. **Selectman Cyganiewicz seconded for discussion.**

After a brief discussion on the value of the license staying with the Supermarket, the Board voted on the motion to extend for three months with the license staying with the current property.

ANDERSON (N) BARBARO(Y) CYGANIEWICZ(Y) SALTER (N)
The motion died.

After discussion to place the issue back on the agenda with a full Board present, **Selectman Barbaro moved to table the issue until February 13th; Selectwoman Salter seconded.**

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

MINUTES:

Monday, November 7, 2016 - EXECUTIVE SESSION – **Selectman Barbaro moved to approve and release as presented; Selectwoman Salter seconded. Roll call vote was taken.**

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

Monday, December 19, 2016 - Regular Meeting- **Selectman Barbaro moved to approve as presented; Selectwoman Salter seconded.**

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

Monday, January 9, 2017 - Regular Meeting – **Selectman Barbaro moved to approve as presented; Selectwoman Salter seconded.**

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

Monday, January 9, 2017 - EXECUTIVE SESSION – **Selectman Barbaro moved to approve only as presented; Selectwoman Salter seconded. Roll call vote was taken.**

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

COMMUNICATIONS: N/A

AGENDA ITEMS:

The Board's next meeting is February 13th. A tri-Board meeting is being scheduled for February 27th...

ADJOURNMENT: With no Executive Session needed this evening, **Selectman Barbaro moved to adjourn; Selectwoman Salter seconded.**

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

The meeting was adjourned at 8:00 pm.

Respectfully submitted;

Debra Dennis
BOS Recording Secretary