

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING
MONDAY, FEBRUARY 27, 2017
Town Hall, 2nd 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

List of Documents Presented at Meeting:

- Town Manager Memo dated Feb. 21, 2017 regarding “Request to Hire a Consultant for Preliminary Work on Water Main Replacement” (filed)
 - Draft letter of Understanding: Winchendon and Ashburnham Sherbert Road Water Main Rehabilitation/Replacement & USDA Rural Development Application (filed)
 - Tighe and Bond Proposal dated Feb. 8, 2017 (filed)
- Toy Town Lane: (attached)
 - Preliminary Title Report from Atty. Keith Glenney dated Feb. 17, 2017
 - Quitclaim Deed
- National Grid Pole Petition for 1 SO Pole 29-5 on Lakeview Drive (filed)
- Report of the Town Manager (attached)
- Minutes Approved:

Monday, February 13, 2017	Regular Meeting
Monday, February 13, 2017	Executive Session

The meeting was called to order by Chairwoman Anderson at 6:00 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:

Chairwoman Anderson announced that the Dept. of Planning and Development is in the process of finalizing the FY17 CDBG application. Anyone wishing to be on the waiting list for Housing Rehabilitation monies was asked to fill out a pre-application as soon as possible. There could be FY16 funds available and your project could possibly begin this year. Those interested should reach out to the Planning and Development office.

Chairwoman Anderson notified residents of Chestnut Street that they cannot fix their road without the income survey information and they still have seven households that haven’t turned in the information. Without it, the Town will not get the grant. The information is needed by March 3, 2017 and the information will be kept confidential.

Selectwoman LaBrie noted the Murdock High School Varsity boys’ basketball team made it to the first round of games in the Districts. She wished them good luck.

PUBLIC COMMENTS AND ANNOUNCEMENTS: None this evening.

APPOINTMENTS/RESIGNATIONS: None this evening.

NEW BUSINESS:

Winchendon and Ashburnham Sherbert Road Water Main Rehabilitation/Replacement and USDA Rural Development Application – Mr. Hickey referred to a draft agreement with the Town of Ashburnham that was in their packets. The agreement is to replace the main water line running from Ashburnham into Winchendon. A proposal from Tighe and Bond has been worked on and is also included in their packets. The total cost being asked for engineering work necessary to submit an application to the USDA is \$30,500, with Winchendon's share being \$15,250. The funds would be spent out of FY17 water funds. We would work through the upcoming year to prepare bid documents and get them out to know what our cost would be and determine what the cost share would be between the two towns. The cost share in the draft agreement is an example. With Board approval, this would then be a FY19 Town Meeting warrant article to fund the cost to repair the main waterline under Sherbert Road. Mr. Hickey asked if they had any questions and explained the draft agreement doesn't bind the Board to anything other than \$15,250. Selectwoman Salter asked if we had the money. Mr. Hickey replied we did through savings in our FY17 water budget that could be repurposed for this. This repair addresses ongoing breaks in the pipe that the Town is responsible for. If the pipe were to be replaced, the Town of Ashburnham would take ownership of the pipe and the Town of Winchendon would relinquish that ownership and have a meter at the Winchendon/Ashburnham town line that would meter the Town of Winchendon's water usage. **Selectman Barbaro moved the Town enter into an agreement to work on the water lines on Sherbert Road, to split the cost of \$30,500 with the Town of Ashburnham to hire the consultants; Selectwoman LaBrie seconded. By a vote of all aye, the motion carried unanimously.**

Acceptance of Toy Town Lane - Selectman Barbaro asked if the Dept. of Public Works Director was on Board with this. Mr. Hickey replied, yes, we've gone through the process and this is the last piece to have Toy Town Lane become a Town road. **Selectwoman LaBrie moved the Board accept as a public way the section of Toy Town Lane as presented this evening; Selectman Barbaro seconded. By a vote of all aye, the motion carried unanimously.**

With the time not yet 6:15 p.m. **Selectman Barbaro moved to take the agenda out of order and move to the Town Manager's report; Selectwoman LaBrie seconded. By a vote of all aye, the motion carried unanimously.**

TOWN MANAGER'S REPORT:

1. Financial Updates-

The Town Manager reported Department Heads have submitted their FY18 budget requests and he is in the process of developing the budget which will be presented to the Board and Finance Committee in three weeks.

With the \$1,154,000 deficit bond reduction payment to be made in March, Winchendon has a balance of \$1,734,548 remaining on the deficit borrowing. The total amount borrowed in FY15 was \$3,533,000.

The Town Manager reported there was a correction on the future debt payments for the deficit bond. Initially the Dept. of Revenue said we could pay over the ten years and our principal amount would be reduced. They have now changed that and said that we want to reduce the number of years and keep the annual principal payment the same. The number of years will be

eight instead of ten and the principal payment will remain at \$300,000. Last Wednesday, the Treasurer locked in the interest rate at 1.25% for FY2018 which is significantly less than the 3% anticipated. Fiscal Years 2019-2022 interest is estimated based on a 1.25% interest rate.

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Principal	\$355,500	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Interest	\$17,750	\$26,239	\$22,691	\$16,691	\$10,691	\$4,691

2. Personnel Updates-

- a. There are no personnel updates this week.

3. Project Updates-

- a. The Town Manager said he hopes to bring before the Board in the next month or so the proposal they have for taking over ownership of the street lights and move to LED lighting. The savings of that electricity would pay for the note the Town would have to purchase to retrofit those lights.
- b. The Town Manager reported the personnel policy development is well underway. He has shared a draft copy to Department Heads and has comments he wants to make back to Mr. Lynch, the consultant from Community Paradigm. He plans on having Mr. Lynch here sometime in March to present to the Board the job descriptions that are now complete as well as the draft of the Personnel Rules and Regulations. The last phase is the salary schedule which he is currently working on.

4. Miscellaneous Updates -

- a. The RHI building has been approved for redevelopment. The developer has done a nice job keeping the integrity of the architecture while redeveloping the property. We are excited to work with the owners and apply for a \$750,000 Economic Development Grant to assist with the costs and hopes the renovations start in the near future.
- b. The meeting with MassDOT to discuss safety concerns on portions of Rte. 140 with the City of Gardner is March 6th at the MassDOT offices in Worcester.
- c. Central Supermarket did not appeal with the ABCC the Selectmen's decision on surrendering their Wine and Malt Liquor license. That license is now available. There have been a few inquiries from other businesses interested in applying for a license.

PERMIT/LICENSE APPLICATIONS/PUBLIC HEARINGS:

POLE PETITION PUBLIC HEARING - 1 Single Owned Pole to be installed on Lakeview Drive – Selectwoman LaBrie read the pole petition into the record. **Selectman Barbaro moved to open the Public Hearing at 6:15 p.m.; Selectwoman LaBrie seconded. By a vote of all aye, the motion carried unanimously.** Mr. Rick Nawleski came forward noting he is working for the engineering department for National Grid. He explained they currently have service poles at houses numbered 296 and 316 on Lakeview Drive. House number 306 is serviced by a cross wire that attaches to a tree and then to the house. They are requesting a mid-span pole between two existing poles to serve number 306. It was asked if any abutters were in attendance that would like to speak. There was no response. **Selectwoman LaBrie moved to close the Public Hearing; Selectman Barbaro seconded. By a vote of all aye, the motion carried unanimously. Selectman Barbaro moved to approve; Selectwoman LaBrie seconded. By a vote of all aye, the motion carried unanimously.**

LIQUOR LICENSE PUBLIC HEARINGS:

Transfer of License Application Public Hearing Continued - Paragon Investment Group, Inc., d/b/a Winchendon Wine and Spirits Transfer of All Alcoholic Beverages Off-Premise Package Store License from Kwik Stop Liquors, 18-20 Railroad St. – Mr. and Mrs. Vanthan Un stepped forward on the continuation of their hearing. **Selectwoman LaBrie moved to reopen the public hearing at 6:20 p.m. that is being continued from Feb. 13, 2017; Selectman Barbaro seconded. By a vote of all aye, the motion carried unanimously.** Mr. Un explained they are in the process of acquiring Kwik Stop Liquors and transferring the liquor license to the new corporation. **Selectman Barbaro moved for the applicant; Selectwoman LaBrie seconded for discussion** and asked if both the Board of Health and Tobacco permits were obtained and if they were TIPs certified. Mr. Un explained they had completed the applications for the permits today and they both have been TIPs certified. **By a vote of all aye, the motion carried unanimously.**

All Alcoholic Beverages Package Store Transfer of License/Change of Manager – One Stop Plaza Convenience II, Inc., Main St., Winchendon, MA – Selectwoman LaBrie read the public hearing notice into the record and moved to open the hearing at 6:24 p.m. **Selectman Barbaro seconded. By a vote of all aye, the motion carried unanimously.** Mr. Fayyaz Ahmad, the proposed new manager, and Irene Sawyer came forward. It was noted the name was being changed slightly by adding “II” in the name but that it was a change of ownership as well. Mr. Ahmad has become TIPs certified. **Selectman Barbaro moved to close the hearing; Selectwoman Salter seconded. By a vote of all aye, the motion carried unanimously. Selectman Barbaro moved for the applicant; Selectwoman Salter seconded. By a vote of all aye, the motion carried unanimously.**

OLD BUSINESS: N/A

MINUTES:

Monday, February 13, 2017, Regular Meeting - **Selectman Barbaro moved to approve; Selectman Cyganiewicz seconded. By a vote of all aye, the motion carried unanimously.**

Monday, February 13, 2017, EXECUTIVE SESSION – **Selectman Barbaro move to accept and hold; Selectwoman Salter seconded. By roll call vote of all aye, the motion carried unanimously.**

COMMUNICATIONS:

AGENDA ITEMS: March meetings will be held on Monday, March 13th and a Joint Meeting with the Finance Committee will be held on Monday, March 20th to present the FY18 Budget.

ADJOURNMENT: With no need for Executive Session and the Quad-Board meeting to begin at 6:30 p.m., **Selectman Barbaro moved to adjourn; Selectwoman LaBrie seconded. By a vote of all aye, the meeting adjourned at 6:28 p.m.**

Respectfully submitted,


Linda Daigle
Executive Assistant