

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MINUTES  
MONDAY, MARCH 13, 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  
Debra Dennis, Recording Secretary

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List of Documents Presented at Meeting:

- FY16 Economic Development Fund (EDF) Community Development Block Grant Application (filed)
- New Wine and Malt Package Store License Application - Catlin Creamery LLC, d/b/a Smith's Country Cheese, 20 Otter River Rd. (filed)
- Entertainment Permit Application and Special One Day Liquor License for May 7, 2017 – Catlin Creamery, LLC, d/b/a Smith's Country Cheese (filed)
- Road Race Sat., April 29, 2017 Permit Application – Clark Memorial/YMCA Spring Fling 5 Mile Race (filed)
- Road Race Sat., June 17, 2017 Permit Application – Clark Memorial/YMCA Morin Real Estate 5K Race (filed)
- Entertainment Permit Application – Parade Permit Application for 20th Annual Summer Solstice Festival, Sat., June 17, 2017 – Clark Memorial/YMCA (filed)
- Voluntary Toll Booth Permit Application for May 27, 2017 – Clark Memorial/YMCA (filed)
- Application for Abatement of Water and/or Sewer Charges – 105 Oak St. (filed)
- Application for Abatement of Water and/or Sewer Charges – 110 Front St. (filed)
- Town Manager Memo regarding Order of Taking North Royalston Rd. Bridge Project (filed)
  - Order of Taking North Royalston Rd. Bridge Project (filed)
- Snow and Ice Removal Bylaw (filed)
- Clean Footprint Request to Consent to Assignment and Amendment of Host Agreement for 580 River St. (filed)
- Request to Approve of a Three Year Audit Contract with Roselli, Clark & Associates (attached)
- Town Manager Request to Buy Back Vacation Time (attached)
- Report of the Town Manager (attached)
- MINUTES:
  - Monday, February 27, 2017 Regular Meeting
  - Monday, February 27, 2017 Joint Meeting with School Committee, Finance Committee, Audit Committee

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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 – Mr. Greg Vine announced he would be audio recording the meeting this evening.

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

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

**PERMIT/LICENSE APPLICATIONS:**

Entertainment Permit Application and Special One Day Liquor License for May 7, 2017 – Catlin Creamery, LLC, d/b/a Smith's Country Cheese, 20 Otter River Rd. – Mr. John Catlin and Ms. Allie Catlin are seeking an entertainment permit for their event. Ms. Catlin explained they met a person who has a "Say Cheese" Truck who makes gourmet grilled cheese sandwiches. They want to use their cheese for the event and also let people see the dairy farm. Selectwoman LaBrie said the Fire and Building Department need to inspect prior to the event.

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

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

The permit will be held until the inspections are done.

Road Race Saturday, April 29, 2017 Permit Application – Clark Memorial/YMCA Spring Fling five mile Race – Ms. Julie Whittemore the Director of the race came forward representing the Clark YMCA. She said it is a five mile road race starting and ending at the Clark. The proceeds are used to send kids to our camps. This race used to be called the Shamrock Shuffle. **Selectman Barbaro moved for the applicant; Selectwoman LaBrie seconded.**

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

Road Race Saturday June 17, 2017 Permit Application – Clark Memorial/YMCA Morin Real Estate 5K Race – Ms. Julie Whittemore said this is a 5K race which starts at 8:00 am at the Clark. This is the eighth year for the race. She said she has been in touch with the Police Department concerning details. **Selectman Barbaro moved for the applicant; Selectwoman LaBrie seconded.**

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

Mr. Al Gallant asked if they would be running over the High Street Bridge. He said the bridge will be torn apart. Ms. Whittemore said she would look into it.

Entertainment Permit Application – Parade Permit Application- 20<sup>th</sup> Annual Summer Solstice Festival Saturday June 17, 2017-Clark Memorial/YMCA- **Selectman Barbaro moved for the parade permit application; Selectwoman LaBrie seconded.**

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

Chairwoman Anderson asked if there is anything special this year. Ms. Whittemore said they are just in the beginning stage of the process. **Selectman Barbaro moved for the applicant (entertainment permit); Selectwoman LaBrie seconded.**

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

Voluntary Toll Booth Permit Application for May 27, 2017 – Clark Memorial/YMCA – Chairwoman Anderson commented that she hates boot drives and thinks there is a better way to raise funds. Selectwoman LaBrie would like to see this as a separate topic on a future agenda to discuss. **Selectwoman LaBrie moved for the applicant; Selectman Barbaro seconded.**

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

**NEW BUSINESS**

Application for Abatement of Water and/or Sewer Charges – 105 Oak St. –Ms. Sarah Vincent and Mr. Matthew Vincent came forward. Ms. Vincent said she received her last water bill and it was excessive at \$1,000 and it is due. Her previous water bill was also high. They had someone come out from the town and check it out. They thought something might be wrong with the meter, maybe had a problem in the middle of the night with a toilet leaking. The person from the Town that came said it looked good and it appeared they were all set.

Request to Approve of a Three Year Audit Contract with Roselli, Clark & Associates – Mr. Hickey said this was discussed at the quad board meeting a couple weeks ago. Roselli, Clark & Associates has supplied a three year contract with two additional years with the sole discretion of the Audit Committee. Mr. Roselli's fee has been \$45,000 but he has dropped it down \$5,000. Mr. Roselli has done a good job and has been available throughout the year assisting him and the Accountant with any questions. It has been helpful having him here. Selectman Barbaro said in the last couple of years Mr. Roselli has put in additional hours at no cost to the town. He said we need his prior knowledge, it's not in our best interest bringing someone new in. **Selectman Barbaro moved to adopt the three year contract and address the following two years later; Selectman Cyganiewicz seconded for discussion.** Selectman Cyganiewicz said most auditing firms have the same standard practices. He is doing what is required and what we asked of him. Mr. Hickey said Mr. Roselli supplied support throughout the year. Selectwoman Salter said if you continue to use the same auditing firm, they can become complacent.

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

Town Manager Request to Buy Back Vacation Time – Mr. Hickey said he is requesting to cash in three weeks' vacation time instead of losing it. He said he spoke with Chairwoman Anderson who advised he ask the Board. Chairwoman Anderson said when we created his contract we said he could carry over but not cash in. The funds are available and it is before the year is up. He has attempted to take time off and has had to come in. Selectman Cyganiewicz asked the amount. Mr. Hickey said \$7,211.00. Selectwoman LaBrie said she is fine making it clear this is a one time exception. **Selectwoman LaBrie moved the Board approve Mr. Hickey's request to cash in three weeks of his accrued vacation time as a one time exception to his contract; Selectman Barbaro seconded.**

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

**OLD BUSINESS:** None

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

##### **1. Financial Updates-**

- a. The Town Manager noted he has completed his recommended FY18 budget and will be presenting to the Board and the Finance Committee next Monday. There was a last minute change with the Monty Tech budget which he received today. He is in the process of putting together his transmittal memo and budget presentation for the March 20<sup>th</sup> Board meeting.
- b. He has been in communication with Onyx Energy regarding the landfill solar project and the estimated electricity savings for FY18. Onyx is estimating an annual savings town wide of \$105,000. Approximately half of the savings will benefit the School Department. He has incorporated three quarters of the anticipated savings in his budget to be on the safe side. The solar farm is scheduled to be up and running in May but Onyx may have to wait for National Grid to get plugged in.

##### **2. Personnel Updates-**

- a. He said he and Chief Walsh interviewed the two candidates that passed the Lieutenant's exam. Both candidates did a terrific job during their interview. They chose Kevin Wolski to be the next Lieutenant. He was officially appointed last week. He liked to bring him and Officer Champney who recently graduated from the Academy and Officer Ross who will be filling the Detective position to the next meeting for introductions.

Chairwoman Anderson questioned the need for a lieutenant for Winchendon. Mr. Hickey said this was a new position about ten years ago. The Lieutenant's position is an important position outside of the union. There was some discussion on the process to become a lieutenant.

Monday, February 27, 2017-Regular Meeting – Selectman Barbaro moved to approve; Selectman Cyganiewicz seconded.

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

Monday, February 27, 2017-Joint Meeting - School Committee, Finance Committee, and Audit Committee – Selectman Barbaro moved to approve as presented; Selectman Cyganiewicz seconded.

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

COMMUNICATIONS: None

AGENDA ITEMS: None

**ADJOURNMENT:**

Selectwoman LaBrie moved to enter into Executive Session under exemption No. 6 to consider the purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and adjourn from Executive Session into Public Session for the sole purpose of adjournment; Chairwoman Anderson so declared; Selectman Barbaro seconded. By roll call vote.

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

Public Session adjourned into Executive session at 8:43 pm.

Respectfully submitted;

  
Debra Dennis