

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, MAY 22, 2017
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Chairwoman
Audrey LaBrie, Vice-Chairwoman
Austin Cyganiewicz

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

Absent:

Amy Salter
Michael Barbaro

List of Documents Presented at Meeting:

- Note of Interest from Lucky Belcamino to serve on the Ingleside Utilization Committee (filed)
- Letter of Interest from Arthur Amenta to serve as an alternate on the Planning Board (filed)
- Memorial Day Parade May 29, 2017 Permit Application-American Legion Post 193 (filed)
- Entertainment Permit and Special Two One-day Liquor License Permits-Immaculate Heart of Mary's Strawberry Festival – June 16 –June 18, 2017 (filed)
- Entertainment Permit – Mass 33rd Annual State Chile Cook-off/Kiwanis Family Fun Day for August 5, 2017 (filed)
- Poppy Drive Permit – May 26 and May 27, 2017 – VFW Auxiliary (filed)
- Voluntary Boot Drive Permit – June 10, 2017 – Project Playground (filed)
- Joint Public Hearing Notice –Winchendon Conservation Commission - Proposed Wetland Bylaw Filing Fees (attached)
- Letter from Indivisible Winchendon dated May 17, 2017(attached)
- Town of Winchendon Water Ban Documents (attached)
- Town of Winchendon Toll Booth/Voluntary Boot Drive Policy dated March 26, 2012 (filed)
- FY 17 End of Year Budget Transfer Requests (filed)
- Report of the Town Manager (attached)
- Minutes Approved:

Monday, April 24, 2017	Regular Meeting
Thursday, May 4, 2017	Executive Session
Monday, May 8, 2017	Executive Session
Monday, May 15, 2017	Special Meeting Prior to Special Town 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.

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

1. SELECTMEN'S COMMENTS:

Selectwoman LaBrie gave a shout out to the Murdock Class of 2017. She said graduation is June 4, 2017. Congratulations to the Murdock Class of 2017.

Chairwoman Anderson said she wanted to reiterate Selectwoman LaBrie's comment. She said the election for the override vote will be June 20th from 12 to 7pm, absentee ballots will be available. She said she attended the Meet & Greet at The Winchendon School. She thanked The Winchendon School for hosting the event.

Selectwoman LaBrie said some small businesses attended the Meet & Greet. She said it was good to see them there.

2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** There were no public comments this evening.

Mr. Rick Lucier came forward. He said he commends Mrs. Anderson's editorial in The Winchendon Courier. He said he was disappointed in The Winchendon Courier's editorial. He said if you're going to be unbiased you should be unbiased.

3. **APPOINTMENTS/RESIGNATIONS:**

Ingleside Utilization Committee Appointment– Lucky Belcamino came forward. She said she wants to be on the Ingleside Utilization Committee. She said she has hosted and planned major events in Boston. This is something in my wheelhouse. She said she would be honored to use her drive. **Selectwoman LaBrie moved to approve the appointment of Lucky Belcamino to the Ingleside Utilization Committee; Selectwoman Cyganiewicz seconded.**
ANDERSON (Y) LABRIE (Y) CYGANIEWICZ (Y)

Winchendon Planning Board Alternate Appointment- Mr. Arthur Amenta came forward. He said he is a lifelong resident of Winchendon and is a volunteer at Old Murdock Senior Center. Selectman Cyganiewicz said he appreciates Mr. Amenta coming forward and being more involved. He said he is proud of everyone who steps up. **Selectman Cyganiewicz moved to approve the appointment of Arthur Armenta to the Planning Board as an alternate member; Selectwoman LaBrie seconded.**
ANDERSON (Y) LABRIE (Y) CYGANIEWICZ (Y)

4. **PERMIT/LICENSE APPLICATIONS: PERMIT/LICENSE APPLICATIONS:**

Memorial Day Parade Permit May 29, 2017- American Legion Post 193 – Mr. Scott Gauthier, Veterans Agent came forward on his annual parade event. He said we recognize all the monuments in town and honor all those in the past. The parade goes down route twelve. Mr. Mark Demarais the Town Marshall is organizing this event. The firing squad will fire at the Veterans Cemetery. The Secretary of the Department of Veterans Services has put together Project 351 which is having all communities have an eighth grader read the Governor's proclamation. Jake Ross our eight grade ambassador will be reading the Governor's proclamation for Memorial Day. **Selectwoman LaBrie moved for the applicant; Selectman Cyganiewicz seconded.**
ANDERSON (Y) LABRIE (Y) CYGANIEWICZ (Y)

Mr. Gauthier said they will do recognition at each cemetery starting at 8:00 am, the parade starts at 10 am.

Entertainment Permit and Special Two One-day Liquor License Permits - Immaculate Heart of Mary's Strawberry Festival - June 16 – June 18, 2017 – Father Clement came forward on the annual permit. He said this is an annual fundraiser to help defray costs of heating expenses and other parish related expenses. It is a three day event, in junction with the Summer Solstice. Father Clement reviewed the events they will have. **Selectwoman LaBrie moved to approve the entertainment permit and the two one day special liquor licenses for Immaculate Heart of Mary's Strawberry Festival as presented this evening; Selectman Cyganiewicz seconded.**
ANDERSON (Y) LABRIE (Y) CYGANIEWICZ (Y)

Entertainment Permit – Mass, 33rd Annual State Chili Cook-off / Kiwanis Family Fun Day for August 5, 2017 –

Selectwoman LaBrie moved to take agenda out of order; Selectman Cyganiewicz seconded.
ANDERSON (Y) LABRIE (Y) CYGANIEWICZ (Y)

Poppy Drive Permit for May 16 and May 27, 2017 – VFW Auxiliary – The applicant was not present. Ms. Linda Daigle explained the applicant left a message that she might not be able to attend the meeting. **Selectwoman LaBrie moved to approve the VFW Auxiliary poppy sale; Selectman Cyganiewicz seconded.**

ANDERSON (Y)

LABRIE (Y)

CYGANIEWICZ (Y)

Voluntary Boot Drive Permit – June 10, 2017, Project Playground – Ms. Tina Santos and Ms. Kristy Verville came forward. Ms. Santos said they are doing this fundraising for Project Playground. They have a lot of projects completed but need to get the ball rolling to take care of some safety issues at the playground. She said they are trying to complete the playground and understands how Chairwoman Anderson feels about boot drives. Chairwoman Anderson said you have done a lot. Ms. Santos explained they raised over \$13,000 but they need to resurface the basketball area and paint the back wall. It's been a great community project and they are hoping to wrap it up. Chairwoman Anderson said she hates boot drives and commends them for looking into other ways to fundraise. **Selectman Cyganiewicz moved for the applicant to have a voluntary boot drive on June 10th between Front and Lincoln Street from 9 am to 12 pm; Selectwoman LaBrie seconded.**

ANDERSON (Y)

LABRIE (Y)

CYGANIEWICZ (Y)

Ms. Santos said they will abide by all safety rules.

PUBLIC HEARING

5. JOINT MEETING WITH CONSERVATION COMMISSION:

Proposed Wetland Bylaw Filing Fees – Selectwoman LaBrie read the legal notice for the public hearing.

Selectwoman LaBrie moved to open the public hearing; Selectman Cyganiewicz seconded.

ANDERSON (Y)

LABRIE (Y)

CYGANIEWICZ (Y)

Members of the Conservation Commission present were Chairman Garrett Davieau, David Whitaker, Tony George, Lionel Cloutier, Kyle Bradley and the Conservation Agent David Koonce. Chairman Davieau called the meeting to order at 6:58 p.m. He informed the Board that the filing fee proposal had been revised since their last meeting. Selectman Cyganiewicz asked what the revisions were. Mr. Koonce said the revisions are mostly based on comments the Board made. He reviewed the list mentioning there is now a category for generating electric facilities that was left out of the original version. He said there was discussion about the category for utilities for single family homes and the way it should work which would be a flat fee. It is \$750 and the \$1 per linear foot. More discussion was had on request for determination of applicability, and under others "after the fact filings." These are a couple of the most important fees for the Commission. The past couple years, quite a few cases have done work with not getting proper approval. The Commission felt that the particular filing fee for the activity should be the standard fee plus a 50% surcharge.

Mr. Hickey asked the Commission when revenue is collected, where it will be deposited. Mr. Koonce answered to the general fund unless the town approves a revolving fund where a portion could be put for the Commission to use.

Chairman Davieau said this will make the Commission more self-sufficient than relying on tax dollars. They would like it set up in a way it is more substantial. He read the bylaws of the town when he moved here but a lot of residents don't. If someone is penalized for not doing it properly, the word might get around so people do read the bylaw. Chairwoman Anderson commended them. She said when they met last time, she thinks she misinterpreted the fee schedule. The Board had discussion on how many inspections are done on a subdivision. Mr. Koonce answered depending on the scope of the project, it could be a lot of work, many different site visits. Chairman Davieau spoke about oversight of project and how the applicant should shoulder the burden concerning a main utility line coming into town.

Selectwoman LaBrie said she understands not reading the bylaw, but if someone is not clear, can they come into the office and be walked through the process. Mr. Koonce replied yes he does it all the time.

Selectman Cyganiewicz asked how the fees compare to other communities. Mr. Koonce said the Commission agrees to try and tailor the proposed schedule bylaw fees for Winchendon. All of the fees

except for one are fifty percent of the Town of Lancaster's filing fees. There has been a lot of thought put into these actual amounts. Selectman Cyganiewicz commended the Commission for doing this work and asked the effective date. Mr. Koonce said if approved tonight it would go into effect immediately. He said we will have to put this on the town website. **Selectman Cyganiewicz moved to approve the proposed Winchendon wetland protection bylaw filing fees as presented effective June 1, 2017; Selectwoman LaBrie seconded.**

ANDERSON (Y)

LABRIE (Y)

CYGANIEWICZ (Y)

Chairman Davieau moved to close the Winchendon Conservation Commission meeting; Mr. Whitaker seconded. All aye.

Selectwoman LaBrie moved to close the public hearing; Selectman Cyganiewicz seconded.

ANDERSON (Y)

LABRIE (Y)

CYGANIEWICZ (Y)

The public hearing was closed at 7:16 pm.

6. NEW BUSINESS:

Request from Indivisible Winchendon to discuss their Citizen's Petition on the Annual Town Meeting Warrant - Reverend Inanna Arthen, Brian Dickens, and other members came forward. They thanked the Board for putting them on the agenda this evening. Reverend Arthen said she is the cofounder of the Indivisible Winchendon which is a political advocacy group in Winchendon which has been meeting since the end of February. She said the reason she wanted to address the Board is because they feel there has been a violation of procedure at the town meeting. She said the procedure and Roberts Rules are something she is extremely familiar with. In March the group went through the proper procedures and submitted a non-binding citizen's referendum article for the warrant. She said they heard it was on the warrant. They expended an amount of personal funds and energy putting out information to encourage people to come and vote their conscience at the town meeting. She said she spoke to the Moderator and Town Manager and reviewed the Roberts Rules, bylaws and the Town Meeting video. After article twenty one she said she stood up at the podium and was not recognized and she said she didn't know to speak out. Mr. Morin, the Town Moderator, asked anyone making a motion to vote on this or adjourn. A motion to adjourn was made and was moved. Mr. Morin called an aye to adjourn. She said at that point she couldn't call a point of order. She said she met with Mr. Morin and he said a motion to adjourn is not debatable. She said there were many people who wanted to vote on it, to specifically solicit a motion to adjourn strikes her as wrong. She said she understands nothing can be done now, but she would like to know this won't happen at a future meeting.

Mr. Rick Morin, Town Moderator, was present and came forward. He said he didn't say he had to accept the motion to adjourn, he said he believes citizens have the right to petition but he equally feels voters at the town meeting have the right to hear what they want to hear. He said in his mind he heard the motion to adjourn and seconded and accepted. The voters had the warrant ahead of time and was aware of the content. He said he called the vote and it was overwhelming to adjourn. In the future, he will remind meeting members of any unaddressed articles.

Chairwoman Anderson said an article on the warrant should have been heard. Mr. Morin said we have had other town meetings that were adjourn before articles were addressed. It is their right. After much discussion on the subject. Chairwoman Anderson thanked the Indivisible Winchendon group for their work and commended them for their work to get something on the warrant. Mr. Morin was thanked also.

Town of Winchendon's Water Ban Bylaw Discussion – Town of Winchendon's Water Ban Bylaw Discussion – Selectman Cyganiewicz said he has gotten phone calls from residents concerning the water ban. They are asking why we have a water ban if we no longer have a drought. He talked about the bylaw giving the Board authority. It was done in 2001 and maybe it is time the Board discusses it and seeks recommendations from the state and speaks with DPW and make an informed decision. Chairwoman Anderson said we get trained that water ban comes on in May and is done October. Selectman Cyganiewicz said he thinks the Board should decide when and if to have a water ban. The bylaw says the Board has authority through MGL. Mr. Hickey asked to have the Public Works Director here at the

June 12, 2017 meeting. Selectman Cyganiewicz noted about enforcing the bylaw and clear up the Board's votes which are not recent. They will address this at the next meeting.

Toll Booth/Voluntary Boot Drive Policy Discussion – Chairwoman Anderson noted the policy said it is open to any organization or group and feels it should be driven by one of our departments. The Fire Department used to do a boot drive for the Jimmy Fund. She said she wants to narrow the amount of boot drives down. She said she is concerned about the dangerous Tannery Hill intersection and suggested having them on Central Street. Selectwoman LaBrie said she would like to reword to “benefit citizens of Winchendon” or make some connection to the town. She would like to discuss this further at a later date. She wanted to get information as to how many boot drives have been held and how much money they have raised. She would like to see the impact the boot drives have had. Ms. Tina Santos came forward. She said Project Playground raised about \$1200. She suggested having only two a month. Mr. Hickey noted anyone wanting a boot drive in 2017 have them submit the application by May 1st, grant a number of boot drives and have a lottery. Chairwoman Anderson said she liked that idea. Ms. Linda Daigle will get the numbers and put it on a future agenda.

FY17 End of Year Budget Transfers – Mr. Hickey said there are half a dozen budget transfers this year, the transfers are for the Public Works Department to address overages in the Public Works Department. He said he can review them if the Board wants but they are self-explanatory.

Selectwoman LaBrie moved to approve the budget transfer request of \$162.06 from Cemetery Materials to Cemetery Foreman; Selectman Cyganiewicz seconded.

ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

Selectwoman LaBrie moved to approve the budget transfer request of \$938.72 from Cemetery Materials to Cemetery Laborer; Selectman Cyganiewicz seconded.

ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

Selectwoman LaBrie moved to approve the budget transfer request of \$423.00 from Cemetery Materials to Cemetery Summer Help; Selectman Cyganiewicz seconded.

ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

Selectwoman LaBrie moved to approve the budget transfer request of \$500.00 from Highway Vehicle Fuel to Highway Foreman; Selectman Cyganiewicz seconded.

ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

Selectwoman LaBrie moved to approve the budget transfer request of \$198.72 from Transfer Station Maintenance Supplies to Transfer Station Overtime; Selectman Cyganiewicz seconded.

ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

Selectwoman LaBrie asked about the Transfer Station Overtime. Mr. Hickey said it was because the Foreman had to take vacation time.

Selectwoman LaBrie moved to approve the budget transfer request of \$1,834.14 from Transfer Station Recycling Expense to Transfer Station Foreman; Selectman Cyganiewicz seconded.

ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

Selectwoman LaBrie moved to approve the budget transfer request of \$3,500.00 from Sewer Vehicle Maintenance to Sewer Operators; Selectman Cyganiewicz seconded.

ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

Selectwoman LaBrie moved to approve the budget transfer request of \$6,000.00 from Sewer Maintenance to Sewer Overtime; Selectman Cyganiewicz seconded.

ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

Mr. Hickey explained the copier in the Building Department office is a hand me down from another office and isn't repairable. He said he spoke to the copier company and they said they can supply the town with a demo that would fit the Building Department needs. The demo cost is \$3,460 which can also be used as a network printer as well. **Selectwoman LaBrie moved to approve the budget transfer request of \$3,460.67 from Selectmen Legal \$1,060.67 and Senior Work off Program \$2,400.00 to Town Hall Copier; Selectman Cyganiewicz seconded.**
ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

PERMIT/LICENSE APPLICATIONS CONTINUED:

Entertainment Permit – Mass, 33rd Annual State Chili Cook-off / Kiwanis Family Fun Day for August 5, 2017 –
Chairwoman Anderson said she would like to approve this so not to hold this up, and have someone come before the Board before the Chili Cook Off. **Selectwoman LaBrie moved to approve the application for the Winchendon Kiwanis Club State Chili Cook Off and Family Fun Day on August 5, 2017; Selectman Cyganiewicz seconded.**
ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

7. **OLD BUSINESS:** There is no old business this evening.

8. **TOWN MANAGER'S REPORT:** Below is the written Town Manager's report in full with additional comments made this evening.

1. Financial Updates-

a. There are no financial updates this week.

2. Personnel Updates-

a. There are no personnel updates this week.

3. Project Updates-

- a. I followed up with the Metropolitan Area Planning Council regarding grant funding for the street light upgrade project. I have signed a Memorandum of Understanding with MAPC reserving Winchendon's grant. Based on the estimated project cost the MAPC grant amount will be \$37,137.15. I have also reached out to National Grid to request an incentive grant from them. National Grid's grant is anticipated to be \$38,613.50. If we receive both grants the net project cost is estimated at \$155,072.35 (\$230,823-\$37,137.15-\$38,613.50). Mr. Hickey said MAPC would go out to bid for us and incorporate to get a better price.
- b. Community Development anticipates awarding the Notice to Proceed on the Chestnut St. road project on May 22nd. Construction is anticipated to begin shortly after the Notice is given.
- c. Community Paradigm has delivered a draft of the personnel policy, wage study and job descriptions. I will be reviewing that information over the next week or so. I anticipate Mr. Lynch will be presenting the final documents to the Board in June.

4. Miscellaneous Updates –

- a. Hot top continues to be laid by the Highway Department. Roads completed to date are Town Farm Road, North Ashburnham Road, Holly Drive, Eli Drive, Mill Glen Road, Lake Street and High Street. Mr. Hickey said the problem is getting the roads paved. He noted the roads being worked on. He said the entire roads are not being paved but only where the worse conditions are. They are trying to do the best they can with the resources they have. Chairwoman Anderson asked to put the roads the DPW have on the list on DPW web page. Mr. Hickey said the public works has a draft of the roads and the estimated cost set up and will be at a meeting in June to present the roads to do with Chapter 90 funds.

- b. Based on the feedback I have received I am going to recommend Fox 25 use the American Legion Park across Pleasant Street from the Town Hall to broadcast their Zip Trip show. I have spoken to Legion members who support the use of the park. Mr. Hickey said he is looking forward to having a great show.
- c. The Garden Club has asked if they can plant flowers along the bike path. I have approved their request and thanked them for their interest.
- d. I was notified Thursday that the School Department funding application to the Massachusetts School Building Authority to replace the Middle/High School furnaces was not approved. He was not sure of the plan of the Supt.

Additional comments:

Mr. Hickey reported good news that the water tank project on Elmwood Road starts next week. He said residents will notice the water pressure go down a bit.

The Walnut Street project has started. The Library project will be starting next week. There is a meeting next Thursday evening at 6:30 pm.

He said he is working with the Architect on the RFQ for the Police Department building. He commented if the architect was included on the previous RFQ then they don't have to go out to rebid. He said he is in the process of looking for the bid documents. Selectwoman LaBrie was concerned about the library project and Fox 25 coming in.

Selectwoman LaBrie commented the Cumberland Farms project is moving along and it seems to be going well.

9. MINUTES:

Monday, April 24, 2017 - Regular Meeting – **Selectwoman LaBrie moved to approve the minutes of April 24, 2017 as presented; Selectman Cyganiewicz seconded.**

ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

Thursday, May 4, 2017- EXECUTIVE SESSION – **Selectwoman LaBrie moved to approve and hold the minutes of May 4, 2017; Selectman Cyganiewicz seconded.**

ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

Monday, May 8, 2017 – EXECUTIVE SESSION – **Selectwoman LaBrie moved to approve and release the minutes of the executive session on May 8, 2017; Selectman Cyganiewicz seconded.**

ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

Monday, May 15, 2017, Special Meeting Prior to Special Town Meeting – **Selectwoman LaBrie moved to approve the minutes of May 15, 2017; Selectman Cyganiewicz seconded.**

ANDERSON (Y) LABRIE(Y) CYGANIEWICZ (Y)

10. COMMUNICATIONS: N/A

11. AGENDA ITEMS: N/A

12. EXECUTIVE SESSION: Selectwoman LaBrie moved to enter into Executive Session for Exemption No. 6 to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open

meeting may have a detrimental effect on the negotiating position of the public body; the reason use of Town property and that the Board will reconvene for the sole purpose of adjournment. The Chair so declared. Selectman Cyganiewicz seconded. Roll call vote:

ANDERSON (Y)

LABRIE(Y)

CYGANIEWICZ (Y)

The Board adjourned at 8:30 pm.

Respectfully submitted,



Debra Dennis

Recording Secretary