

Approved: 8/28/2017

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MINUTES  
TUESDAY, JUNE 27, 2017  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

**Present:**

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

Keith R. Hickey, Town Manager  
Linda Daigle, Executive Assistant  
Lindsay Kuchta, Recording Secretary

**Absent:**

Amy Salter

**Town of Templeton Selectmen Present:**

John Caplis, Chairman  
Cameron R. Fortes, Vice-Chair  
Julie Richard, Clerk  
Diane Haley Brooks  
Doug Morrison

Carter Terenzini, Interim Town Administrator  
Holly Young, Town Administrator Assistant

**Mass. Division of Local Services:**

Zack Blake, Technical Assistance Bureau Chief

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**List of Documents Presented at Meeting:**

- Draft Intermunicipal Agreement (attached)
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The meeting was called to order by Chairwoman Anderson at 7:00 p.m. with the Pledge of Allegiance to the Flag of the United States of America. Following the Pledge of Allegiance, Mr. Caplis called Templeton's Board of Selectmen meeting to order, 7:01pm.

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

Immediately after calling the meeting to order, Mr. Caplis suggested that we go around the table for each person to introduce themselves. (See attendance above for names.)

**1. NEW BUSINESS:**

Discussion with Templeton Board of Selectmen of Shared Management and Programmatic Opportunities – About 8 weeks ago, the Templeton auditor, Tony Roselli, reached out to Mr. Hickey to ask about shared administration, and whether or not he was interested. Mr. Hickey has been interested in regionalization and has previously looked into it. He (Mr. Hickey) had spoken with

several people from the Department of Local Services to get a better sense of what the issues may be, and to see if it is something that could be accomplished.

Mr. Hickey met with the Board of Selectmen at least twice under Executive Session. The Board said they were willing to have the conversation with the Templeton Board of Selectmen, and see if there was synergy to help us to look into the problem.

Mr. Blake of the Department of Local Services started out by noting Mr. Roselli is familiar with both the Towns of Winchendon and Templeton through auditing and financial operations. Just as Lee and Lenox were wrapping up their agreement, Mr. Roselli reached out to Mr. Blake in regards to the Town's sharing the Town Manager. It was recognized that both communities share the same challenges that are faced in this area of the state; stagnant or declining populations and or rising in population ages.

There is said to be several benefits from moving to a shared approach, such as;

- Templeton would gain an experienced Town Administrator
- Procurement; there are opportunities to reduce the cost of running a government
- Cost savings sharing financial software expenses
- Potential to share equipment can also save money amongst communities

There will be roadblocks with potential conflicts of interest in sharing administration, but both communities can come up with defined policies and procedures to make sure they are equally managed effectively. Both communities will be signing the employment contract, and will be looking at long term liabilities.

In response to Ms. Brooks' question, Mr. Blake noted that from experience, there is a commitment going in, and there will be fully funded assistance. There are grants that can be applied for, as well as Mr. Blake's covering of transition costs. He also noted that with the budget that is currently going on, the state is looking at a significant gap, and is fully supportive to communities going through this transition.

Additionally, in response to Mr. Fortes' question, Mr. Blake noted that Lee and Lennox faced struggles in their transition because it was new, and unproven in Massachusetts. It was a political hurdle that had to be accomplished. Town Manager hours, Board of Selectmen and other Town Meeting hours as well as office hours were rescheduled. The cost of the process could potentially be picked up by the Department of Revenue, as well. In the end, there ended up being more mutual benefits that were recognized, and on the way a few things that had to be overcome.

Mr. Hickey acknowledged that there may be push back from the communities, but that is to be expected with a new approach. The Town of Winchendon has made some fairly significant strides in a short amount of time, and started to regain the trust of the community and the government by sharing as much information as possible and being open. The most successful thing in the last year and a half is the Board of Selectmen; they have no ulterior motive, and work for the Town's best interest. They are respectful and cordial. While stating back up for his plea, Mr. Hickey asked for the opportunity to prove himself to the Town of Templeton. Mr. Hickey also noted that both parties need to be equally supportive of the transition.

Ms. LaBrie inquired about the next step in the process, and in response, Mr. Blake recommended a subcommittee be formed to outline what the responsibilities are and how they are held accountable to both Boards.

Mr. Hickey recommended that the Towns exhaust the Department of Revenue as a resource of revenue before looking to spend any additional money for staffing or other needs including Information Technology (IT) assistance. Ideally, Mr. Hickey would be in Winchendon three days a week, and Templeton two days a week. With the help of technology, neither office will go without communication. Mr. Hickey is eager to pursue the merge, and if the subcommittee is formed, the details can be hashed out in a short amount of time.

In praise of Mr. Hickey, Mr. Barbaro noted that Mr. Hickey has great communication with his employees and Board, and no matter when something is happening, he is making sure that his employees and Board are aware of the situation.

In response to Ms. Anderson, Mr. Hickey noted there is a six month opt-out option, where either community has the opportunity to opt out with a six month notice. The Intermunicipal Agreement can be modified as it is simply an outline, and legal counsel can be utilized as needed as well.

In response to Ms. Brooks' question, Mr. Blake noted that Lee and Lenox formed a subcommittee with two members from each board.

**Ms. LaBrie and Mr. Barbaro volunteered to work on the subcommittee; with a vote of all ayes it was accepted. 7:43 pm.**

**Ms. Brooks and Mr. Fortes volunteered to work on the subcommittee; with a vote of all ayes it was accepted. 7:44 pm.**


Mr. Blake noted that the happenings of the meeting held set a positive tone for the conversation that will be taking place tomorrow, and noted that the Department of Revenue is happy to advise in the case of any issues.

## **2. ADJOURNMENT**

**A motion to adjourn was made by Ms. LaBrie, seconded by Mr. Barbaro. With a vote of all ayes, the meeting was adjourned at 7:50pm.**

**A motion to adjourn was made by Ms. Brooks and seconded by Mr. Fortes. With a vote of all ayes the meeting was adjourned at 7:51pm.**

Respectfully submitted,



Lindsay Kuchta  
Administrative Assistant