

Approved: 8/7/17

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, JUNE 26, 2017
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

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

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

List of Documents Presented at Meeting

- School Committee Vacancy Notice (filed)
- Voluntary Toll Booth Application – Corey Bohan, Firemen’s Muster Association (filed)
- Special One Day Liquor Licenses Applications – Snowbound Club’s Music Festival for July 22nd and 3rd Annual Tom Fors Benefit Sept. 17, 2017 (filed)
- Mobile Vendor Permit Application – Food for Thought Catering (filed)
- Town Manager Memo regarding “Request by Homeowner to Release Affordable Housing Deed Rider” including “Termination and Release Agreement” (attached)
- American with Disabilities Act Inventory and Transition Draft Plan (filed)
- Converse Trust Document (filed)
- Year End Budget Transfers (filed)
- Voluntary Boot Drive Draft Amended Policy (filed)
 - List of 2016 and 2017 Boot Drives and amounts collected (filed)
- Report of the Town Manager (attached)
- Minutes Approved:
 - Monday, May 22, 2017 Regular Meeting
 - Monday, May 22, 2017 Executive Session

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:

Audrey spoke of an email she received over the week inquiring about the lack of maintenance on a road. Keith noted that a year ago the Board addressed a request to maintain a private road, Hillside Drive, and the residents requested that there were some improvements that needed to be made on the road. The Board chose not to make that improvement noting there was a process that the residents could follow to request the repair work to be done on that road. The process is in our Town Bylaws Sec. 7.15 “Repairs on Private Ways.” He read the Bylaw. There is a process that has been put in place that there will be no more grading on private roads. They have been made aware of this process to follow to get the work they wish to be done on their road. State law does not allow the Town to expend monies on private roads with the exception of going

through the process he outlined. He cautioned the Board, that once they start with one road, there is a risk to treat the rest the same way, and noted that he will be responding to the email received regarding the concerns of the residents of that private way.

Barbara also wanted to bring to attention when an email is sent to them that it should have all of the necessary contact information inside, as well as information on the location of the issue.

Barbara asked how much the highway department is being underfunded by. In his response, Keith stated that the DPW should spend \$1.8 million a year on the highway department, and only \$447,000.00 is being spent. Keith also noted that he and Al will be working on ways to narrow the gap. The funding is needed for laborers as much as it is materials and filling potholes and grading roads. The Highway Department only has one grader and there are less than 10 employees in Public Works. It's a challenge to maintain roads that are Town roads, to maintain private ways as well stretches our ability to properly maintain the public roads that we have.

Welcome new Town Manager Administrative Assistant Lindsay Kuchta

Barbara welcomed the new Town Manager's Administrative Assistant Lindsay Kuchta, who was selected from a pool of candidates upon the retirement of Margaret Giacobone. Lindsay will be responsible for taking and transcribing minutes for the Board of Selectmen Meetings, on top of many other duties.

School Committee Vacancy

Audrey wanted to make all aware that there is a vacancy on the School Committee. The term would end in May 2018 Town Elections. Any interested individuals may send a letter of interest by June 28th 2017 to either the Chairwoman of the Board of Selectmen or to the Chairman of the School Committee, Larry Murphy. So far there is only one candidate.

Fox 25 Zip Trip Visits Winchendon

Barbara announced the Fox 25 Zip Trip to Winchendon is on this Friday, June 30th with a live broadcast from 6:00am-10:00am. A number of vendors will be providing food and other supplies. Fox 25 has been promised a record number of people in attendance. Come join us for a fun filled morning this Friday June 30th and show the rest of the commonwealth what Winchendon has to offer.

Barbara announced the Concerts at the Gazebo on Friday nights have started. The first concert it rained so it was held at Town Hall. In the case of rain, is it possible to broadcast the concert? Keith replied we can try to have someone on standby to broadcast the concert live. Barbara also mentioned that the Parks and Rec Committee are looking to plan more events potentially in the Fall to be held at Town Hall. This Friday the Ash Boys are playing at G.A.R. Park and the following week Trailer Park will be playing.

All of the Board members participated in the Summer Solstice parade which went very well, and the groundbreaking for the Library is tomorrow at 5:30pm; the public is welcome.

LaBrie noted as of last Thursday school is out and hopefully the kids are spending time outside getting exercise, interacting with other kids and not sitting at home on their electronics. She wished all a great summer.

Barbaro would like to thank the public for voting for the override one way or another; there were almost 1,000 people.

2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** No Public Comments.

3. **PUBLIC HEARING:** N/A

4. APPOINTMENTS/RESIGNATIONS:

Additional Board of Selectmen Appointment Renewals – Anderson noted the following two people have shown interest for their appointment to be renewed by the Board:

Zoning Board of Appeals – Richard Stancombe

Zoning Board of Appeals Alternate – Doneen Durling

Audrey Labrie made a motion to accept the renewals as presented; seconded by Mike Barbaro. All ayes at 6:47pm.

5. PERMIT/LICENSE APPLICATIONS:

Voluntary Toll Booth Application for July 1, 2017 – Fireman’s Muster Association:

Corey Bohan represented the Fireman’s Muster Association to request for the 8th and final year, a boot drive to raise funds. The Musters have received a grant from the New England States Veteran Firearms League. The Boot drive funds will be used to apply for a 501C3 from the United States IRS, and with that they will be eligible to conduct a bingo fundraising game that will be held at the Legion Home. If the boot drive proves to be fruitless, the Musters will seek other fundraising opportunities. It has been a long road coming, and in the case that the fundraising doesn’t pull through Corey is at the end of his rope. He sends thanks to Mr. Hickey, Chief Smith, and Al Gallant and Chief Newton of Royalston last year with the drought situation there would have been no muster, many thanks for their help.

Chief Walsh is asking to limit the boot drive to 3 hours rather than 8 hours. Corey would like to sit with Chief Walsh to discuss the fundraising hours. Per Keith, a typical boot drive is approved for a 3 hour time frame, but the decision is ultimately up to the Board, and they may add hours if they wish to. Corey suggested a contingent agreement that he meets with Chief Walsh and comes before the Board again, but Keith proved it to be unrealistic as the boot drive was scheduled to be July 1st, the approaching weekend. Last year the WFD held the boot drive for approximately 6.5 hours. Once the amount needed is raised, the boot drive closes down, even if it is before the time slot is up. In this circumstance, Barbara is willing to let the boot drive go for the amount of time that has been applied for.

Mike Barbaro made a motion to approve the boot drive; motion was seconded by Austin Cyganiewicz. Barbaro, Salter, Cyganiewicz, Anderson- aye/ Labrie opposed. 6:55pm.

Special One Day Beer and Wine Liquor License Applications for Snowbound Club, Inc.

July 22, 2017 Music Festival - The event will be from 3:00 -11:00pm, the Club would like to use the outside pavilion; they are just looking for an outdoor beer and wine liquor license as the indoor is fully licensed. An outdoor concert will be held, along the lines of a music festival. Chief Smith will be by to check out the facility, and the music is planned to start at 4:00pm. This event is open to the public, and a good opportunity for the local bands to come out and play. A police detail will be present from 7:00pm-close.

Mike Barbaro made a motion to accept the application; Audrey Labrie seconded the motion. All ayes at 6:58pm.

September 17, 2017 - 3rd Annual Tom Fors Benefit

This benefit is in memory of a 24 year old EMT who passed away from an undiagnosed heart ailment. The

funds raised will be donated towards a young individual going into the EMT field. Typically it is requested from 9:00pm to 6:00pm for one day.

Mike Barbaro made a motion to accept the application; motion seconded by Audrey Labrie. All ayes at 7:00pm.

Mobile Vendor Permit Application – Luis Alexander Fred “Food for Thought Catering” – Mr. Fred came forward on his application stating he is interested in a food vendor’s license. He will be using the parking lot next to the Dance studio on Central St. but hopes to be able in the future to set up at the bike path. He plans on having more than hot dogs and hamburgers with other various foods. Barbara mentioned Chief Walsh has suggested 11:00pm as closing time. During the week, the truck will be open 8am-8pm, would like to be open a little later on weekends for the business that comes in later parts of the night. Audrey noted he will be using C&S Pizza as his kitchen for prep and cleaning. She asked if he was serve safe certified. Mr. Fred verified that he has already been qualified. He said he has a power source and a suppression system. The Board of Health has checked everything out and he just needs the forms signed off.

Barbaro moved for the applicant; LaBrie seconded for discussion. The Board discussed the hours of the truck being open weekdays 8:00am to 8:00pm, and on weekends 8:00am-1:00pm noting the Police Chief recommends it close at 11:00am. Mr. Fred says he would operate safely and if he felt he needed to close earlier, he would.

With a vote of Barbaro, Anderson, Cyganiewicz and LaBrie aye and Salter no due to her agreeing with the Police Chief that it should close at 11:00, the motion carried by majority vote.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS: N/A

7. NEW BUSINESS:

Request by Homeowner to Terminate Community Development Block Grant Affordable Housing Deed Rider – The Homeowner has been working towards getting information to sell the home since 2014. In 2015 the Planning Department was approached, and last Spring, the Department was approached again where DHCD was contacted as well as Town Counsel for guidance in the issue. After several meetings with Town Counsel, DHCD and MRPC it was decided that the issue is up to the Town, and the best solution is to absolve the deed writer. Audrey LaBrie pointed out a portion of the document Tracy dispersed; Termination of release: upon full execution of this instrument in recording in the registry the deed writer can be of no further force or effect and the property may be sold or otherwise conveyed at full fair market value. Therefore, the Town’s obligation to abide goes away.

Audrey Labrie moved to approve the release of affordable housing deed rider on 38 Glenallen Street as presented this evening; Mike Barbaro seconded the motion. All ayes at 7:18pm

American with Disabilities Act (ADA) – Inventory and Transition Plan – Director of Development Tracy Murphy explained the ADA must be improved every 10 years. The last improvement was in 2004, therefore it is overdue. From 2004 to now, the fourth floor of Town Hall has been done, and the Planning and Senior Center have all been addressed. Sidewalks still need to be addressed.

Keith mentioned American Disability Association Grants, or handicapped accessible grants. The library qualifies for this sort of grant with a handicap entrance being implemented. If approved tonight, Tracy can start working on applying for these grants. These funds are available yearly, and funds applied for can be used to make improved and more accessible sidewalks throughout Town. Central Street is already on the

docket for 2019, and Chestnut Street will be handicapped accessible with the work that is being done. It is assumed that the work would start in the downtown area and then spread further out to areas where sidewalks are used by pedestrians.

The Murdock auditorium is not fully ADA approved as a spot needs designation in the auditorium. Tracy will follow up with the schools on their ADA inventory. In case of larger scale meetings, the meetings can take place in the gymnasium.

Keith pointed out that on postings there should be a broader statement that addresses most recent requirements if a person has a disability and is need of accommodation they need to let us know in advance so we can meet their needs. As of approximately 6 weeks ago, the bottom of Board of Selectmen agendas note that we are ADA compliant.

The first row of the auditorium at Murdock needs to be ADA compliant and will be addressed this week according to Keith.

Tracy pointed out section 2, that new construction etc. should be designed to apply to ADA requirements (see pg. 8 of attachment.)

Mike Barbaro made a motion to approve American with Disabilities Act (ADA) – Inventory and Transition Plan; Audrey Labrie seconded the motion. All ayes at 7:29pm

Converse One Hundred Year Fund (addressed by Keith Hickey)

The Morton Converse Fund was provided by the Converse family in 1917 to be distributed to churches, schools, parks, library, the town cemetery, the old town cemetery, and Boston cemetery. \$50,000.00 has been invested in 2017 to be dispersed in 2117. There was a significant amount of money for general park purposes, as generic as that in the trust. Keith had the honor of speaking to a few relatives of Mr. Converse and their letter to him is included in packet and notes where the money could be spent. Bottom line is we have approximately \$200,000.00 in funds that are not designated specifically other than park purposes.

There are several parks that could use the funding for improvements and after discussion, Keith asked for the Board to allow he and his staff to bring back as early as July 17th a list of parks that need or could use the money with estimation of amount needed for each park. He would like to start making improvements to parks in FY 18. At the bike trail, located on Glenallen Street, picnic tables maybe some grass to allow people to come off of trail and sit down on is one way to spend a portion of the money. Keith and his staff are looking for any community and Board suggestions for parks that could use the help.

Noted also was the intersection at bike trails, and the danger of it. A safer way to route the traffic would be creating a T intersection rather than a Y. The Grout family is supposed to get back to us for the ceremony and let us know the appropriate time to have a ceremony for them.

Mike Barbaro inquired if Toy Town playground is considered a park? It was noted that there is an opportunity for playground improvement through the funding.

Audrey Labrie would like to see a meeting in the future designated to parks.

Any other beneficiaries, the parks or entities need to be incorporated, and there will be lines set up in the budget to track the money. Any private entities will be responsible for tracking their expenditures.

Audrey Labrie noted that the possibility of an ADA grant will help with the library project.

Year End Budget Transfers

AMT TRANSFERRED/ PURPOSE	FROM	TO	MOTION TO APPROVE/SECONDED/TIME/VOTE
\$6000.00	Property/Liability	Legal Expense	Barbaro/Cyganiewicz 7:44pm all aye
\$866.00	Property/ Liability	Town Manager Admin. Asst. Salary	Labrie/Barbaro 7:45pm all aye
\$135.00	Veteran's Services	Conservation	Barbaro/Cyganiewicz 7:45pm all aye
\$1028.00	Software Support	Asst. Treasurer/Collector	Labrie/Barbaro 7:45pm all aye
\$2664.00	Veteran's Services	Tech Personnel	Barbaro/Cyganiewicz 7:45pm all aye
\$2323.05	Veteran's Services	Land Use Dept. Head	Barbaro/Cyganiewicz 7:46pm all aye
\$1100.00	Veteran's Services	Land Use Clerk	Labrie/Barbaro 7:47pm all aye
\$2441.00	Veteran's Services	Technology Exp. Hardware Replacement	Labrie/Barbaro 7:50pm all aye
\$3.56	Cemetery Maintenance	Cemetery Foreman	Barbaro/Labrie 7:50pm all aye
\$53.90	Transfer Station Maintenance	Transfer Station Foreman	Barbaro/Labrie 7:50pm all aye
\$3617.09	Veteran's Services	Technology Personnel (\$173.09)/ Town Manager Exe. Asst. Salary (\$3444.00)	Labrie/Barbaro 7:51pm all aye
\$1300.00	Ambulance New Equipment	Ambulance Salaries	Barbaro/Labrie 7:51pm all aye

8. OLD BUSINESS:

Voluntary Boot Drive Policy Continued Review

Hickey explained the Board has a policy regarding Boot Drives. He is proposing changes be made after hearing feedback and comments from the Board of Selectmen meeting. Those changes are in your packet with those comments in blue. After reviewing the policy again, Chairwoman Anderson does not think people want to have their Boot Drives in the cooler weather. The Board discussed whether the applicant must be a registered charitable group. Mike Barbaro does not support the draft specifically assigning six and picking the date for them. He also didn't think they needed to be an official charitable organization registered with the state and felt the Board could disapprove the applicant if not comfortable with it.

Austin Cyganiewicz made a motion to accept the policy of Boot Drives or raising funds in a public way as a first reading; Audrey Labrie seconded the motion. Salter, Anderson, LaBrie, and Cyganiewicz vote aye, Barbaro opposed at 8:05pm.

9. TOWN MANAGER'S REPORT:

The Town Manager stated he had some things to report to the Board that were not in his report.

Verizon and National Grid will be upgrading services to Cumberland Farms beginning on July 3rd. The work area is from Pleasant Street down Front Street into Cumberland Farms. Work will be in the sidewalk. Once the sidewalk is restored Public Works will be planting three trees in front of the Town Offices. He thanked Kevin, our maintenance person, who has painted a lot of white in front of the Town Hall offices property and he has also hung some decorative American Flag banners to dress it up and tie in with the American Flags the Legion and others that have been generous to donate their time to install.

The wheels will be installed on the cannon at Legion Park this week prior to the Zip Trip broadcast. He noted the schedule for the Zip Trip visit and was happy that Winchendon was being highlighted.

Fire Captain Marty Brooks is retiring in July after working for the Winchendon Fire Department for over 30 years of service, the past five and one half holding the rank of Captain. The Fire Department is hosting a small party Friday, July 7th from 11:00 am to 3:00 pm to thank Marty for his 30 years of service. Please feel free to stop by and wish Marty well in the future.

Route 140 has been paved. The new pavement marking will be painted shortly.

The Harris Road Bridge will have the first coat of pavement installed in the next couple of weeks with the bridges anticipated reopening a short time after.

The Building Commissioner has inspected 70 multifamily units and has follow-up inspections this Wednesday on some of the buildings.

The contractor for Cumberland Farms will be repairing the pavement they disturbed when installing drainage later this week. Cumberland Farms has committed to replacing the entire sidewalk along their frontage on Central and Front Streets.

The Town Manager said he has volunteered in taking over the Fall Festival but has done very little. A group of downtown businesses along with Tracy have spearheading the event and are working on attracting businesses for the Fall Festival. The date of October 7th has been set for this year's Fall Festival. He is scheduled to meet with the business group on Tuesday afternoon.

1. Financial Updates-

- a. The Accounting Department continues to prepare for the fiscal year end. I am confident that the financial records are in order and the year will be closed with a higher than anticipated revenues and expenditures below budget.

2. Personnel Updates-

- a. Lindsay Kuchta was hired as the Administrative Assistant in the Town Manager's office.
- b. Brian Hart was hired to fill an opening at Public Works.
- c. Phil Tousignant was hired to fill an opening in the Water Department.

3. Project Updates- 1:38 FOR NOTES

- a. Work on the High Street Bridge is underway. When the contractor removed a portion of the pavement on the bridge they found some additional work that needs to be completed. Al Gallant is working with the MassDOT and the contractor to receive a cost estimate and approval from MassDOT for the added work. It is anticipated that the work will be less than \$25,000. The additional funds are available in Chapter 90 funds.
- b. Al Gallant provided Senator Gobi and Representative Zlotnik with a revised scope of work and cost estimate for the Whitney Dam repairs. Senator Gobi and Representative Zlotnik

- are hopeful that reducing the price of the repairs will entice the Governor to sign the approved bond bill to authorize the repairs.
- c. The drainage work on Walnut Street is complete. The contractor will begin fine grading next week in preparation to pave in the near future.
 - d. The Town received approval to begin filling the Elmwood Road water tank. The tank will be filled using the Fire Department's ladder truck to provide the necessary water pressure.
 - e. MassDOT informed Al Gallant on Wednesday that DOT will be repaving Maple Street from Glenallen Road to just beyond the Ingleside property in the summer of 2018. DOT agreeing to pave Maple Street is due to Al Gallant proposing the work when DOT stated they were looking for small projects to complete at the Metropolitan Planning Organization meeting that Al began attending last year.

4. Clerk of the Works-

A clerk of the works is good for the project as he is completely certified to ensure that the work is done to the design. It has saved the Town time and money. Al does not have time to be a clerk of the works for project on Walnut Street.

5. Miscellaneous Updates -

- a. Public Works has removed the stumps of the trees that were in front of the Town Offices this morning. New trees will be planted prior to June 30th.
- b. The Economic Development Fund Grant application for the redevelopment of the RHI building has made it through the first application review stage. Planning will now work on providing more information to support the application in preparation for a final decision.
- c. The Police and Fire Departments are meeting with Comcast to determine if Comcast will donate a communications tower located on High Street that Comcast plans to remove to the Town for radio communications.

10. MINUTES:

Monday, May 22, 2017 - Regular Meeting: The minutes were approved with a vote of LaBrie, Cyganiewicz and Anderson approving; Salter and Barbaro abstained due to being absent.

Monday, May 22, 2017 - EXECUTIVE SESSION – The minutes were approved and to hold by a roll call vote of LaBrie, Cyganiewicz and Anderson aye; Salter and Barbaro abstained due to being absent.

11. COMMUNICATIONS:

12. AGENDA ITEMS:

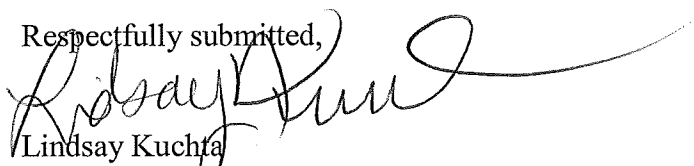
Upcoming Meetings: It was noted the Board's upcoming meetings will be:

Tuesday, June 27, 2017 – Special Meeting at 7:00 p.m. with Templeton and will be open to the public.

Monday, July 17, 2017 – Regular Meeting

13. ADJOURNMENT: With no Executive Session this evening, **a motion to adjourn was made by Mike Barbaro and seconded by Austin Cyganiewicz. With a vote of all ayes, the meeting adjourned at 8:20pm.**

Respectfully submitted,



Lindsay Kuchta
Administrative Assistant