

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, AUGUST 7, 2017
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

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

Keith R. Hickey, Town Manager
Linda Daigle, Executive Assistant

Absent:

Michael Barbaro

List of Documents Presented at Meeting

- All Alcohol Club License Change in Officers/Directors Application for the Snowbound Club Inc. (filed)
- All Alcohol Pouring Club License Change in Officers/Directors/Manager Application for the American Legion E.M. Connor Post 193 (filed)
- Voluntary Toll Booth/Boot Drive Application Sept. 23, 2017 – GALA (filed)
- Amendment Application to Change Owner to Underground Storage Tanks License for 234 Spring St. - Winchendon Realty, LLC (filed)
- Town Manager Memo dated 8/3/17 regarding “Distribution of the 100 Year Converse Fund” (attached)
- Chapter 61A First Right of Refusal – 49 Town Farm Rd. documents (filed)
- Request by the Winchendon School to Use the Ingleside Property (filed)
- Town Manager’s FY17 Goals and Objectives Update (attached)
- Draft Three Year Employment Contract with Police Chief David Walsh (filed)
- Memo from the Town Manager on Shared Town Manager processes (filed)
- Voluntary Boot Drive Policy Amendment – 2nd Reading (attached)
- Town Personnel Rules and Regulations, Salary Survey, Position Classification System Manual, Classification Plan and FY17 and 18 Wage Chart (filed)
- Report of the Town Manager (attached)
- Minutes Approved:
 - Monday, June 26, 2017 Regular Meeting
 - Monday, July 13, 2017 Special 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 – When asked, there was no one who announced they would be audio or video recording the meeting this evening.

1. SELECTMEN’S COMMENTS:

Selectwoman Anderson announced she attended the Chili Festival on Saturday at the American Legion. It was rainy weather but was really a good time, good chili and a good fundraiser for the year.

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

3. **PUBLIC HEARINGS:**

All Alcohol Club License Change in Officers/Directors – Snowbound Club Inc. - Mr. Jay Kendall stepped forward and introduced himself as the President of the Snowbound Club. Daigle informed the Board that his application is all in order. **LaBrie moved for the applicant; Husselbee seconded. By a vote of all aye, the motion carried unanimously.**

All Alcohol Pouring Club License Change in Officers/Directors/Manager – American Legion E.M. Connor Post 193 - With the applicant not present yet to represent their application, **LaBrie moved to take the agenda out of order; Cyganiewicz seconded. By a vote of all aye, the motion carried unanimously.**

4. **APPOINTMENTS/RESIGNATIONS:**

5. **PERMIT/LICENSE APPLICATIONS:**

Voluntary Toll Booth/Boot Drive Application Sept. 23, 2017 – GALA – Ms. Deb Giordano, President of the Gardner Area League of Artists (GALA), came forward. She explained GALA is an art league of one hundred and fifty artists that supports North Central Massachusetts. The Boot Drive is to support the arts in Winchendon raising money to complete the other side of the Art Gallery needing funds for track lighting and sound equipment for the musicians. It also will help to continue programs for the community free of charge. GALA is located at 135 Front St. in the barn, at the new Historical House and Culture Center. LaBrie asked her to check on the distance the pylons need to be according to the Boot Drive policy. **LaBrie moved to approve the application; Cyganiewicz seconded. By a vote of all aye, the motion carried unanimously.**

Amendment to Change Owner to Underground Storage Tanks License for 234 Spring St. - Winchendon Realty, LLC – Mr. Palak Patel, the new owner of the gas station located at 234 Spring St., came forward. Daigle explained the Board has previously issued a license for the property to have underground storage tanks. Tonight is just to change the owner name on this license. The Fire Chief has reviewed and will have the final sign off. The Town Clerk is the Department that issues the license upon approval. **Cyganiewicz moved to amend the owner name on the license for 234 Spring St., also known as Mr. Mike's, from Alliance Retail, LLC to Winchendon Realty, LLC; LaBrie seconded. By a vote of all aye, the motion carried unanimously.**

6. **BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:** Not applicable this evening.

7. **NEW BUSINESS:**

Presentation of Converse One Hundred Year Fund Proceeds to Benefactors – Mr. Gould came forward and stated he represents two heirs of the Morton E. Converse One Hundred Year Fund. The two heirs are brothers and great-grandsons of Morton Converse. On the 10th of March 1917, Mr. Converse came to the Board of Selectmen with a check for \$7,000. He indicated in his bequest it be invested and one hundred years later, the funds would be dispersed. The time has come to disperse these funds that had been invested with an interest rate of 1.76%. One hundred

years later, that fund has earned \$373,865.30. The reason you hear the name Toy Town is because this benefactor (Converse) was Toy Town. They were the largest manufacturer of toys in the country and Mr. Gould guesses, in the world. His horse stands in front of the Colonial Cooperative Bank. If you visit the Whitney House, you will see many of the toys he made over there. He is pleased to tell you the bequest is a matter of public record in the Town Clerk's office and announced the recipients to be the seven Churches in Winchendon in the amount of \$5,000 each, \$20,000 to the Library for books, the Murdock fund gets \$20,000, Riverside Cemetery \$20,000, Old Center \$2,000, New Boston Cemetery \$1,000 and Calvary Cemetery \$20,000.

Mr. Gould informed the Board of Selectmen will receive \$50,000 with the request to start a brand new One Hundred Year Fund. In a hundred years, the Town should have a few million dollars with a better interest rate. He presented a check to representatives of the following benefactors:

- Cornerstone Church
- St. Mary's Catholic Society
- Winchendon Church of God
- The Church of the Unity Society
- The N. Congregational Church of Winchendon
- The First Congregation Church and Society
- Bethany Bible Chapel
- Winchendon Public Library
- Murdock Farm
- Riverside Cemetery
- Old Center Cemetery
- New Boston Cemetery
- Calvary Cemetery

LaBrie led a round of applause for the Converse family. Anderson said the Town of Winchendon greatly appreciates their generosity.

The Town Manager informed the Board that any amount over and above the amounts given to the benefactors, the trust documents state will be given to the Town for general park purposes. One of the heirs came into Town late winter, early spring and they talked about what general park purposes meant to them. He wanted to make sure the two great-grandchildren, the heirs of this generous individual, were satisfied with what additional funds were being requested. Two request are before the Board this evening for your consideration. Both of them have been vetted through the Rogstads, the great-grandchildren, who support both uses of the Trust Fund money. The first request is to try and finish up the Toy Town Elementary playground. He met with the Superintendent and Business Manager who said they needed \$2,424 to finish off the playground for a swing set to complete their work on the playground renovations. He asked the Board to consider approval of the \$2,424 for the acquisition of the playground equipment. **LaBrie moved the Board approve the issuance of \$2,424 for the School Dept. to be used to finish the Toy Town Elementary playground; Husselbee seconded. By a vote of all aye, the motion carried unanimously.** Mr. Larry Murphy, Chairman of the School Committee, along with Tina Santos, the playground group coordinator and her twin daughters came forward and thanked the Selectmen for approving the gift and Mr. Gould's help with this. Winchendon is a great little Town. Santos reported they raised about \$13,000 for the renovations and noted the accomplishments and hard work from many hard working people and businesses who assisted. This will be extremely helpful in finishing the job. Ms. Santos was thanked for her work.

Hickey spoke about the second request. The Town is challenged with properly maintaining the parks and playgrounds. The current sidewalk tractor is an expensive piece of equipment to use as a mower and some areas couldn't be mowed with this snow tractor. Also, with the addition of the Ingleside property, we have additional fields to be mowed with the snow tractor and the two commercial John Deere five foot wide tractors that take a lot of time with parks. He asked for support from the Trustees to purchase a mower to maintain the fields in a more expeditious manner. The Trustees were supportive of this and the amount of money requested was \$47,512.13. This buys a tractor with an enclosed cab and a 100" wide mowing deck. It will allow for a second tractor to snow blow the sidewalks in the winter, cutting sidewalk maintenance in half. We will also spend \$43,926.33 to acquire the snow blower attachment to this equipment which will be paid from the snow and ice budget as this does not fall under the parks theme per the Trust document. He expects this piece of equipment to last a number of years and can be used on the bike path as well.

LaBrie moved the Board approve the use of \$47,512.13 from the Converse Fund to acquire the mower as presented this evening; Husselbee seconded. By a vote of all aye, the motion carried unanimously.

Mr. Gould was thanked. He congratulated all of the recipients on behalf of the great-grandsons of Mr. Converse.

LaBrie asked what the balance is of the fund and what the plans were for it. Hickey said after all of the distributions this evening, the balance remaining was \$155,929.17. He brought to the Board a couple months ago a request to allow staff to develop recommendations and priorities on how to expend the general park purposes portion of this fund. He is waiting for some things to iron out before bringing those recommendations forward. There has been some discussion with Mr. Gould of reinvesting some of that money. They are waiting until after the summer and will sit down with the Trustees and Banks and come up with a more generous rate than what they had in the past. Anderson asked to have a letter drafted thanking the Converse heirs from the Board of Selectmen. Hickey said he would draft it tomorrow for the Board to sign.

Chapter 61A First Right of Refusal – 49 Town Farm Rd.- This agenda item was skipped over and towards the end of the meeting passed over by the Board.

Request by the Winchendon School to Use the Ingleside Property – Kellee Harris and Sophie Rochelle came forward. Harris introduced herself stating she is representing the administration at The Winchendon School and Ms. Rochelle said she is a graduate of the school last year and is representing the students. Harris noted the School has a long standing tradition to have a retreat for their service learning leaders and is looking to use the Ingleside property. She mentioned the request sent by Miranda Jennings in July about the project. Her team is dedicated to make that property a great new space for the community and part of the retreat will be to figure out what their students can do to help maintain that space for public use throughout the year, possibly building a picnic table. The twenty-four hour period is the jumping off point for the students involved in the Service and Learning for the year. She said there will be thirty-five students and five faculty members. The School will provide insurance for the event and will provide cooking material that will be needed. They would like to use the grass outside the property and a couple bathrooms in the space. Electricity used will be minimal. She noted the list of projects that they would like to do for the year. The Town Manager added that the water is still on in the house, the school is very familiar with the house and he had no problem if the Board would support them utilizing the home and facilities. Anderson commended the school for helping with picking up the bike trail, being

involved with Earth Day and collaborating with the Winchendon Public School District and for being part of the community. She felt it was the least the Board could do and allow them to use the Ingleside property for their project.

LaBrie moved the Board approve the request of The Winchendon School for use of the Ingleside property as discussed; Husselbee seconded. By a vote of all aye, the motion carried unanimously.

LaBrie moved to take the Police Chief's contract out of order; Husselbee seconded. By a vote of all aye, the motion carried unanimously.

Renewal of Three Year Employment Contract with Police Chief David Walsh – Hickey said he was pleased to present a new three year contract for Chief Walsh noting the changes were minor. The contract renewal is ten months away but will provide security in place moving forward. He is thrilled and incredibly satisfied with the work of the Police Department under Chief Walsh and requested the Board of Selectmen consider approving the contract. He reviewed the changes that would be effective starting July 1, 2018.

- The compensation for Chief Walsh has been modified to provide a 1.5% increase for Fiscal Year 2019 being consistent with other non-union Department Heads
- He has modified one word under Animal Control Coordinator from “stipend” to “sum” to provide clarity to the Regional Retirement Board when the Chief decides to retire
- The proposal provides for vacation buyback of fifteen days. He supports this because Chief Walsh is able to carry over two years of vacation accruals which would be paid out at a much higher rate carrying it forward year to year.

Anderson asked if there is a problem that he cannot take his vacation days. Hickey said the Police Dept. has seen a significant amount of calls that they respond to. It has become more and more of a challenge to maintain the level of service which does ultimately trickle up to Chief Walsh. Also, the fifteen day buyout benefits him long term in his retirement. He has long tenured service to the community. Vacation buyback is not unique with other contracts that still have this benefit.

- To properly plan for Chief Walsh's retirement is to provide a 180 days written notice of when he plans on retiring so we can plan and properly transition to a new Police Chief.

Hickey noted that normally contracts are done under Executive Session but thought the changes were minimal to bring before them in Open Session. He asked if there are any more discussions that may go deeper, that they enter into Executive Session.

Anderson asked about vacation buyback and understands why he put it in there but as a general rule we were trying to get rid of buybacks. Hickey said there were a couple Department Heads that still had vacation buyback and when those Department Heads decide to retire, they would remove vacation buyback from their contracts. Anderson wanted to make it known that this is the exception to the rule.

LaBrie moved the Board approve the renewal of the three year contract with the Police Chief Dave Walsh as presented to them; Husselbee seconded. By a vote of all aye, the motion carried unanimously.

Chief Walsh was present this evening and was thanked.

Review of Town Manager's FY17 Goals and Discussion on Process of Setting FY18 Goals – Hickey spoke about broaching the subject now for setting the FY18 Goals and Objectives for himself and his staff and hopes over the next couple meetings the Board can consider what they

would like seeing for goals so staff and he can work towards addressing those goals. He provided the Board with the list of last year's updated Goals and Objectives to assist them. Cyganiewicz asked if this could be put on the Town's website to see what he has accomplished this past year. Hickey agreed. The Board was asked to forward their ideas to the Chairwoman or himself and he can start to put it together with a list potentially ready for approval in the next Board meeting or two. Anderson asked about models they had under their old email address and asked Don O'Neil, the IT Director, if he could provide that to them. O'Neil said he could provide that for them.

8. OLD BUSINESS:

Continued Discussion on Shared Town Manager – Hickey said he has included a memo to the Board and did hear the concerns raised by the public a few weeks ago and respects their opinion. He didn't say much at that meeting because he didn't want to appear as self-serving. He took the information he received from feedback from the Board and the public and thought about it for a while. The initial approach was for a six month trial period to see how it goes and to give the opportunity of both communities to share some expenses and resources. His thought and what he is proposing to the Board is to consider slowing down the process a bit and use a phased approach, the manner that was first presented to the Board in a temporary one year agreement. He's hoping the Board would consider looking at this where there is no penalty to leave. This would allow a decent amount of time to go by; choosing a year instead of six months, to show what can be done. A year would allow him to go through a budget season for both communities and would allow both Towns to go to Town Meeting in May with a warrant article for the voters to decide if they would like to enter a three year agreement. If this was defeated in a Town Meeting, it would provide Templeton with three or four months to look for a new Town Administrator. He feels very strongly that sharing a Town Administrator will provide many opportunities for both communities, whether it be shared resources communities have for instance equipment and assets that could be potentially used by Templeton in some manner, and Templeton would have the same type of agreement where we have to lease right now from Templeton, that we could potentially save money. Secondly, he has had a couple long conversations with the Dept. of Revenue (DOR) hearing questions of where is the DOR and what can they do for us. What the DOR has said, once an agreement is made with both communities, they will help fund the costs of the transition, whether it be legal or technical, things of that nature; in addition, there are opportunities to submit joint Community Compact grants in the amount of \$200,000 a grant. He was told that those types of regional grants are looked at very favorably. If the Sub-committee works the next couple of months on the municipal agreement taking any comments made into consideration by the Sub-committee then have it reviewed by Counsel, it would then ultimately be brought to Town Meeting for both communities for consideration of the Town voters. Hickey said this makes sense for both communities in his opinion. Ultimately, it's a Board decision. We have had Executive Session with this discussed, those minutes have been released where we have had Bernie Lynch come in and members of the DOR come in. Four of the members present were supportive of looking into this for the community. He's trying to address this in a phased approach to not make it so long term and not quite so formal. He felt this addressed a lot of the concerns he has heard. Mr. Hickey continued saying he understands the expectation of the work load. He is as good as his last decision; he is as good as his last budget proposal to the Board. His livelihood depends on him succeeding here. If he doesn't, he risks his future employment. He is going into this with his eyes wide open knowing there would be a benefit to both communities if the Board was willing to move forward in the next eleven or twelve months to give them an opportunity to try. He is hoping, if the Board supports this, that they ask the Sub-committee members to go back and present this to the full Sub-committee and move in the direction the Board decides to move in, if any, this evening. He thanked the Board.

LaBrie asked the Town Manager about his suggestion that the temporary agreement be in place through Sept. 30, 2018. He explained if the vote were to fail in May, the agreement would still continue until September for both communities to properly budget for their administrator. There was discussion on having to include in the Annual Town Meeting warrant options for the FY19 budget with ways to transfer additional savings for another purpose in the event the IMA was voted in.

Anderson noted that she had heard that Templeton has voted to begin searching for an Assistant Town Manager. Hickey said they are looking for an individual who may have just graduated from college working under a senior town administrator. If this IMA doesn't move forward, they have this person working with a part-time administrator for the foreseeable future. He hasn't talked with any one in Templeton in depth about this and what that decision means but reading in the newspaper, they seem to be looking at a Plan B if this were to fail.

LaBrie announced the next Sub-committee meeting will be August 23rd at 6:00 pm.

Hickey said he was not looking for the Board to make a decision now to allow this until December of 2018. He is asking the Board to consider allowing the Sub-committee to present to the group in Templeton and see if they can come to some type of agreement to bring back to share a Town Administrator until the fall of 2018. Husselbee asked if this would still be left up to the Towns people to vote at Town Meeting. Hickey replied the one year temporary agreement would not go to Town Meeting but he is suggesting the Board of Selectmen agree to a temporary one year agreement where a longer term IMA would ultimately be brought to Town Meeting for their consideration. Cyganiewicz asked about a draft agreement from Town Counsel. Hickey explained if the Board approves this, he would ask Town Counsel to make any changes she thought would be appropriate to reflect a short-term agreement that would meet the expectations of both communities for this one year period. This would then be presented to the Sub-committee for their discussion and modification and if agreed upon, back to the full Board of Selectmen for a final vote. Anderson asked if Town Counsel is asked if the proposals are legal or if it is in the best interest for Winchendon. Hickey replied that Counsel is looking at the best interest of Winchendon and also the legality of it, making sure Winchendon is protected as a municipality. Templeton was fine with having Winchendon's Counsel view the legal documents.

Cyganiewicz commented that a part of him is hesitant to vote on something potentially that he hasn't seen yet. LaBrie explained the Town Manager is just asking to charge the Sub-committee in looking to create this temporary agreement. Hickey explained some issues that have been a concern will not be pertinent in the temporary agreement but those concerns will be implemented and incorporated in the IMA. LaBrie noted what the Sub-committee agrees upon would then go back to the full Board.

Husselbee noted that the Board as a group wanted the agreement to go before Town Meeting, whether it was a temporary agreement or not. It was noted that a temporary agreement had not been discussed by the Sub-committee.

Anderson opened the topic up to public comments.

Mr. Rick Ward came forward making it clear that he is against a three year contract, a two year contract, a six month contract; he is against the whole idea. He said the one year temporary agreement is nothing but a way to skirt a Town Meeting. Four of you said it should go to Town Meeting. It should go to Town Meeting. He said to let Templeton do their Plan B. The Interim

Town Manager has said he will stay on until they get their act together. They are going to bring in an Assistant Administrator. Let them do that. We are not being guaranteed any money from the state. He said if the Board votes this temporary agreement for one year and not going before the Town, then they are failing their job in what they promised them.

Mr. Kevin Miller came forward. He said the topics on today's agenda are very apropos. When he walked in, the Board was discussing what goals should our Town Manager have for the year. Ten minutes later, the Board was talking about benefits, cooperation between our Town and Templeton. Those benefits can be received without sharing a Town Manager. The Board has the ability to set goals to collaborate and cooperate and seek opportunities with the Town of Templeton. Equipment can be shared right now. He asked them to look carefully at the pros, which may be, and how those can be achieved without the cons. A one year agreement is better than a three year agreement. A no cancellation penalty is better but it still doesn't address the underlying opposition that he and many others feel. The Town Manager of Winchendon is a fulltime position. It is what we really need. Even if Mr. Hickey can do it, and he has little doubt that he could, doesn't mean it should be done.

Anderson asked about the purchase of the new mower and sharing equipment concerned we would be wearing down our equipment faster. Hickey explained that it depended on how you share the equipment. If the equipment is rented, they could put the money in a Reserve Fund or potentially share the cost of the equipment. There are opportunities to ultimately save money over the life of a piece of the equipment. These types of opportunities would be brought before the Board for consideration, discussion and determination.

Ms. Jane LaPointe came forward and said what concerns her is the benefits not being specific. She feels we are entering into a partnership with Templeton but the contract is about the technical aspect of how it works but nothing in there, that she saw, shows the shared interest of both Towns to the benefits she read about in the minutes in Executive Session. There was discussion in Executive Session about what the state could do; it talks about joint efforts around economic development. If it's never been done before, then it's interesting we are in uncharted territory. If it has, there are probably examples out there of contracts that we could learn from before we say yes we think it could work. The biggest thing for her is that she has seen the promises of joint ventures and collaborations fall apart because there was not a clear agreement or understanding in the beginning on the parties involved on the benefits they were seeking and not seeing this, when it is time to evaluate, how it is evaluated. She wondered if Templeton is looking for the same thing we are. She has questions on the whole foundation on what this sits on. Reading in the Executive Session summaries and the potential for economic development if we choose to do this proactively, would Templeton be the Town we would choose to do this with. The contract, in and of itself, seems to handle the transactional aspects of the benefits but nothing about the real generative where people agree they are trying to work together to make something happen. Ms. LaPointe was thanked.

Mr. Matt Gwinn came forward. He's viewed this with a great deal of skepticism with a lot of good comments brought forward tonight. He pointed out that Town Counsel has no accountability to the Town and felt it was the responsibility of the Board from their perspective whether this was good for the Town. He said there is no specificity here. We are spending legal resources right now toward a legal agreement that we don't know what the benefits are; it's absurd. If and until there are clear benefits for this, he proposes that no further resources be spent on it. This is a vague agreement; nothing can be done in this agreement that cannot be done without it with regards to sharing resources. He applauds Mr. Hickey for going out working with his departments to go and

do that but to propose that we can only do this under an official agreement, is a fallacy. He hopes the Board would put this before Town Meeting with this being a substantial change to their form of government in the way they operate by sharing our Town Manager and putting him in a position of whose interest he serves on a daily basis and this is clearly larger than the Board when it comes to a final decision no matter what the term.

Ms. Tina Santos came forward and said she understands we already share ambulance services. Hickey replied there is a private company that provides backup if our ambulance is on a service. We also provide back up and also use the City of Gardner's ambulance as a shared resource. If we have anything in writing, it is old. Santos asked if anyone has reached out to Lee and Lenox to see how their IMA is going and if they have any pros or cons or concerns moving forward. She asked if the DOR wouldn't give us the "gold star" if we didn't go through with the agreement. Lastly, she was concerned Town Counsel was looking out for our best interest noting the last Town Manager's exit agreement. Hickey replied the law firm looking at this is not the same law firm the Town used for employment issues that she was referencing. With regards to the promises of the DOR, they assured him that joint agreements carry more weight; a regional look holds more weight. He informed them that the Town received bonus points with last year's CDBG grant because we did it as a regional application. It is part of their grading on each application submitted. They have said very strongly if we apply for a grant regionally, that they would be looked at more favorably than Winchendon applying singularly. That is just a fact.

Hickey said he has reached out to Lee and Lenox. It was a process they have worked out for a while. The actual agreement now has been in force for just over a month. The Town Administrator doing the job says both communities are happy and excited to move forward with some of the same points he has been trying to make to the Board why in his mind it makes sense to consider an opportunity here.

Lastly, Hickey said with his 30 years' experience, it sounds easy to share something, its not. He wished it was. When you suggest sharing a piece of equipment, it sounds great. The initial conversation with the other community sounds great; but when you actually come down to it, it doesn't happen. He urged the Board, in his goals to talk about wanting to regionalize equipment whether or not this moves forward. He feels confident in saying, sadly, that he will disappoint them with the results. It won't be because of effort. There is no commonality between communities when dealing with a group on the other side. Both communities have to let go of control when they have complete control and people are not interested. He urged the Board to look at trying to share resources with any community. He wished it was simple to do this, but this will not be very successful in his experience in this line of work.

Ms. Janet Corbosiero came forward. She stated that four of the Selectmen have voted to go before Fall Town Meeting and was concerned they would go back on that even if it was for a temporary one year chance. Looking at doing this and moving forward saying we'll try it for a year is a slippery slope to get around Town Meeting. She didn't understand the December deadline. Husselbee explained the temporary agreement is different and would allow us to get out without the fiscal penalties in the three year agreement. LaBrie explained the December 31st deadline was for the Sub-committee to firm up and finalize an IMA to present back to the Board. Hickey said that is right. It was an arbitrary date he chose because human nature is if you wait until April 1 to do it, you'll finish it April 1st. He is suggesting a date certain to work towards whether or not the Board would come to an agreement on an IMA or not. If so, it would go back to the full Board by December 31st to see if they want to sponsor an article to put on a Town warrant in May. A temporary agreement would be put in place that would last for a year until December 2018, he suggested. It would be discussed at the Sub-committee level and brought back to the Board of Selectmen for their consideration. If the Board accepted and

approved this, the Sub-committee would then work on the three year agreement which is much more complex. It would be vetted and addressed by the Sub-committee and ultimately brought before the full Board for their consideration and a decision made by Dec. 31, 2017 on whether the Board would sponsor a warrant article for May Town Meeting for a three year agreement. Hickey continued saying the short term temporary agreement allows both communities and himself to prove it can be done. By May Town Meeting, we would have a better idea and have facts to weigh decisions. Corbosiero has concerns the Board proceeds at all. She doesn't see any benefit to Winchendon. She believes the Town Manager could do the job, but what worries her, if he were to drop dead, they would have to find someone else to do this job. She feels the Board voted to go to Town Meeting in the Fall and believes the Board should stick to that vote. Hickey reminded her that when Mr. Lynch was here, he was of the opinion that you would find more qualified candidates for this position because it's a more complex position and, candidly, it's more money.

Mr. Guy Corbosiero came forward stating he is opposed to a shared Town Manager but offered a variation. He thinks Mr. Hickey could work his full job, four days a week in Winchendon and on Fridays he could go to Templeton until the Fall Town Meeting when there would be more information.

Mr. Mike Lee came forward expressing his concerns of what benefits Winchendon would receive hearing largely that it would be the sharing of tools. It's a far greater loss to share a competent leader with another Town in the hopes of gaining some tools. He was concerned with the one year contract giving the Town Manager the opportunity to prove this could work. It is not a risk he feels that Winchendon should take. There is little opportunity for reward and a higher risk of loss.

Ms. Tina Santos came forward with a couple comments. She asked wouldn't it still be considered a conflict of interest if Mr. Hickey worked here the four days and in Templeton one day. She thought Templeton should put their Plan B to hire an intern to work with the Town Administrator as their Plan A and then Winchendon wouldn't have to share a Town Manager.

With no more further public comments, Anderson asked the Board for their comments or questions.

Cyganiewicz was of the opinion that there are a lot of questions and stands by the vote he made at the last Selectmen's meeting which they did provide direction to the Sub-committee to work on it. LaBrie clarified it was for the three year agreement. Husselbee asked if they could amend the motion to also include the one year temporary agreement as well since they are meeting again to discuss it but felt it should go to Town Meeting anyways.

Anderson said she is conflicted and doesn't want to share her Town Manager. She's not sure she could get past something that might upset her and felt it needed to go to Town Meeting whether it was a temporary or a three year agreement. The Sub-committee needs to meet and formalize this.

Cyganiewicz wants to be able to say yes to this. The benefits suggested could become a reality and maybe it could be beneficial. They have heard from Bernie Lynch and from representatives from the DOR. They said things in Executive Session that made it seem like a great opportunity. At the time, we all knew there would be a lot of questions but he wants to have the confidence that the benefits outweigh the risks. He hopes the Sub-committee will be receptive to that and answer questions and ultimately to see what the Town thinks at the November Town Meeting. He is interested on what people think. Cyganiewicz noted in the memo the Town Manager provided that there were people who original said no to the IMA but after research are now supportive of an IMA. Anderson said she has heard from a number of people who have researched and read the minutes and have changed their minds. They see it as an opportunity and need to know more. She thought it would be nice if the

DOR could come back and that we could have a presentation of what benefits the Town would reap so we choose to do this. Cyganiewicz said the Board may recall he had asked what would be the benefits for the Town and if the Dept. of Local Services was going to do a study as they had for Lee and Lenox. Maybe that could be presented to the Town to show those benefits. That's work the DLS would have to complete.

Husselbee stated due to his ignorance at the last meeting, he has taken the time to read the information from the Executive Session minutes and fully supports the agreement; however we don't have specifics. There is some disagreement in the language in the Charter and how its interpreted. He wants to hear what the Town thinks and to present all the facts of the case and have the Town vote.

Anderson asked if the DOR could come to a meeting and do a presentation wanting everyone to be informed before they vote. Hickey replied yes, that they had said they could come.

Anderson recognized Mr. Ward who came forward and suggested before the November Town Meeting have a public hearing on this, have all the facts, advertise in the paper letting everyone know if you want to sell this to the Town. The Town is not sold on this. Anderson asked if the DOR could possible attend this meeting.

Cyganiewicz rebutted Mr. Ward's statement that the Town is not supportive. We've heard from maybe ten people and thinks this should go to Town Meeting. We haven't been able to hear from the entire Town yet.

Mr. Gwinn came back and said you are right we haven't heard from the Town, how could we if even the Board doesn't have the information. It's inappropriate for Mr. Hickey to come and ask them for a one year commitment if the Board doesn't have the information. You are absolutely right, we don't know how the Town feels about this, even the Board doesn't know how they feel about it. Until there is a clear statement of what the benefits are, you shouldn't be doing anything on this, except for the Sub-committee. To suggest doing the experiment for even one year before having a suggestion of a hypothesis in front of us defies logic. Anderson said we had the hypothesis at the last meeting. Mr. Gwinn said we have general specifics that good things will happen. We need real specifics and didn't feel a temporary one year agreement was moving in the spirit of the direction that was given.

Husselbee wanted to make it clear and stated that Mr. Hickey didn't come here asking for them to vote on a one year commitment this evening but was seeking a vote for it to go to a Sub-committee as a possibility.

Anderson asked if we were leaving this with Mr. Hickey to reach out to the DOR for cost savings potentially in our favor.

Cyganiewicz added the Sub-committee came up with the three year agreement and could come up with a two or one year agreement. LaBrie asked if the Board was looking to change anything the Sub-committee is charged with. Right now they are looking at a three year IMA addressing comments that were raised at the last meeting. The Board felt it was the Sub-committee's prerogative and was appropriate for them to look at all the opportunities, including a temporary agreement.

LaBrie wanted to reiterate that the Sub-committee's role is to hammer out the agreement. It is not to debate the merit of it. She will welcome public comment and suggestions of wording and invited all to come to the August 23rd meeting.

Voluntary Boot Drive Policy Amendment – 2nd Reading - The Board reviewed the draft changes. **After some discussion, LaBrie moved to approve the revised boot drive policy as presented with the exception of deleting the third paragraph beginning with “Any organization...” Cyganiewicz seconded. By a vote of all aye, the motion carried unanimously.**

Adoption of Town Personnel Rules and Regulations, Salary Survey, Position Classification System Manual, Classification Plan and FY17 and 18 Wage Chart – Hickey reminded the Board when Mr. Lynch came before them and made a presentation on the process he used to develop the wage scales and grading for each position. He developed the personnel rules and regulations taking best practices for employees and incorporating in the policy. What is in place here is to be consistent with current practices that already exist here. There are not any real discrepancies. There may be minor modifications to the job classification to bring to the Board at a later time with justifications for the modification. There may be a couple positions that have not been placed in the proper class. This is non-union personnel guidelines that provide guidance for less than twenty employees. The job descriptions have all been updated and reviewed. They were reviewed by Department Heads and staff and comments have been incorporated where appropriate. The work done by Community Paradigm has been great and sets us up moving forward with a set of guidelines and job descriptions. When he came here, there was no policy for personnel to follow. Mr. Lynch put this in motion when he was the Acting Town Manager and he did a fantastic job finishing the job as a consultant.

Anderson loved the personnel rules and guidelines. She asked about the grading system. Hickey explained the levels and the questionnaire to be placed in a specific grade. LaBrie mentioned the five different levels within the questions were very specific and fantastic. Anderson asked if the recent raising of fees would help offset raises straightening this out. Hickey replied yes. He noted the wage scale also includes bargaining agreement salaries and changes would be part of collective bargaining.

LaBrie moved the Board accept the Town personnel rules and regulations, salary survey, Position Classification System Manual, Classification Plan and FY17 and FY18 Wage Chart as presented with any modification that Mr. Hickey feels on the job classification; Husselbee seconded. By a vote of all aye, the motion carried unanimously.

Hickey wanted to mention a couple things not in his report. There will be an auction sometime in the fall for surplus equipment like we did last year. We will advertise it and accept sealed bids.

9. TOWN MANAGER’S REPORT:

1.Financial Updates-

- a. The FY18 budget has been posted to MUNIS allowing departments to monitor their budgets.
- b. Hickey reported he was working with the Finance Committee at their request to tour Town buildings to see their current conditions and discuss possible future needs in preparation for the FY19 budget and get a better sense of what the department needs. He invited any Selectmen that might want to join them.

2.Personnel Updates-

- a. There are no personnel updates.

3.Project Updates-

- a. The Department of Public Works reviewed the roads planned for repaving this summer with the winning bidder. As a reminder the roads approved by the Board at the June 12th meeting were Old County Road, Tucker Street, Whitney Street and Willoughby

Avenue. Due to the savings realized from the most recent paving bid, Oakland Street, Eastern Avenue, Hall Road and North Central Street from Central to the end of pavement and Forestall Road to end of the pavement can be repaved.

- b. The contractor for the High Street bridge work has been delayed two weeks while waiting for supplies. The bridge is expected to open sometime around Labor Day.
- c. The reconstruction of Walnut Street is near completion. Punch list items remain and will be completed in August. He said they would be happy with the results.
- d. The Water Department continues the repairs to fire hydrants that are not working properly after being flushed earlier this spring. Repairs will continue throughout the fall. A significant amount was found to not be operating properly and they were working diligently in getting it addressed. Blue bags on the hydrant means they are not in service.
- e. The Riverside Cemetery paving is complete. Public Works will be placing loam along the edges of the roadside and planting grass during the next couple of weeks.

4. Miscellaneous Updates –

- a. The Fall Festival has been scheduled for Saturday, October 7th. The committee of local business owners and staff met this past week to begin discussions for street closures. The Fall Festival will be located on Central Street this year instead of the Ingleside property. He asked if any business owners have any interest, to call. It's going to be a great day.
- b. The Montachusett Veterans Outreach Center currently rents a portion of the Streeter School to provide veteran support services in Winchendon. The Outreach Center inspects all of the property they rent for insurance purposes. During a recent inspection of the Streeter School by the Outreach Center inspectors, they determined the wiring at the school is outdated and either needs to be replaced or they need to move to another building. The Outreach Center met with the Senior Center Director and me this week to determine if there is a location in the Senior Center that could provide space needed.
- c. The Senior Work off program has been finalized. We had eight applications submitted since it was approved at May Town Meeting. All eight applications have been reviewed, have met the requirements and will be participating in the program this fiscal year. The positions covered will be:
 - 1. Broadcasting Board/Committee Meetings
 - 2. Building Custodial Assistance
 - 3. Assessor's office clerk assistance
 - 4. Floating Town Hall clerk assistance
 - 5. DPW Assistance - painting
 - 6. Senior Center assistance
 - 7. School Music Programs/Play Assistance
 - 8. School Custodial Work – painting

Unless there is a cancellation or someone is not able to finish their hours, the program is complete for this fiscal year. The participants will earn up to \$850.00 off their tax bill.

It's nice to be reporting that all available positions have been filled as in the past few years we have had openings.

- d. The Town Manager reported he did not attend the Annual Chili Cook-off on Saturday, August 5th at the American Legion due to the rainy weather. He heard it was a great event.

Hickey informed the Board that the sidewalk in front of Town Hall on Front St. has an 18" path where the cement has been removed and replaced with asphalt. The Board approved this work for Verizon to run lines down Front St. to Cumberland Farms. They will be removing the asphalt and replacing with cement. There is also about an 18" wide of area brick work that abuts the curb. He's talked with a few people that have history to put the brick in and the only rationale was the brick was put in when the trees were put in. There are weeds growing through them and it looks horrible. Cumberland Farms is willing to come up and pour new cement. Unless someone is aware of or knows why the bricks are there, he would like to remove them and be more uniform and have cement so they look nicer and it would be easier and more practical.

Hickey informed the Board that in the next couple of weeks the underground oil tank at Town Hall will be removed and in that area will replace one of the two propane tanks. Only one tank will run Town Hall and we can remove the other one. Cumberland Farms will be paving the entire back lot. They are bound and determined to have their final inspections Sept. 4th. Their progress is going well and it looks beautiful.

Anderson asked about the logging situation she read about. Hickey said they have a property owner in Town, Powell Corp., that owns property on Teel Rd. and logging has been occurring. Someone reached out to the State and the State reached out to the logging company. There was a meeting last week at one of the State offices to address this issue. The State took the information under advisement and will determine if any penalties might be issued to either the property owner or the logging company. He had a bit of concern reading the paper, that one of our local newspaper reporters was allegedly threatened. He wanted to ensure everyone in Town that he is aware of the situation and will provide the State all the support they need and said that type of behavior is not necessary. He will do what he can to minimize that from happening again.

LaBrie asked about the private road up the lake and asked if he and DPW has made any progress in providing an estimate. Hickey replied that they were scheduled to come to this meeting but at their request they asked to come back on August 28th. The Public Works Director has provided him some average costs to maintain dirt roads that are not a Town road and he will apply this to all the roads that are not Town maintained and have it available for their Board packets.

10. MINUTES:

Monday, June 26, 2017 - Regular Meeting – **LaBrie moved to approve as presented; Cyganiewicz seconded. By vote of three ayes and one abstention from Husselbee, the motion carried by majority vote.**

Thursday, July 13, 2017 - Special Meeting – **LaBrie moved to approve as presented; Cyganiewicz seconded. By vote of three ayes and one abstention from Husselbee, the motion carried by majority vote.**

Hickey asked for feedback from the Board on minutes having new support staff with Lindsay and inquired if they thought there was too much detail in the minutes or not detailed enough; she has asked for feedback. If you find anything you would like modified, to let them know and she will strive to improve the quality of minutes she provides to you.

Daigle asked the Board if they could address a couple items on the agenda. She asked if the Board would take a vote to pass over the Chp. 61A First Right of Refusal agenda item. **LaBrie moved to**

pass over the agenda item of Chapter 61A; Husselbee seconded. By a vote of all aye, the motion carried unanimously.

All Alcohol Pouring Club License Change in Officers/Directors/Manager – American Legion E.M. Connor Post 193 - Daigle spoke on behalf of the American Legion's application stating this is the third time before the Board and asked if the Board would consider action on it this evening without the applicant being present. She informed the Board the two prior applications were approved by the Board but have been returned by the ABCC marked "Return No Action." She said the issue is an update of their Articles of Organization with officer updates. The Legion has updated their Articles and officers. It has been approved by the Secretary of State and the document has been provided for them in their packet. She asked if the Board would consider approving this tonight. **LaBrie moved to approve the American Legion's application; Husselbee seconded. By a vote of three ayes and one abstention by Cyganiewicz, the motion carried by majority vote.**

11. **COMMUNICATIONS:**

12. **AGENDA ITEMS:** The next Board meeting is August 28th.

13. **ADJOURNMENT:** With no Executive Session being called this evening, **LaBrie moved to adjourn; Husselbee seconded. By a vote of all aye, the motion carried unanimously** and the meeting adjourned at 9:37 p.m.

Respectfully submitted,



Linda Daigle
Executive Assistant