

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, SEPTEMBER 11, 2017 6:30 P.M.
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

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

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

List of Documents Presented at Meeting:

- New Retail Wine and Malt Package Store Liquor License Application – Winchendon Mini Mart Inc., d/b/a Mike Mart (filed)
- ZBA Resignation Notice from Doneen Durling (filed)
- Road Race Application– Clark Memorial / YMCA Fun Run (filed)
- Application from Smith's Country Cheese for a Special One Day Liquor Wine & Malt License (filed)
- Updated List of Town Owned Roads (attached)
- Estimated Costs to Maintain Dirt Roads (attached)
- Petition from Second Street Property Owners to Maintain a Private Road (attached)
 - Mr. Gary Fleming, 206 2nd Street's History of Maintenance of Road and Objective (attached)
- Town Manger's Request to Transfer Cleaning Dead End Water Appropriation to Water System Maintenance to Replace Failed Fire Hydrants (attached)
- FY18 Town Manager Draft Goals and Objectives (filed)
- Town Manager's Report (attached)
- Minutes Approved:
 - Monday, August 7, 2017 Regular 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 – No one disclosed they would be audio or video recording the meeting this evening when asked by the Chair.

1. SELECTMEN'S COMMENTS:

LaBrie noted today was the 16th anniversary of the 9/11 terrorist attacks on the World Trade Center in New York City, the Pentagon and United Airlines Flight 93 which crashed in suburban Pennsylvania and asked to remember all the lives lost on that September morning.

Barbaro asked for a moment to reflect on what is going on in our country right now with the hurricane in Texas and another one coming in Florida working its way up the coast. A lot of people have lost lives

Anderson announced she went to The Winchendon School's Open House kicking in the new school season with other members of the community. She said it was nice to welcome everyone back to the community to another successful school year.

Anderson announced the Town received a Staffing for Adequate Fire and Emergency Response (SAFER) grant in the amount of \$687,537.00. It will be for partial funding for three firefighters over a three year grant period. This will be on the Board's agenda for Sept. 25th for discussion and consideration to accept the grant.

Anderson announced there will be two ribbon cutting ceremonies this weekend. On Sat., Sept. 16th at 10:00 a.m. the Community Development Committee will be hosting opening ceremonies at Seppie's Ice Cream Parlor, 135 Front St. and at 11:00 a.m. a second ribbon cutting will be held at Barber's and Beyond at 298 Central St. welcoming both businesses to the community.

Anderson reminded all that the Fall Festival on Central Street is set for October 7th from 10:00 to 3:00 and so far there are approximately sixty vendors that are participating.

2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** There were none.

3. **PUBLIC HEARINGS:**

3.1 New Retail Wine and Malt Package Store Liquor License – Winchendon Mini Mart Inc., d/b/a Mike Mart, 240 Spring St. – LaBrie read the Liquor License Public Hearing notice into the record and moved to open the public hearing. Barbaro seconded. By a vote of all aye, the motion carried unanimously.

Atty. Matthew Porter came forward representing the applicant. He said the corporation is made up of two individuals, Chritua Patel who is here tonight and the president of the corporation. They purchased the gas station a month ago; everything is running smoothly. They have the store and want to offer an additional location for the community for beer and wine. All three individuals on the license, including the Manager, have taken their TIPS certification and all of the paperwork is in order.

Cyganiewicz noted that this license will fill the Town's available licenses for beer and wine package store. Anderson asked if they would be selling candy and bread still, being a full service convenience store. Ms. Chiruta replied, "yes, because it is a gas station too."

LaBrie noted the Police Chief's concern on the residential location. Hickey said there are no zoning bylaws to prohibit and it was the Board's discretion if the location is appropriate or not. It was noted there were other liquor stores in Town that are also close to residential areas.

Attorney Porter noted the scanner machine that has been put in place. It is astonishing technology to recognize fake identification. He also noted the coolers and wine racks will be in a visible area noting safeguards will be put in place. Their policy will be to card everyone whether they look twenty-one or not. He explained this is not a liquor store, they are just adding additional products. LaBrie asked if there would be surveillance cameras on the property. Ms. Patel replied "yes, outside and inside."

LaBrie moved to close the public hearing; Barbaro seconded. By a vote of all aye, the motion carried unanimously.

LaBrie moved to approve the application as presented this evening; Barbaro seconded. By vote of all aye, the motion carried unanimously.

4. APPOINTMENTS/RESIGNATIONS:

4.1 ZBA Resignation Notice from Doneen Durling - Barbaro moved to accept the resignation of Doneen Durling and to thank her for her service to the many Boards she has served in this Town for a number of years. Husselbee seconded. By a vote of all aye, the motion carried unanimously. Ms. Durling was thanked again.

5. PERMIT/LICENSE APPLICATIONS:

5.1 Road Race – Clark Memorial / YMCA Fun Run Oct. 28, 2017 – Daigle spoke on behalf of the applicant who was not able to attend this evening. She read a note provided by Ms. Whittemore describing the race to be a fundraiser for their annual support campaign to support memberships and program fees for families in the community. The race is two miles to be held on the bike path. The kid's Halloween party will be held after the race. Police detail was not needed last year and there have been no problems. The fee for the race is \$10 and the Halloween party is free. LaBrie moved to approve; Husselbee seconded. By a vote of all aye, the motion carried unanimously.

5.2 Special One Day Liquor Wine & Malt License, Cheese Fest Oct. 29, 2017 –Smith's Country Cheese, 20 Otter River Rd.- Mike and Leah Catlin came forward on this application saying they plan on having a really fun community event. They've invited food trucks and vendors and breweries and wineries to come out and sell their food. They plan on selling their cheese and to have their cows and calves up in the parking lot. They had a previous event in May and plan on building on that experience. The Board thought their first event was great and happy to hear they will have additional food vendors. They spoke about additional parking that will be provided and possibly a shuttle to transport people back and forth. They hope to promote kids to wear a Halloween costume and asked if any Board member might want to judge a Halloween contest that day. Barbaro moved for the applicant; LaBrie seconded. By a vote of all aye, the motion carried unanimously.

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

7. NEW BUSINESS:

7.1 Discussion on Updated List of Town Owned Roads – Hickey said in the Board packets this evening is a revised list of town roads that have been accepted. DPW Director Al Gallant and Town Clerk Judy LaJoie have spent time researching the private roads. Twenty-four roads that have long been listed as private roads, fifteen of them were no longer private and had been accepted by Town Meeting some years ago. We wanted to bring before the Board what the staff has found. We will be updating records with Mass. DOT. With that we will see some additional Chapter 90 revenues which is based on road miles. We are happy to see that. Unfortunately, First and Second Streets, on the agenda this evening, have not been accepted as a town road. He noted there is a recent article in The Gardner News with this same issue in Hubbardston. He noted Mr. Gallant was in attendance this evening and could answer any questions they may have.

Anderson confirmed with the Town Manager that we have been shortchanging ourselves. Hickey replied we could have received additional revenue from Chapter 90 funds. Anderson asked about the new road maintenance software wondering about the other residents with their roads in deteriorating condition what can be done for them. Hickey replied they will be revisiting the roads software giving these roads consideration and also Public Works will be going out to Converse Drive and the others that are now public to perform maintenance making them more

passable. The priority is to repair roads that are still in good enough shape to be repaved. Unfortunately, roads that have fallen in such disrepair that they need to be reconstructed, will be given Band-Aid fixes and improved to the best of our ability. They will be considered and given the same weight as the other roads in our software.

Anderson pointed out that when she drove on Converse Drive it looked like some of the pavement was new and then part of it was not of the same quality. Mr. Gallant informed the Board that only 2,000 feet of Converse Drive was accepted. The other part is a private way. LaBrie asked if there were other roads on the revised list that were partly accepted. Gallant replied Branch St. and Mellon Rd. Gallant said he will be going out to mark the roads the best he can where the EOP (End of Pavement) is and where the Town will maintain.

Hickey said he is not sure why the roads weren't changed from status of private to town accepted. Mr. Gallant continues to undercover things. They will take responsibility and maintain the roads and correct the Town's records.

Cyganiewicz asked how exactly a decision is made for private roads to be plowed and sanded. Hickey replied every private road is plowed and sanded to ensure emergency response vehicles can reach those properties. Legally the Town doesn't have to, but we are trying to provide a potential lifesaving response time by treating these roads. The Board must have decided some time ago to have them plowed. Cyganiewicz asked about new roads that are private. Gallant replied new roads are not plowed.

Anderson asked about the time period for these roads that had been found. Gallant replied they go as far back as 1965. When the Planning Board came up with a policy for new roads, they accepted the state policy.

Cyganiewicz thinks it is important for developers to know if they are planning on potentially giving up a road to the town to make sure they take care of the road and ensure the specs are of the standard we like our roads to be. It sets the responsibility on the developer and makes an easier transition when it does become a Town road. Anderson asked in order to avoid this in the future, will we have safety steps put into place. Gallant replied, "there will be now." Anderson asked the Planning Board Chairman Guy Corbosiero, who was in the audience, about the process making sure the roads are up to standard. Corbosiero said to approve a subdivision it is stated whether it will be a private or public roadway. If public, they have to build to standards. Before it is permitted, it goes to the DPW Superintendent to confirm it was built to standards, then it goes to Town Meeting for approval.

7.2 Request by Second Street Property Owners to Maintain a Private Road – Mr. Gary Fleming, came forward representing the petition submitted to the Selectmen. He said he was a sixty-nine year resident of Second Street. He passed out documentation on the history of maintenance on the road and the petitioner's stated objective to have the Town maintain the road by filling pot holes, grade the road as needed, plow snow and sand during the winter. He said he will cross off snow plow and sanding off his list as this will be done according to the previous conversation this evening due to a safety issue.

Fleming spoke about the pot holes now that are causing damage to their vehicles. In 1940 when roads were created around Lake Monomonoc a bulldozer came around to make the road. Ms. Streeter set up lots to sell for camps and put year round homes on it. In 1961, Second St. was paved. In 1999 they requested the road be serviced and pot holes be filled. A second request was made in 2011 and nothing came of it. There has been no action in forty-nine years. He doesn't

send a truck with a half load of cold patch and patch 12" deep holes in the street. At least five people have contacted the prior Public Works Dept. who said it's a private road and can only do what the Town Manager says to him. He met with Mr. Hickey earlier and his comment was it is a private road and they would have to fix it themselves. So they did. Residents on the road have spent costly repairs for work on their vehicles caused by the damage from the condition of the road. He couldn't believe that there wasn't enough money in the Town to do something. They spent \$2,800 for reprocessed asphalt to make it smooth, fill the holes and raised the grade so water doesn't wash away the road.

Barbaro said everyone here is sympathetic to their cause. The process to follow and the only way to get this resolved is to get the road up to grade and present the Board with a petition to put on a Town Meeting warrant for the Town to accept. Hickey explained there are minimum standards these roads have to be built to. Sending a grader down and adding fill doesn't necessarily bring the road to town standards. A cost has been put together estimating what it would be to go out with material and grade the road to add to the road base to address the potholes. An estimate was provided for the roads that remain private. Second Street has an estimate of 500 feet of gravel with four hours of labor breaking down to \$3,345. To grade only, the estimate was \$405. He said it's unfortunate it's a private road. Everyone here at the table would love to address this; however, it's a road not built to Town standards. Because the road is not accepted, you can petition the Board to maintain it. The Board would be setting a precedent doing this. Ultimately, it is there decision. We are trying to address this and sympathize with the situation you are in. He said he could have done a better job in notifying the residents and apologized for that. It opens a can of worms for us, not just for roadways. It's not that we don't want to help, we just don't have the ability at this point to spend town funds on roads that are not town owned.

Mr. Robert Charters came forward and said he has lived on the street for twenty years. For twenty years, the Town has filled the potholes. This is the first year in twenty, that the road hasn't been maintained. He said there is enough property here that generates about \$120,000 in taxes with no kids going to school, no fire hydrants for protection, no water, no sewer. He asked what do they cost the town; they are the most positive cash flow road for the Town. They are just asking for some cold patch so they can drive down the road without destroying their cars. A minimum standard of filling it in making it just passable for them is what they are looking for. The residents here pay a lot to be there. He thinks repairing the road to a minimum standard is not a lot to ask. Anderson said she would have to agree; the taxes around a lake are higher but you enjoy living on a private road and on a beautiful lake.

Hickey said this is a private road and we sympathize. We had a presentation a couple months ago of what roads need to be done. We budget on an annual basis of about \$480,000 which solely comes from Chapter 90 state money. To keep our current road network in the conditions they are in today, it would be \$1.5 million dollars. We are underfunding the public roads we own now by about a \$1,000,000. The Town can absolutely maintain First and Second St. but its time and money. Does the Board want to instruct staff to maintain those private roadways, even though a small amount of money. It's a policy decision of the Board, whether they want to maintain these nine roads in a minimal manner. His concern is precedent. Once you do this, it could potentially open us up to insurance claims with potential liabilities. We would assume those if we started to maintain them. He is just providing this information to the Board and the public to consider the unknown issues that come along with maintaining a private roadway.

When asked how the road had been maintained for the last nineteen years, Mr. Hickey replied the the previous Public Work's Department went out and maintained roadways using tax dollars and materials raised by property taxes and maintained those roads. What he believes is the Town

should not maintain private roadways. The Board can allow this to happen but he felt we should not be maintaining private roadways using public funds. If it has been done for nineteen years, it was wrong and should we continue? It's painful trying to deal with a number of different circumstances now hearing the Town has been working on private roads that we shouldn't have. He chose to bring this before the Board to make policy to follow and move forward.

Anderson added in the past number of years, the Town hasn't been as fiscally conservative as we should have been. Mr. Hickey has made a budget the last two years and it is imperative to stick with it. One issue was to stop maintaining private roads with public money. It is important to maintain the fiscal security that we have today and stick to the budget.

Mr. Brian Rosenberg, a resident of Second St., came forward and asked wouldn't they want to reduce private ways to get more state money. Anderson explained the road has to be put in Town standards. Anderson asked how they get to that point for the road to be accepted. Anderson said the first step would be to ask Mr. Gallant to go out to Second St. and meet with you and advise you of what needs to be done. Rosenberg asked who would be responsible if a tree fell over the road. Mr. Hickey replied if the base of the tree is on private property, it would be the responsibility of the private owner to remove it.

Ms. Linda Robinson came forward and asked if they could come up with the \$3,800 to have the Dept. of Public Works come out and grade and fill, would they do it to a standard that we can ask for a road to be put on a warrant to be accepted. Hickey explained each road will be different to upgrade to comply with Town standards. First and Second Streets needs might be different. He offered to go out there with the DPW Director to confirm what might need to be done for a private contractor to have the road built to town standard. He said they wanted to help. The cost to upgrade the road and be compliant is significantly more than the money from Chapter 90. Robinson said for forty-two years she has been a nurse. She has never not been able to go to work because she hasn't been able to get out of the road. The Town plows and sands and she is grateful for that. This year has been the worse year; the middle of the road just disappeared. Every time it rained, it was like having a second lake. She asked what sets precedent because a number of years ago, the Town did come out and graded the road, crowned it, put in drainage and a culvert. They did all of that and repaved it. That was the last major thing that was done.

Mr. Guy Corbosiero, Planning Board Chairman, came forward and gave the history of Monomonac Rd. West. It was accepted back in 1936. In 2008, 2009, he was the President of the Winchendon Lakes Association. They negotiated with the previous Town Manager about how to get it paved. What we had to do is get a surveyor in to survey the whole road. There were a couple parcels where the people had to turn over to the town to complete the layout. Even though the road was not up to standards, it was brought to the Selectmen who approved it and it went to Town meeting and it was accepted. Chapter 90 money was then able to be used to pave it. We then had talked about First and Second Street and thought the same way for those streets. Get a surveyor to go out and survey, write out the metes and bounds, have the Selectmen approve it even if not up to standard and bring to Town Meeting.

Mr. Fleming asked if the Board of Selectmen would vote to patch the road. LaBrie said everyone has good points. What has happened in the past has been brought up by several people. She is not sure why it was done then; none of them were around. The Chapter 90 money, if we had some spare money hanging around, would be one thing; but unfortunately, speaking to Hickey's point about the can of worms she lives on an accepted road but has no town water or sewer. It gets plowed, but not high on the list. She equates this to her septic system, if she has a problem does

she go to DPW saying the Town needs to help pay. She feels its her responsibility and applies the same thing to private roads.

A man (name not disclosed) came forward and read off a zoning map he viewed on the Town's website that noted Second Street was a town maintained road. It was learned that this map had been created by an intern working during a summer period and was not a legal map. The DPW Director had also researched it and found nothing on accepting this road.

LaBrie inquired if the residents could create an account to put money in for eventual repairs of the road by the town. Hickey replied that could be done if the Board wants to use town resources and property to maintain private roads in some manner. Anderson noted another issue to take into account is problems that could arise similar to the resident that approached the Board with accepting a different road. The builder built another home that caused drainage problems. This is the area that we could run into trouble fixing other private roads and if the drainage is a concern, the town then has the responsibility.

Hickey said the five Board members would love to send a grader out to care for their road but once done, the town accepts the liability. Someone had come in last fall, and the Board chose not to do that because it was a private road. Those are the issues and challenges the Board is facing. He respectfully suggest that other folks from other private roads would be in they did something for them.

Cyganiewicz stated he knew of the legal aspect referring to a Mass. Court of Appeals case that said the responsibility on a private road with a developer that is absent lies with the landowner. This is a tough situation. Many towns have this issue. Unfortunately, Winchendon is not able to honor the commitment to maintain private roads as has been done in the past. Your tax dollars are valuable and they are being used for public purposes such as driving on public roads, DPW, Fire, Police, Town staff. We are still serving you on a daily basis. We are not able to do this right now because it is not fiscally responsible. He is completely sympathetic; but at this time, it is not the right thing for the greater whole of the Town.

Charters suggested they all go to the Assessor's office and ask for an abatement because their property is not valued as they thought it was when they thought they were on an accepted road. He noted he would get an Attorney and hopes that he will win.

Ms. Karen Drudi came forward from First Street. She asked if they knew how much they were saving annually by not maintaining the private ways. Cyganiewicz referred to the estimation sheet and replied if all eight private roads were graded, it would be roughly \$11,000 for the cost of material and labor. She spoke to a private company that could provide the service. She did some calculations and an overview and if the town did the road first for \$10,600 and followed it up grading twice a year for a cost of \$1,300, that average is \$5,700 a year to maintain the private ways in Winchendon. To her, it didn't seem like a lot of money to provide that service. She said if they did it themselves, it's almost twice that cost. Anderson replied that once the town starts to maintain these roads, should things go wrong, like with drainage problems, vehicle damage, things like that, then the town becomes liable. Drudi said she looked up how this could be approved, and cited Mass. General Law where the town could set as a precedent to determine the liability limit with a number of stipulations. She noted some of them.

Hickey replied everything she said is true. The board could say to the homeowners on those roads, if you pay \$1,600, we will bring gravel and a grader to First St. to fill in potholes. Hickey mentioned setting limits with liability, it takes one lawyer to make a charge and then we are

looking at potential legal fees to defend the position that the Board took. This community can maintain private ways if they wanted to and there are ways to accomplish that. "No good deed goes unpunished," Hickey said. Unfortunately, with his experience, that is the situation the town is in. He thinks there are a number of safe guards that could be established to determine how to best protect the town for any potential liability before maintaining the roadways. We could be threatened or sued because someone thinks a buck could be made if the liability is limited. This whole discussion comes down to if the Board wants to allow public resources to maintain private property.

LaBrie responded to Mr. Charter telling him he is free to go into the Assessor's office tomorrow. She asked if he was on the lake and could see the lake from his house. He replied, "Yes." She said she is not on the lake and why he pays more taxes then she does. He spoke on services he doesn't receive and said he is just asking for a little cold patch. He felt this was not putting a burden on the town at a cost of \$3,000 and an easy way out wondering why they were fighting this fight. Anderson spoke about manpower that they didn't have. Charter noted the town might hurt their equipment plowing with the road in this condition and they are just looking for very minimal repairs. It is something that has been done for twenty years.

Anderson argued its \$3,000 and money well spent, then it will be First Street that needs to be graded and all of this extra work requires extra people and extra money. Gallant noted he has more than he can do than he has manpower.

Barbaro said the answer to this is to bring the roads both up to grade. Mr. Gallant and Mr. Hickey said they would go down to help with what they need to do.

Barbaro moved to not repair private roads and said to follow the steps and do it the right way.

Mr. Fleming said he will make an appointment with Mr. Gallant. Barbaro said we all sympathize with you but it will cost the town \$60,000,000 to bring the roads into compliance. We spend \$445,000 on roads in town; they are degrading. We are trying a different path to fix these roads by regrinding. It's a Band-Aid approach but ultimately in the end, we don't spend enough money. We can't ask the town for an override to fix the roads. He said lets follow the steps to get your road up to grade and we will help you to get the road in the best condition it can be. It was clarified the winter plowing and sanding will continue, responses for emergencies will continue but no grading or adding of materials will happen.

LaBrie seconded the motion. By a vote of all aye, the motion carried unanimously.

The residents were thanked for coming to the meeting.

7.3 Request to Transfer Cleaning Dead End Water Appropriation to Water System Maintenance to Replace Failed Fire Hydrants – Hickey said the Public Works Dept. has begun to properly clean and flush fire hydrants town wide which hasn't been done in a number of years. We have found after flushing hydrants that many hydrants were found to be either damaged or broken beyond repair. The Public Works is set to replace and repair them working as they can but unfortunately they are running out of funding. There is some discretion in the Water Dept. with funds that were appropriated to start flushing dead end lines. We had \$25,000 in the budget initially to do that and is requesting from the Board to consider allowing us to make a transfer from the water flushing line item to the line item that would provide for hydrant repair. We would be deferring some or all of the flushing of dead end lines to invest the funds necessary to continue repairing and replacing broken hydrants. It is his priority to make them fully operational and be able to be used by the Fire Department if needed. There isn't enough money in the Water Dept. for repairs. The

Board discussed the schedule for flushing hydrants and that approximately a third of the hydrants need repair. Mr. Hickey noted that records were found that showed many hydrants in the past were consistently flushed each year and some hydrants you couldn't find records of them being flushed. The \$25,000, along with what is left in that budget, will take care of the rest of the hydrants that need repair at this time. Hickey said he can't ask for the official transfer vote this evening and would have to wait until we are closer to the end of the fiscal year but wanted to make the Board aware of the issue. He noted that the Water Dept. budget will close with funds left over in FY17 and there may be a way to raise and appropriate money from the Water Dept. without impacting the rates to make repairs if needed. He's not sure if that makes sense but something he could look at. There was some discussion on how Water Funds are used and how some Town's charge the General Fund for hydrant use.

Barbaro moved to transfer \$25,000 from the dead end sewer line to hydrant repairs; LaBrie seconded. By a vote of all aye, the motion carried unanimously.

The Town Manager apologized for bringing a lot of bad news to the Board. They are dealing with issues as best they can when they find them. Mr. Gallant is not shying away from doing the right thing.

8. **OLD BUSINESS:**

8.1 First Street Property Owners Request to Grade Private Road – This agenda item was addressed above.

8.2 Finalize of FY18 Town Manager Goals and Objectives – Anderson passed out what she had worked on in the new format. She liked the ease and usability of it. The form could be uploaded to the website and residents can see what we expect from the Town Manager and actions that have been done. It is much more readable. She noted the specific goals; 1) Protect and Enhance the Financial Health of the Town, 2) Protect and Enhance Communication, 3) Protect and Enhance Business and Economic Development. Underneath each goal were the objectives she thought to list. She asked the Board members if there was something they wanted to add or if there was any redundancy. LaBrie noted there were two Munis objectives. Anderson said they are two separate objectives. One was to clean up old accounts and the other is to move forward with the upgrade of the Munis system. LaBrie noted there was some proofreading needed in the document.

Cyganiewicz wondered if the Capital Improvement Program should be listed as there is a committee and an update is given to them annually. Barbaro said as a member of the committee there is \$19,000,000 of capital for the next five years with a lot being funded through grants. The purpose of this being listed on the Goals and Objectives would be for the Town Manager to maintain and update it.

Husselbee asked to explain under the goal of "Protect and Enhance Communications" the difference between "improving the responsiveness of town government by initiating a flow of information to inform residents of changes in by-laws and policies" and using the media sources to create positive communication between government and residents. Anderson replied it is how we respond in what she was thinking and answer promptly wanting to utilize all forms of communication and make sure people are aware. Our job has to be better in communication and getting information out there.

Kevin Miller came forward and suggested to look at objectives and think about how you will measure them so all are clear of the expectations. Anderson said we judge on feedback. Cyganiewicz agreed but thought with some things they would need to be more specific how to

measure a goal based on the achievement. We could go through each one and try and make specifics. He thought if you are too broad, how would you measure it. Anderson thought they needed to have a more sophisticated level of measurement.

Mr. Miller added, the other technique is, sometimes you can't say do this, but you can say come back with a plan on how you are going to do this and execute.

Husselbee added we need to put forth smart goals that are specific and attainable.

Hickey asked now that the Chair has established the goals, if it made sense the other four members come back on the 25th with modifications or suggestions. Anderson asked if any of them had anything they would like to put in to let her know. Cyganiewicz said he has a lot of sub-goals and could go through them tonight which will take some time or he could put it in writing. Barbaro said the document she provided is a good document, a good starting point. There may be different points of view and he'd rather it be presented at the next meeting. Cyganiewicz noted he didn't disagree with any of the goals and objectives but thought they could be just more specific. Anderson said she has been looking for input. The drop dead date for this is Sept. 25th LaBrie noted. Husselbee apologized for putting the Chair in this position with the only one to present anything and now that we had a running document didn't want to rush through it. Any input should be forwarded to the Chair or Mr. Hickey. Anderson said she would forward them the document they received this evening. The Board agreed they would send any changes to the document in Track Changes mode to the Chair by Sept. 18th so they could be compiled and forwarded back to the Board by the 22nd or 23rd for the meeting on Monday, the 25th.

Barbaro so moved to postpone; Husselbee seconded. By a vote of all aye, the motion carried unanimously.

9. TOWN MANAGER'S REPORT:

1. Financial Updates-

- a. The Town Accountant has nearly completed the FY17 yearend closing and will be reaching out to Roselli and Clark to start the audit. The Accountant is confident the audit reports are going well. "Bill is doing a great job," said Mr. Hickey.

2. Personnel Updates-

- a. There are no personnel updates.

3. Project Updates-

- a. The Winchendon Police Department's Sally Port Addition is now "out to bid" and advertised within today's Central Register. Key bidding dates are:
 - September 13th, 2:00pm – Pre-Bid Conference at the Police Department
 - September 21st: 2:00pm – Filed Sub-bids due electronically
 - October 5th, 2:00pm – General Bids due electronically

Anderson asked when he expected the work to start. Hickey replied that once the bids have been received and reviewed it should be two or three weeks. He thought by November 1st we would see some activity at the Police Dept.

- b. Road paving has begun. Hall Road, Old County Road, Oakland Street, Tucker Street, Eastern Avenue and Willoughby Avenue have all been paved. Willoughby

Avenue will need one more coat of asphalt. Whitney and North Central Streets will be repaved during the week of September 11th.

- c. MassDOT will be repaving a portion of Route 12 from Mill Street to the NH border in the summer of 2018. The scheduled work will also include sidewalk improvements.

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. So far sixty business will be showing their wares. There will be boucnies, touch a truck, a car show, and a number of other things.
- b. I have sent a letter to Corey Bohan regarding the use of water during the Fireman's Muster explaining in the future the organization would need to pay for the water they used. This year the muster used 780 cubic feet. The bill for that water use was \$41.11. Mr. Bohan had heard their water use was raised last night and has come in and paid the \$41.11 bill.
- c. Chief Walsh and I went to the location of the boat and trailer parked on Front Street. The Town Bylaw Section 7.7 prohibits anyone from placing an obstruction within the limits of a street or upon any sidewalk. Town Bylaws do not prohibit any types of vehicles, trailers etc. from parking on the street. The width of Front Street in the location of the parked boat is over 30' wide and in Chief Walsh's opinion does not create an obstruction. Chief Walsh and I spoke to the owner of the boat as well as the resident who lodged the complaint at last night's meeting. Both seemed satisfied with the Chief's opinion.
- d. I have been working with the Finance Committee Chair to set up tours of town departments prior to the FY19 budget process. The Finance Committee will tour a department prior to their regularly scheduled meeting each month beginning in October. Below is their schedule. If any Board member would like to join the Finance Committee, please let me know.

October 10th – Police Department

November 14th – Public Works Department

December 12th – Fire Department

January 9th – Senior Center

February 13th – Library

- 10. **MINUTES:** Monday, August 7, 2017 - Regular Meeting – LaBrie moved to approve the minutes as presented; Cyganiewicz seconded. By a vote of all aye, with one abstention from Barbaro, the minutes were approved.

11. COMMUNICATIONS:

12. AGENDA ITEMS:

The next scheduled regular meeting is September 25th.

A Tri-Board meeting is looking to be scheduled soon and the Town Manager will check with the Superintendent of Schools of the date.

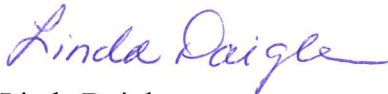
Mr. Hickey asked the Board, assuming the IMA Sub-committee meets on Wednesday to finalize the agreement if they would be willing to have a Special Meeting just on this topic. He said the

Board Chair and him have discussed this. The Board agreed on having a Special Meeting for Wednesday, September 20th and postings would be put on Facebook and the website. Hickey said he would forward the changes to the Board from the Sub-committee meeting on Wednesday.

13. ADJOURNMENT:

LaBrie moved to enter into Executive Session under Exemption No. 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares with the subject being the American Federation of State, County and Municipal Employees AFSCME, Council 93, Local 1887 and to reconvene into Public Session for the sole purpose of adjournment. Anderson so declared. Husselbee seconded. By a roll call vote of all aye, the public meeting adjourned for EXECUTIVE SESSION at 9:19 p.m.

Respectfully submitted,



Linda Daigle

Executive Assistant