

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, AUGUST 28, 2017 6:30 P.M.
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Chair
Audrey LaBrie, Vice Chair
Austin Cyganiewicz
Charles Husselbee

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

Absent:

Michael Barbaro

List of Documents Presented at Meeting:

- Verizon New England Inc. and National Grid Petition for Conduit Location on Front Street (filed)
 - August Notice of Vacancies on Board of Selectmen's Boards and Committees (filed)
 - Entertainment Permit Application for Winchendon Fall Festival and Car Show (filed)
 - Board of Selectmen Goal Setting Process for Town Manager FY17 (filed)
 - Town Manager Goals and Objectives FY17 Update to the Board of Selectmen (filed)
 - Town Manager's Report (filed)
 - Minutes Approved:
 - Monday, June 12, 2017 - EXECUTIVE SESSION (Redacted)
 - Tuesday, June 27, 2017 - Special Meeting with Templeton Board of Selectmen and Dept. of Revenue
 - Monday, July 24, 2017 - Special Meeting regarding Inter-Municipal Agreement
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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: Doneen Durling disclosed she would be audio recording the meeting this evening.

1. SELECTMEN'S COMMENTS:

Mr. Cyganiewicz apologized for missing the last meeting, and Ms. LaBrie announced that tomorrow is the first day of school in town. She asked the people to be mindful and drive careful. Ms. Anderson mentioned that she and Mr. Husselbee went to the Historical Society Car Show, and stopped by Seppie's for ice cream, and noted how great their chocolate shakes are.

Ms. Anderson then asked Mr. Hickey to please address the Ingleside issue.

Mr. Hickey began by noting the public has rights to the park because its public, but the family leasing the property also has a right to their own privacy. There's no limitation as to getting into the property. The concern is regarding access to the water. Different paths can be signed. The reason we gave it until May 30th is to prevent limitations to changes that can be made to the property once the ground is hardened up after mud season.

Mr. Husselbee noted that he found on Facebook that the tenants do know about the event that was planned to take place at the property for the Winchendon School, but it was then noted that the tenants of Ingleside property reached out to the Winchendon School, and they have since decided to hold their event off of the

premises. The event was discussed to take place on the Maple Street side of the barn, and a letter from Miranda was received today to thank the Town for the offer but they were going to use the campground instead of Ingleside.

2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:**

Tina Santos saw discussions regarding the lack of notification of the Ingleside property being leased; she believes that the public deserve to be informed. Ms. Anderson noted that it could've been posted on Facebook.

Rick Ward commented that he was happy the Town Manager apologized to the Ingleside Utilization Committee; he believes the Board of Selectmen should apologize, and the Parks and Recreation Committee should've been informed. He is hopeful that going forward all of these committees will be informed in future situations. This (lease of property) should've been posted for the public. Mr. Husselbee noted that some of the Board does need to apologize, and that he would like to visit the property so he can be better informed.

Peg Corboseiro mentioned when the property was first seen there was excitement for it to become a recreational facility; for a decision to be made without the Town being informed, is wrong. There's no reason why the Town shouldn't have a say on what's going on with this property. When a decision is come to so quickly, just understand the Town's people are intelligent and want to make decisions. The Town needs to stand together. As a Board, they are responsible to protect the Town. A lot of things could've been avoided if it was better planned out.

Jane LaPointe spoke on hoping to have this opportunity to make it really clear amongst everyone regarding roles and how to communicate; what are the different groups and their roles? She hopes to be able to operate with clarity and confidence in the future.

Dave Romanowski asked if we could take a moment to see if there is a way we can welcome the Lewiston's to Town, as they were not welcomed properly. Ms. LaBrie said that possibly the Winchendon Business Group could do that.

Rick Lucier commented on the Fireman's Muster saying there is an odd/even water ban to conserve water but the floodgates were open for the muster. Even in severe drought, the muster should have not taken place. Ms. Anderson noted that last year water was brought in. As a rate payer, he is told to conserve. The Board was not aware that they were using town water. Ms. Anderson thanked Mr. Lucier for his comment.

Ms. Labrie, in response to comments about the Ingleside lease, said she has spent many years on that side of the table and knows the public is not stupid, although, no question communication-wise, it could've been handled better. Speaking for herself, she said she is a little concerned with the sentiment that she is feeling from face to face interactions and what is seen on Facebook or things of the sort. There has almost been a switch in authority in Winchendon between the Board of Selectmen and the public. As an elected member, she is listening to what she's told; but for herself, the decision belongs to the board, and to put it right out there, this seat was taken saying that she will make the best decisions that she could for the Town of Winchendon. She won't always agree with everyone; following the charter and bylaw regulations, there is some authority that has been given to the Board of Selectmen that seems to be slipping away. She felt it's important that everyone is here in the audience to provide a good perspective from that side of the table with the arguments they have, but the bottom line is "the buck stops here."

Kevin Miller, speaking relative to Ingleside, it's not an issue that the board made a decision but was the board informed about the full area included in the lease and the restrictions that leasing the full area had on the community. Is the Board of Selectmen receiving the information they need to properly make decisions. Is information shared out and communicated and coordinated with other Boards. He would like to see a set of formal rules and regulations for Boards with currently no good rules of engagement between committees.

Ms. Anderson said she trusts that the information that was given was done with the best intentions, and no ulterior motives; more explicit questions should've been asked although there was a time constraint. Ordinarily Ms. Anderson would check in with other committees. She apologizes to the Ingleside Utilization Committee and Parks and Recreation. She noted that things could've been done much better and this is a lesson learned, and hopefully we all will take this advice to heart. The ultimate decision does lie with the Board of Selectmen, but please don't refrain with input. Much was learned from this experience, it was not intended for this to blow up. She takes full responsibility for that happening.

3. **PUBLIC HEARINGS:**

Verizon New England Inc. and National Grid Petition for Conduit Location on Front Street – Ms. LaBrie read the Public Hearing notice into the record.

Ms. LaBrie moved to open the public hearing. The motion was seconded by Mr. Husselbee. With a vote of all ayes, the public hearing opened at 7:11pm.

Representing Verizon was Paul Davis. He noted there is a manhole at the corner of the intersection. They would tap into the manhole (manhole number 6) with conduit into the driveway where Cumby's parking lot is to provide phone service. Mr. Cyganiewicz asked if this work coincided with the work in the sidewalks in front of Town Hall. Mr. Davis replied, yes.

A motion to close the hearing was made by Ms. LaBrie, and seconded by Mr. Husselbee. With a vote of all ayes, the hearing was closed at 7:15 p.m.

Ms. LaBrie moved to approve the petition as presented; and seconded Mr. Husselbee seconded. By a vote of all ayes, the motion carried unanimously.

Ms. LaBrie asked how close Cumberland's was to opening on Labor Day. In response, Mr. Davis noted that on September 4th, the project will turn over to the contractor, though he is unsure if the September 4th date will occur. Cumberland's is due to be putting the last coat of asphalt down this Thursday. Gas has been delivered and installed. The inside of the store is nearly finished. There will be a ten day period to stock and prepare for the opening. Hopefully by the third week in September, the store will be open.

Mr. Husselbee commended the work done on Cumby's. Ms. Anderson commended the Historical Commission for holding Cumby's to certain standards and making it beautiful.

4. **APPOINTMENTS/RESIGNATIONS:**

Vacancies on Board of Selectmen's Boards and Committees – Ms. Anderson announced the current vacancies and asked if those interested to serve to please submit a letter of interest to the Town Manager.

5. **PERMIT/LICENSE APPLICATIONS:**

Entertainment Permit for Fall Festival October 7, 2017 – Toy Town Partnership / Winchendon Business Group
Mr. Hickey noted that the Winchendon Business Group (WBG) has done a wonderful job at taking the Fall Festival by the horns and planning it. The committee has met with the Public Works Director and Police Chief, and it is confirmed that Saturday, October 7, 2017 from 10:00am to 3:00pm Central Street will be shut down for the Festival. A variety of vendors and businesses on Central Street will showcase their businesses, events for children will be held on the Clark YMCA property, touch a truck will be held in the IGA parking lot, a car show will take place near Rite Aid. The event will be very similar to Summer Solstice, just geared more towards Winchendon businesses. There will be police details to help assist with walking and vehicle traffic. Side streets will be open, so there will not be a dedicated lane on Central Street. The Chief seemed to be comfortable with that. Mr. Hickey is here to ask for the Board's permission to hold the Fall Festival on October 7th. Anyone who is interested in reserving a spot can contact the owners of the Crafty Cauldron. It's a good way to make people aware of what's available in their Town, if they didn't already know. There is no charge to reserve a space. The town will have a booth. The Board was invited to attend to interact with the public outside of the formality of a public meeting. All of the vendors of the Toy Town Farmer's Market have received invitations. Anyone that is

interested can reach out to the Town Manager. The event is to focus and showcase what Winchendon has to offer,

If there are ADA needs, the Municipal lot near the Police Department is a possibility. Rite Aid has also given the public the right to park in their lot, permitting there is parking left for customers.

LaBrie moved the Board approve the application for the Winchendon Fall Festival; Mr. Husselbee seconded. By a vote of all ayes, the motion carried unanimously.

PUBLIC COMMENT:

Erick Savoie of 236 Front Street came forward and noted how narrow the street is. There are neighbors at 220/222 Front Street who have a boat parked in street at all times, and parking is at a minimal when they have company. The parking of the boat has created a safety issue, and in turn has caused anxiety. There are speeding issues, and there is a concern of safety. The storage of the boat doesn't seem okay, and mentioned there has been a lack of response from the Winchendon Police Department. Mr. Hickey apologized for the lack of response on behalf of the WPD. There has been police presence in the Front Street area for a while earlier in the summer to try and address the speed issue on Front Street.

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

7. NEW BUSINESS: N/A

8. OLD BUSINESS:

Establishment of FY18 Town Manager Goals and Objectives – Ms. Anderson passed out what she has found online and thought it could be helpful to go through the outline when dictating the Town Manager's goals and objectives. She said the look of the Historic District is important down Central Street and hopefully more gas lamp style lights can be implemented in the downtown district of Winchendon. Mr. Cyganiewicz asked to have the opportunity to look over the outline and bring it to the next meeting. Ms. Anderson said she would forward her draft for discussion and ideas produced can be put into a similar template.

Ms. LaBrie moved to continue the discussion on the Town Manager Goals and Objectives to the Sept. 11th meeting; Mr. Husselbee seconded. By a vote of all ayes, the motion carried unanimously.

9. TOWN MANAGER'S REPORT:

1. Financial Updates-

- a. Preliminary free cash for FY17 is anticipated at nearly \$1 million. As part of the town manager's proposed FY18 budget, a portion of the anticipated free cash amount would be used at the fall town meeting to acquire capital purchases. He was happy we will have a healthy cash flow. He commended Departments for doing a good job in conserving.
- b. I met with the audit committee on Tuesday evening to discuss the status of the FY16 management letter comments and the DOR's 2015 recommendations. The audit committee seemed satisfied with the improvements made in both areas. The Auditor had a couple minor suggestions.

2. Personnel updates-

- a. There are no personnel updates.

3. Project updates-

- a. The underground oil tank was removed from the town hall property and a new propane tank installed underground. There were no contaminants found when the oil tank was removed. The new town hall furnace project is now complete.
- b. Paving behind the town hall was completed last week as part of the Cumberland farms project at no cost to the town. A final coat of asphalt will be installed in the near future. I have asked

Cumberland farms to lay a new coat of asphalt over the entire back paved area. The section that wasn't disturbed by Cumberland farms will cost the town less than \$5,000.

- c. The architect for the police sally port project has completed updating the plans for the project and is preparing to bid the project (next week). Bidding will occur in September with award in mid to late October.
- d. The completion and opening of the high street bridge has been delayed until the end of September due to a delay in receiving necessary materials. He thought the bridge would open up the third or fourth week of September.
- e. This year's road paving has been delayed by approximately one week due to rain. The paving contractor hopes to be in Winchendon by the middle of September.

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.
- b. The Selectmen Inter-municipal Agreement Sub-committee met on Wednesday evening, August 23rd to continue discussing the terms of the proposed agreement. The sub-committee recommended language changes that will be reviewed by legal counsel. The revised agreement will be scheduled as an agenda item at the September 11th board meeting.

Ms. LaBrie gave an update on the Intermunicipal Agreement (IMA) Sub-Committee. The Committee met last Wednesday and changes were made from suggestions from Ms. Anderson and from comments made at the public hearing. The revisions were forwarded to legal counsel and we are waiting to hear back to be brought back to the board for the 11th. Mr. Hickey noted the document can be forwarded via MS Word to Ms. LaBrie.

Speaking of bids, Ms. LaBrie asked about the Royalston Road North bridge. Mr. Hickey replied it is moving forward and expects a temporary bridge late fall.

Ms. Anderson asked if there is a time line for the street light grants. Mr. Hickey said he was working with Tracy, Al and MRPC to bid the street lights out regionally to get a better price with other communities. He would guess some of the work to start late fall or early winter. He understands the poles will remain; the rest will change. The planning commission said the costs of the lights are expensive and could eat up savings. The Town could apply to the Robinson-Broadhurst Foundation for a light grant. They said they would be happy to do so next year at a meeting he had with them last week.

Keith Barrows asked about the IMA to educate himself; he wanted to know what the intent for the meeting on the eleventh is. Is it for a vote or agreement or to review the agreement with the public? Ms. LaBrie replied speaking for the sub-committee that they will get it to the Board first to review and discuss and then it is up to the full Board where we go from there. Mr. Barrows then asked if the Board is planning for this to be a Special Fall Town Meeting vote or maybe a Spring meeting vote. His perspective from his research he has done is this agreement went to Town Meeting for approval noting it was the opinion of the DOR to do so. Ms. Anderson noted that it is her understanding that the sub-committee will present the agreement to the Board and Mr. Hickey will have a presentation regarding it on September 11th. There will be full accounting of information, and on that date it will be voted to be sent out to legal counsel for final draft. It will ultimately go to Town Meeting. The Board is hoping for a more inclusive draft than the previous version.

Jane LaPointe said she would like to see the Town Manager if he has time to work on regional Economic Development as was spoken about in Executive Session minutes.

Kevin Miller came forward and said the Town Manager's goals could include things like regionalization and pursuing means of collaboration and cooperation with neighboring towns.

10. **MINUTES:**

Monday, June 12, 2017 EXECUTIVE SESSION - for Release (REDACTED):

Ms. LaBrie moved to release the Executive Session minutes of June 12, 2017 as redacted and presented to them; Mr. Husselbee seconded. With a vote of all aye, the minutes were approved.

Tuesday, June 27, 2017 Special Meeting with Templeton Board of Selectmen & Dept. of Revenue:

Mr. Cyganiewicz moved to approve as presented; Ms. LaBrie seconded. With a vote of three ayes and one abstention from Mr. Husselbee, the minutes were approved.

Monday, July 24, 2017 Special Meeting regarding Inter-Municipal Agreement:

Ms. LaBrie moved to approve; Mr. Husselbee seconded. With a vote of all aye, the motion carried unanimously.

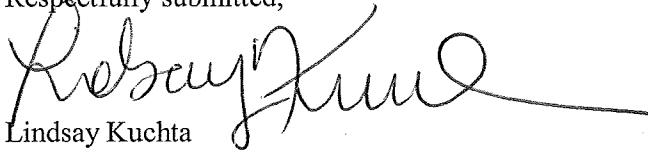
11. **COMMUNICATIONS: N/A**

12. **AGENDA ITEMS:** The next regular meetings of the Board will be Monday, September 11th and Monday, September 25th.

13. **ADJOURNMENT:**

With no Executive Session being held this evening **Mr. Husselbee moved to adjourn; Ms. LaBrie seconded. With a vote of all aye, the meeting was adjourned at 8:10pm.**

Respectfully submitted,



Lindsay Kuchta
Administrative Assistant