

**TOWN OF WINCHENDON OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, SEPTEMBER 25, 2017
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
Lindsay Kuchta, Recording Secretary

List of Documents Presented at Meeting:

- Fall Festival Flyer (filed)
- Letter of Interest from Ken LaBrack to serve on Ingleside Utilization Committee (filed)
- Special One Day Wine and Malt Outdoor License Application from Maria Bezas, DBA Christo's Place (filed)
- New Class II License Application from Anderson G. Ribeiro, R & M Auto Center, (filed)
- Letter from FEMA to Chief Smith Re: FY2016 Staffing for Adequate Fire and Emergency Response (SAFER) Grant approval (attached)
- SAFER Grant Information Documentation from Chief Smith (attached)
- Letter dated 7/31/17 from Chief Smith Re: Process for Fire Department Apparatus Purchase (attached)
- Request from Planning Board to discharge Title V Betterment for 157 Mill Glen Road (filed)
- Letter dated 9/17/17 addressed to the Town Manager Re: Lincoln Avenue Extension-improvement of public way in regards to Solar Project (filed)
 - Solar Development, Parcels 2-0-65, 2-0-12, 2-0-15, 2-0-64 Permit Application Site/Civil Drawings *August 28, 2017 and Map highlighting locations of two solar fields (filed)*
- Fall Special Town Meeting Draft Schedule (filed)
- Memo from Town Manager regarding Potential Town Meeting Warrant Articles (attached)
- Board Of Selectmen/TM Goals and Objectives FY18
- Town Manager's Report (attached)
- Minutes Approved:
 - Monday, Regular Meeting July 17, 2017
 - Tuesday, Special Meeting August 15, 2017
 - Monday, Regular Meeting September 11, 2017
 - Monday, Executive Session September 11, 2017

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:

Husselbee reflected upon the devastation on south Texas and Puerto Rico and how it wiped out communities and lost contact with loved ones.

LaBrie reminded the public that the Fall Fest is Saturday, October 7th, and the Toy Town Project band will be playing at the Clark YMCA at 11:00A.M.

2. PUBLIC COMMENTS AND ANNOUNCEMENTS:

There were no public comments.

3. PUBLIC HEARINGS: N/A

4. APPOINTMENTS/RESIGNATIONS:

4.1 Ingleside Utilization Committee Appointment – Ken LaBrack

Anderson asked why LaBrack was interested in being part of the Ingleside Utilization Committee. LaBrack, in response said he was on the Winchendon Enhancement Committee trying to purchase the property and the project is near and dear to his heart. He was recently appointed to the Robinson-Broadhurst Foundation as an advisor, and it would be important to be close to know what's going on. Anderson noted it is nice to see all of LaBrack's time come into fruition.

Barbaro moved for the applicant, and was seconded by LaBrie with a vote of all ayes.

5. PERMIT/LICENSE APPLICATIONS:

5.1 Special One Day Liquor Wine & Malt License for Fall Festival, Oct. 7, 2017 -Christo's Place, 51 Central St., Maria Bezas.

Ms. Bezas and Jeffrey Jones came forward. Jones said an area will be fenced off in the parking lot, and a Budweiser vendor will have taps set up outside. Beer and wine will be served. There will be one way in and one way out taking the parking lot and fencing off an area. One the employees will be at the entrance/exit ensuring no one is leaving with their drinks. Pizza by the slice will be sold as well. They law will be carding each individual when they are purchasing the alcohol. Husselbee asked how the area would be fenced off. Jones replied it would be fenced off enough to prevent people from walking up Central Street with their beer, but in the case of an emergency, people would still be able to get out. LaBrie wanted to verify that any of those selling alcohol are TIP certified, and Christo's ensured her they are.

Labrie moved to approve the Special One Day Liquor Wine and Malt License, and was seconded by Husselbee, with a vote of all ayes.

5.2 Class II Application –R & M Auto Center, 230 Baldwinville Rd.

Anderson Ribeiro noted he is renting from Vilson the previous business owner, after Chairwoman Anderson asked if the business is changing owners. Anderson also asked if the Business will only be open Wednesday's and Fridays. Ribeiro replied yes, due to auction schedules he will only be open for those days. There are no plans to change the function of the business, and once things get running, R&M will be open more hours. Husselbee noted on the second page of the application it states the business as Brothers Auto Center, not R&M Auto Center. Daigle noted the applicant applied for an FID number, submitted Brother's Auto but had to change it last minute due to the business name already being taken. Ms. Daigle noted Mr. Ribeiro was leasing the location from the previous Class II

license holder who will be surrendering his license. Hickey asked Ribeiro when he is able to expand hours, what hours would he like? Ribeiro replied with 8:00am to 6:00pm Monday through Saturday.

Barbaro made a motion to accept the application, and was seconded by Husselbee with a vote of all ayes.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:

7. NEW BUSINESS:

7.1 Staffing for Adequate Fire and Emergency Response (SAFER) Discussion of Grant Acceptance- Mr. Hickey noted that Chief Smith applied for the SAFER grant to increase staffing at the Fire Department. The grant was received representing the equivalent of 3 new firefighter/EMTs, where the federal government will pay for 75% of the first two years, and 35% for year three. The Board of Selectmen has the authority to accept the grant or not. Chief Smith has prepared a revenue impact statement because there will potentially be an additional person on staff. Chief Smith is present tonight to better explain why the extra bodies are needed and how the costs can be offset.

Chief Smith said the Grant was awarded to the town, and also approved for a cost share waiver, which brings federal funds fully to the Town. If the Town is to hire a fire fighter with benefits for \$60,000, the Government would be responsible for \$57,000.00. The addition will allow three members on shift at all times. Additional help will make a big difference to the ultimate response, and in the case of needed back up, only one more fire fighter will be needed. The Fire Department takes in between two hundred to three hundred calls a year. On top of improving call response, an additional fire fighter will allow for more inspections to be completed, and increase the public's comfort with calling the Fire Department.

Husselbee commended the Chief for the great service the Fire Department has done for Winchendon, and their hard work to search for funding. Barbaro noted that this makes the fire department more billable and it is key that response is quicker.

Chief Smith also brought up that the fees incurred are much lower than other communities, and he felt it was a good opportunity to increase them to prevent low end in the future when they are frozen. Mr. Hickey asked that Chief Smith bring forward comparatives on October 16th. Although Chief Smith feels strongly that the Ambulance fees are certainly low, Hickey would like to explore other avenues of collecting revenue.

LaBrie asked how things were going with collection, as there was an issue in the past. The Chief noted that the collections are going much smoother. Husselbee asked if Chief Smith could get the percentages for the increases before they are actually raised. Chief said he could get numbers together.

Anderson, speaking to Hickey, noted it would be about \$87,000.00 in funds, and Hickey stated the award letter report shows what the moneys would add up to. If we hire someone for less than what we anticipate the cost to be, the Town of Winchendon can spend less than the twenty five percent. The information is presented at worst case scenario, a hire may not need insurance, for example. There is a need to improve the response the Winchendon Fire Department can provide for the community. It wouldn't be efficient to phase hires in, they are either in, or out.

Anderson asked Chief if he is anticipating any retires this year, and he noted he is anticipating a lieutenant to retire this fiscal year, but this grant cannot be used to hire a retired position; the position would need to be filled as well as an additional three employees. Barbaro asked if the hires would be fire fighters and paramedics, and Chief replied that they most likely will be, or EMTs that are going to be testing and receive their paramedic degree within a certain time frame. LaBrie asked are there any ramifications in case of budget crisis, like having to pay the grant back, and Chief noted currently there aren't any ramifications to his knowledge.

Labrie made a motion to accept the grant as presented by Chief Smith, seconded by Barbaro, with a vote of all ayes.

7.2 Discussion on Purchase of New Fire Engine

Chief Smith said he sat down with his employees one on one to get a better result in deciding what would be best for the Town. He noted he is looking for an investment and not just an Engine that will make do. Each different option for trucks; used, decommissioned, and new all have their individual pros, but the cost would be higher to go demo than to purchase a new truck and refurbishing would be expensive as well, with a need of \$140,000.00 worth of parts and work to be put into a 27 year old truck. The options have been narrowed down to two companies by going through the Fire Chief's Association to avoid going out to Bid. We want to be able to construct a truck that would be built for the exact needs of the Town. Ultimately, Chief has decided to go with the KME Rev Group to build the truck. This group also built our tower, and can ensure that the parts and how the truck works will be identical to the tower. This option allows the new truck to carry an additional 250 gallons of water at a capacity of 1250 gallons as opposed to 1000 gallons, which is helpful for calls in an area that does not have hydrant access. In the case of needing a generator, the proper hydraulics will be installed as well, and the truck can be used for a long time. The truck that is specked out is an amount that the Town has allotted for the Fire Department. Currently, they contract out about two hundred eighty days, with a time frame of two hundred days to build. The company that would be building the truck assures that there are slots opening up for production, which could close quickly. It is important as a Town to be ahead of the curb.

Barbaro mentioned he appreciates the provision of a loner. Anderson and Barbaro both commended the Chief for the work he has done. Anderson verified with the Chief that it takes approximately eight months to build, and that the company is located in Pennsylvania. Cyganiewicz asked if we currently had possession of the loner that would be available to us, and the Chief clarified the loner will only be available once we have the truck on order.

Anderson verified with Hickey that nothing more needs to be done. Hickey noted this is just information for the Board. Chief Smith will call and put an order in for the truck tomorrow.

7.3 Discharge of Betterment Lien – 157 Mill Glen Road

Tracy Murphy, Director of Development, said she is looking for signatures to sign the discharge and to verify the loan is paid off and to move forward clearing with the registry and to put the property on the market.

LaBrie moved to approve the discharge of betterment lien as presented, motion was seconded by Barbaro with a vote of all ayes.

7.4 Request to Improve a Portion of Lincoln Avenue Extension

Dynamic Energy representatives, John Motta, VP Business Development and John Perry, Dir of Project Development, came forward on this topic. The company is seeking approval to make improvements at the property to get approval from the Planning Board and Conservation Commission to build a solar array. They are in the permitting process for two solar arrays beyond Lincoln Ave Extension. The property owner is Glen Kostick. Chief Smith noted there is a need for an appropriate access road, as the public way has not been maintained. They would like to improve the road so emergency vehicles and others can access. The road has been accepted as no longer maintained by the Town. The 1,400 feet would be upgraded to dirt road standard. The Town would be responsible for repairing it in the winter once the road is fixed. The company is looking to implement a nine to ten megawatt solar field, but haven't had any significant discussions as of yet. Hickey stated that it is his understanding that the current law in place as far as guidelines go is revenue is collected per megawatt. With nine thousand megawatts, the Town would collect an estimated \$63,000.00 annually, less any credits to help the development to upgrade the road. The property hasn't had any interest in being developed. The company is in need of the Boards approval to move forward. They are slated to meet with the Planning Board on October 3, 2017, and the Conservation Commission on Thursday, September 28, 2017. If the road is not upgraded, then the project will not commence. Anderson stated her concern is the Planning Board usually okays the project before going forward to the Board of Selectmen. Hickey then clarified that he recommended they come before the Board, and that the decision of the Board will not have any weight on the Planning and Conservation Commission's decisions. If the Board of Selectmen says no to the project, it will save time for the other committees.

Cyganiewicz asked if a private company would be doing the work, and Hickey replied that all of the upgrades will be done through a private company. LaBrie asked who the property owner is, and it was stated that it is Glenn Kostick. Barbaro asked that it is a nine megawatt array. Motto replied that it is technically two projects, and realistically won't commence until June of next year. The Town would not pay anything to upgrade the road, but would plow the 1400ft of road in the winter time, and maintain during the other seasons. It will not add up to \$63,000.00 to maintain the road. From Hickey's revenue perspective, this is cash positive for the community.

Anderson asked if there are substantial wetlands at the property, and Hickey replied that they will meet with the Conservation Commission to discuss the wetland matter. The Planning Board has the final say in what will happen. If it was an approved road, they wouldn't be here. They are scheduled for Planning Board on October third. It will take the six months to get approvals and what not from the State, Planning Board, and Conservation Commission. Motto noted that fully approved projects start competitively in early November. They are trying to get October approval to get the ball rolling.

Labrie move the Board approve the request to improve the portion of Lincoln Ave. Extension as discussed; motion was seconded by Barbaro with a vote of all ayes.

7.5 Set Halloween Trick or Treat Day/Time

Anderson proposed Halloween be set from 5:30pm to 7:30pm on October 31, 2017.

LaBrie made a motion to approve Trick or Treat to be 5:30-7:30pm on October 31, 2017; motion was seconded by Barbaro, with a vote of all ayes

7.6 Establish Special Town Meeting Date, Initial Discussion of Possible Warrant Articles and Schedule the Opening and Closing of the Warrant

Hickey said he has provided the Draft Schedule for the fall Special Town Meeting to take place on November 13, 2017. The Warrant is proposed to open tomorrow at 8:00A.M. and close on October 5, 2017 at 5:00P.M. It will then go to the Board of Selectmen on October 16, 2017 for review and approval, and then will move to the Finance Committee's public hearing on October 17, 2017. The warrant will be posted by October 30th, 2017. The Special Town Meeting will be two weeks from then. He said he has provided them with a memo of potential Town Meeting Warrant articles. One of them is a request of less than \$10,000 to correct a Senior Center budgeting article. Hickey asked the Board of Selectmen to consider whether they are willing to change the bylaws regarding posting for the Town Meeting. The current bylaw states the entire warrant should be published in the local circulating newspaper or by delivery of mail to each registered voter of the Town. State law does not require this, and the amended policy is about seventeen years old. The policy, last year alone cost the Town approximately \$3,200.00. Hickey would like the Board to consider modifying the bylaw to require postings of the warrant in the polling places, and on the Town website. It meets state law, and modernizes the process, and saves \$2,500.00-\$3,500.00 a year. Hickey noted he is not trying to minimize the information that gets out to voters, and that the newspaper does a great job at providing a number of different articles as to explaining stories about what will be coming up on the warrants. People have the ability to request a copy of the warrant, and it can be mailed or emailed to them. This is not a way to minimize information, but to save money. LaBrie and Anderson believe the warrant should remain in the paper. The Town is very comfortable in their old fashioned ways.

Barbaro made a motion to open the warrant September 26, 2017 at 8:00A.M., and close on October 5, 2017 at 5:00P.M. The Special Town Meeting is set to be held on November 13, 2017 at 7:00pm at Murdock Middle High School. Motion was seconded by LaBrie, with a vote of all ayes.

Cyganiewicz agrees with Mr. Hickey, there are multiple avenues to get the warrant out there, with little to no cost. LaBrie believes that having it in the newspaper is supporting a local business. Husselbee believes there are a lot of residents who don't have internet and are used to the newspaper being the avenue to receive the warrant, and believes its a way to remain transparent. Cyganiewicz said Mr. Hickey could bring some information to the Senior Center and other places. Barbaro stated there are many different forms of communications, and the newspaper is phasing out, the warrant can be posted on local access channel and he would rather have his money spent elsewhere.

8. **OLD BUSINESS:**

8.1 Finalize FY18 Town Manager Goals and Objectives

The Board reviewed and discussed the proposed Goals and Objectives. See changes made below in ***BOLD ITALICIZED*** font.

Goal I. Maintain and update projected five year forecast ***and Capital Improvement Plan.***

Goal II. -Create a culture of transparency and open government between all Town departments ***and the public.***

-Develop a welcoming kit for new residents and prospective businesses.

Goal III. No changes were made to goal III.

Goal IV. Encourage downtown businesses to work in conjunction with the ***Community Development Committee*** to encourage ***businesses to adopt "village Friendly" design standards.***

Motion was made to accept Town Manager Goals and Objectives, and seconded by Husselbee with a vote of all ayes.

9. TOWN MANAGER'S REPORT:

1. Financial Updates-

- a. Roselli and Clark began their annual audit work on Monday, September 18th. That work is expected to be completed by September 22nd.

Mr. Hickey announced to the Board that he is unofficially expecting a sizeable amount of free cash at the end of the fiscal year to be around \$1.3, \$1.4 million. He is hoping to utilize \$500,000 of that. If the Town was to pay down borrowing by approximately \$800,000.00 on top of the budgeted annual payment, that would leave \$609,000.00 left for Fiscal Year 2019. He expects at least \$310,000 in free cash next year to completely pay off the deficit loan and be done. Two fiscal years from now, we will have paid down the debt and can use free cash for other purposes. FY17 budget results are fantastic and echoed this is a team effort, and everyone who had anything to do with the budget can be thanked for it. He's hopeful to put funds in OPEB to condition ourselves to get a better rate for bonding. He is happy to report to the Board and the community that the year is ending in a strong financial position again. Cyganiewicz asked what Mr. Hickey is doing to get these results. Hickey replied that the budgets are realistic, department heads are being responsible with the funds allocated by voters, and everyone is in the game and understands the challenges they face. He is thankful to be surrounded by people who care about the community.

- b. Department heads and I are beginning to prepare for the Fall Town Meeting. There shouldn't be much on the warrant. Just a reminder that some of the capital items were deferred until this meeting so Free Cash could be used for the acquisition.

2. Personnel Updates-

- a. The Fire Department recently completed internal interviews to fill open full time Lieutenant and Captain positions along with a call Lieutenant position.

3. Project Updates-

- a. All roads scheduled to be paved by the Town in 2017 have been completed.
- b. The High Street bridge work will be completed shortly and the bridge will be reopened by September 30th. *State will inspect tomorrow and report any shortcomings*
- c. Tracy Murphy has been working with the owners of the RHI building and MRPC to finalize the CDBG application to partially fund the rehabilitation of the RHI building. Tracy believes the Town will have a decision on the grant by the end of October. *Three quarters of a million dollars looking for positive news in the upcoming month or so*
- d. The Invitation for Bid on the streetlight project will be put out to bid next week. Winchendon is included in a bid for the acquisition of streetlight fixtures with five other municipalities (Ayer, Beverly, Holbrook, Rockland, and Wayland) for over 7,000 lights.

4. Miscellaneous Updates -

- a. The Fall Festival has been scheduled for Saturday, October 7th from 10:00 am to 3:00 pm on Central Street. There will be close to 100 vendors selling their goods and services, games for the kids to play a car show and touch a truck exhibit. It will be held rain or shine.
- b. With the Finance Committee Chair I have set up department tours that will allow the Fin. Comm. to visit and view the department's buildings and equipment in an effort to better understand future budget requests. The department tours have been confirmed below. If any Board member would like to join the Finance Committee, please let me know. He said it is a public meeting.

October 17th – Police Department
November 14th – Public Works Department
December 12th – Fire Department
January 9th – Senior Center
February 13th – Library

Hickey reported out the Planning and Development Dept. along with Public Works are working on the Complete Street Grant application wondering if information that is needed can be provided in time. The grant round next week is to reconstruct two sidewalks on Central St. from Maple St. to the High School, and Grove St. to Toy Town Elementary. The estimate cost of reconstruction of the sidewalks is \$450,000. They will be ADA compliant. The maximum amount of the grant is \$400,000. There will be a warrant article to request \$50,000 for the difference using free cash. We will be notified in October if we receive it. We could pass over this article at Town Meeting if we need to.

Hickey informed the subjects for the Tri-board meeting Thursday night are "Shared Revenues", "Results of the FY17 Budget," and a "Discussion of the Fall Town Meeting Schedule."

The Library Accessibility project is slated to end on December 15th.

Financially, the assessor's office has a new growth figure of just over \$100,000.00. He estimated \$80,000.00 in his budget.

Hickey asked the Board if they would be available to meet before the Tri-board meeting on Thursday to address a permit application from the Kiwanis for an event they would like to have. The Board agreed to meet at 6:15 p.m.

10. MINUTES:

Monday, July 17, 2017, Regular Meeting

A motion to approve minutes was made by Barbaro, seconded by Husselbee with a vote of all ayes.

Tuesday, August 15, 2017 , Special Meeting

A motion to approve minutes was made by Barbaro, seconded by Husselbee, LaBrie abstained, all ayes from remaining members.

Monday, September 11, 2017 Regular Meeting

A motion to approve minutes was made by Barbaro, seconded by Husselbee with a vote of all ayes.

Monday, September 11, 2017 EXECUTIVE SESSION

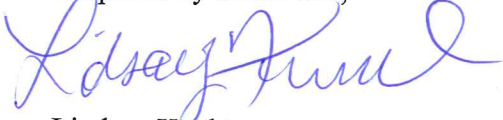
Motion to approve and hold minutes from September 11, 2017 executive session made by Barbaro, seconded by LaBrie. By a roll call vote of all aye, the motion carried unanimously.

11. ADJOURNMENT:

Motion to adjourn was made by Cyganiewicz, and seconded by Barbaro with a vote of all ayes.

Meeting adjourned at 9:14P.M.

Respectfully Submitted,



Lindsay Kuchta
Administrative Assistant