

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, NOVEMBER 27, 2017
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

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

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

List of Documents Presented at Meeting:

- Notice of Vacancies-November 27, 2017 (filed)
- Ambulance Fees Deemed Uncollectable (attached)
- Community Choice Power Supply Program Consumer Notification (attached)
- Notice of Public Hearing and BYOB Permit Application for Rivers Edge, 302 Spring St. (filed)
- License Application for Junk Dealers: Second Hand Articles - 2nd Impressions, 206 Central St. (filed)
- Rite Aid Pharmacy Sewer Abatement Application (filed)
- Letter to Montachusett Regional Vocational School District Chair, Barbara Reynolds, RE: "District Review Committee" (filed)
 - Draft letter from Board of Selectmen Chair, Barbara Anderson and School Committee Chair, Larry Murphy supporting the above District Review Committee (filed)
- Town Manager's Evaluation (attached)
- Town Manager Report (attached)
- Minutes Approved:
 - Monday, October 30, 2017 EXECUTIVE SESSION
 - Monday, November 13, 2017 Prior to Special Town Meeting

The meeting was called to order by Chairwoman Anderson at 6:30p.m. with the Pledge of Allegiance to the Flag of the United States of America.

Announce audio/video recording disclosure: There was no one who announced they would audio recording the meeting this evening when asked by the Chair.

1. SELECTMEN'S COMMENTS:

Anderson noted that the Small Business fair hosted 21 vendors, and was well attended. There was a treasure map to participate so customers could go from business to business to get their map stamped and later be put into a drawing. The scavenger hunt required participants to also go to five other vendors. Jackie Wood from Winchendon was the winner. Thanks go to Planning Director Tracy Murphy and Building/Land Use and Planning Clerk Nicole Roberts for all of the work done to create a successful event.

The Parks and Recreation Committee will have the annual tree lighting beginning at 3:00P.M. on December 2nd starting at the Legion Park, followed by a hay ride to GAR Park for the tree lighting. LaBrie noted that Murdock has adopted Legion Park, and will be decorating the tree located there in all blue and white.

A public forum will be held on December 5th at 6:30 P.M. in the 2nd floor auditorium of Town Hall by the Planning Board. They are seeking feedback from the public regarding the sales of marijuana in Town. All members of the public are asked to attend:

2. PUBLIC COMMENTS AND ANNOUNCEMENTS:

2.1 Municipal Aggregation – Community Choice Power Supply Program

LaBrie announced that the Town, working with Colonial Power Group, Inc., has selected the supplier for our Community Choice Power Supply Program. Verde Energy USA will provide electric power supply for all consumers participating in Winchendon's program. The new rate is **10.362** cents per kWh and begins with the first reading in December and carries through until December of 2019. You will continue to receive one bill from National Grid but the supplier will be noted as Verde Energy if you are participating. If you are not in the program and would like to be, you can OPT-IN at www.colonialpowergroup.com/winchendon or call Verde Energy at 800-241-0295 and ask to be enrolled. If you do not wish to participate, you can OPT-OUT using the same website address and phone number. This program is for residential, commercial/streetlight and industrial customers. There is no penalty to exit the program.

2.2 New Business Announcements:

Nicole Roberts, President of Ahimsa Haven, came forward and announced that Ahimsa Haven is opening a location at 202 Central Street. It is a 100% volunteer run, non-profit, no kill animal shelter. They will be taking over A Better Tomorrow Shelter for cats. Roberts also announced the opening of Rescued Treasures at 200 Central Street, a Thrift store that will be filled with gently used donated items for sale. All proceeds will go to the rescue efforts of Ahimsa Haven Animal Rescue. After LaBrie asked if this is relocation or an expansion, Roberts verified that it is an additional location, on top of their location in Templeton. For more information people can go to www.ahimsahaven.org.

3. PUBLIC HEARINGS 6:30 P.M.:

3.1 Bring Your Own Bottle (BYOB) Permit Application – The River's Edge, 302 Spring St.

LaBrie read the notice into the record and made a motion to open the Public Hearing, seconded by Barbaro, with a vote of all ayes.

Anderson asked Seth Silver, owner of Rivers Edge, why he was interested in obtaining the BYOB License. He replied people suggested the idea of having a BYOB, and he agreed it would be a good asset to the business. Anderson then asked when River's Edge started opening for dinner, to which Silver replied last year. Anderson also noted that pending the outcome of the inspections and how the Board vote, the establishment is still responsible to acquire TIP certification. LaBrie noted that inspections by the Fire and Building Departments will need to be done following the ABCC regulations. Anderson asked if, down the road, Silver had thoughts of expanding the property out near the bike path. Silver replied he would like to expand in a kid friendly manner with a small playground and drinks and snacks.

There were no abutters present that had any questions.

Motion to close the hearing was made by Barbaro, and seconded by Husselbee with a vote of all ayes.

Barbaro moved for the applicant pending the outcome of inspections to receive the Bring Your Own Bottle License and to extend the expiration date December of 2018, seconded by Husselbee with a vote of all ayes.

Barbaro moved to take the agenda out of order to address the School Committee letter with Greg Vine being present; seconded by LaBrie with a vote of all ayes.

7.2 Vote To Support Letter Signed By Fitchburg And Gardner Mayors Asking Monty Tech To Update District Agreement.

Anderson asked that Greg Vine, a member of the Winchendon Public School Committee come forward to address the matter. Vine said the School Committee voted to endorse the letter that the mayors of Gardner and Fitchburg sent asking Montachusett Vocational Technical School (Monty Tech) to open their district agreement for revision. The Monty Tech School Committee has declined to take action. Mark Hawke, Mayor of Gardner and Stephen DiNatale, Mayor of Fitchburg, have since then sent another letter requesting that Monty Tech reconsider their decision to not open the District Agreement for review. The School Committee is asking that the Board of Selectmen endorse the suggestions of Mayor Hawke and DiNatale, to open the District Agreement for review, and also that the letter provided by the Town Manager and School Committee be voted on and sent with Chairman Anderson and School Committee Chairman Larry Murphy's signatures to the Monty Tech School Committee. It will show that Mayor Hawke and DiNatale are not the only ones pushing for this. It was decided that although in the past it has been voted to show our opinion, we should take a bit of a bigger step to show the importance of this matter.

Anderson said the agreement is eighteen years old, and she finds it bothersome because being in education she knows that the policies she follows are constantly changing. Vine commented that a policy should be readdressed every ten years, and Anderson replied even five years would be better. Vine agreed, also noting the importance as Winchendon has the second highest amount of students in attendance at Monty Tech. Cyganiewicz updated Mr. Vine saying that Winchendon is now at number three, as Gardner has passed us in attendance numbers.

Barbaro noted that the fiscal drain on the Town has been significant; many Advanced Placement students are going to Monty Tech which takes up slots for students who need to learn a trade as they don't have plans to attend college. The core existence of the school is for kids who will not go to college. The way the policies are written makes it hard for the kids to get in so they can get a trade rather than go to college. Some school districts cannot afford to provide what is needed because of the high attendance at Monty Tech.

LaBrie asked Vine if Chairman Murphy has seen the letter and is he okay with how it is presented. Vine replied yes. Cyganiewicz is in support of this, this is how the district operates, a document created in 1995 last updated in 1999 should be updated. He will do his best to relay the concern and comments of the community at the upcoming meeting next week. It should hopefully improve the relations with Winchendon and other communities in support of the agreement being opened for review. Vine noted that starting December 17th or 21st the School Committee will be meeting with the Monty Tech School Committee. In the future, it could improve the communications at Town and School Meetings. There are a lot of good things going on at Monty Tech.

Husselbee commented that if the policy hasn't been touched since the students have been in school, then it is time to update them.

Cyganiewicz noted that Monty Tech policies are reviewed every year. They have a meeting next Wednesday, December 6th at 7:00P.M. in the Meeting Conference Room. It is an open meeting and he encouraged the public to come and voice their opinion.

A motion was made by Barbaro to endorse letters written by Mayor Hawke and DiNatale as well as the Town Manager and School Committee in support of opening the agreement. Motion was seconded by LaBrie, as long as corrections are made to the letter where needed, with a vote of all ayes.

4. APPOINTMENTS/RESIGNATIONS:

4.1 Appointment of Board of Selectmen member to the Shared Revenue Committee

Anderson noted that previously there were only three members present at the meeting when they attempted to choose a representative from the Board of Selectmen to be a member of the Shared Revenue Committee. At that time, both she Anderson and Husselbee expressed interest in being a member of the board.

Husselbee came forward and noted that he was no longer interested in being a member on that board as Anderson had also stepped up and wanted to be on the board.

LaBrie moved to appoint Barbara Anderson to the Shared Revenue Committee, seconded by Barbaro with a vote of all ayes.

4.2 Notice of Vacancies – LaBrie read the current vacancies on the Board's appointed boards and committees.

5. PERMIT/LICENSE APPLICATIONS:

5.1 Junk Dealer: Second Hand Articles Application Permit – 2nd Impressions –

Ms. Angela LaBarge has taken over this business and is before you this evening seeking approval to transfer the business into her name. The location has been moved from the Rite Aid plaza to 206 Central St. Ms. LaBarge has been given the Junk Dealer: Second Hand Article Bylaw and will comply with the required reporting if applicable. There are no issues noted from Department Heads. LaBarge was asked what kind of second hand articles she would be selling. She replied, clothing, furniture, home décor, candles, and signs are some of the items.

Barbaro moved for the applicant with LaBrie seconding wishing her the best of luck. Vote taken was all ayes.

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

7. NEW BUSINESS:

7.1 Application for Sewer Abatement from Rite Aid Pharmacy – Amy Bennett, Manager of the Rite Aid pharmacy in town, came forward to speak on behalf of the store. She noted when Rite Aid received their latest bill, they noticed it was quite a bit higher than past bills, at \$5,257.00. Previous bills of \$64.00, \$129.00 prove the billing history of the store is at a much lower amount. Rite Aid hired a plumber who discovered the men's room toilet was constantly running. She also noted the store has a very old water meter that requires manual reading. She understands that the store has used the water but it is a very large bill. Anderson asked if the meter is read every month by the Water Department. The bills are sent directly to corporate; therefore Bennett did not realize there was an issue.

Barbaro asked what Bennett wanted the abatement for, to which she replied she was not aware the leak was happening, and it is a large amount. As soon as the leak was discovered, a plumber came in to address the issue.

Labrie asked Bennett to clarify the letter dated October 25th as discussed with Town Manager to do a partial payment. Bennett replied she had spoken with the Town Manager in regards to that. There was an amount Hickey had suggested and Bennett just needed a paper trail for corporate for something that was stated through the Town.

Anderson noted that the total bill is \$5,312.00, and Bennett is asking for abatement of roughly half of that, to which Bennett replied the abatement request was for roughly \$1,800.00 as well as the fees that were tacked onto the bill such as interest and late fees.

Cyganiewicz asked what the recommendation of the water department was. Hickey replied that the Water Department suggested we do not approve the abatement. Knowing the water bills had been less than \$100.00 a few years. The leak started at some point in the quarter ending March 27th, which jumped from the previous bill of \$64.00. Bennett and Hickey spoke to try and find the middle ground to be satisfactory to the Town and Rite Aid. Rite Aid has been great for the community. To Barbaro's point, the water was used. It was all paid for and treated by the Town. Any abatement granted would be impacting many things and denies of other applicants that weren't aware of the issues.

Barbaro asked what the interest was on the bill, however Bennett was not sure of the amount as the bill was sent to corporate.

Hickey then noted that Rite Aid was prepared to make payment on time but because the full Board was not present when the issue was an agenda item, the meeting date was changed. Hickey asked that the Board waive interest and fees because there was an honest effort to address the issue prior to the due date. The total amount for interest and late fees is \$54.44.

Barbaro made a motion to deny the request, the balance to be paid, waiving the additional fees in the amount of \$54.44, for a total payment of \$5,257.87. Motion seconded by LaBrie with a vote of all ayes.

7.2 Ambulance Fees Deemed Uncollectible –

Chief Tom Smith came forward to discuss waiving the ambulance fees that were deemed uncollectable, some as far back as 2006. Anything past five years cannot be sent to collections, so writing off the fees would be more of a housekeeping matter more than anything. In the future, Chief stated the Fire Department will be on more of a rotating basis with this issue, to clean up the amounts that are basically a dead end.

Hickey wanted to reassure the Board that if the past due fees are written off, they will not impact the Town's finances. Over the past few years the auditor and accountant have been reserving space for "bad debt", so while the receivable is higher than it should be, there is an offsetting liability from that amount that is receivable is current and collective at the end of the fiscal year. The suggested amount to be written off will not impact us at the end of Fiscal Year 2018.

LaBrie noted that the amount is high, nearly a quarter of a million dollars. She asked if the new system is more up to date. Chief replied that the department does their best with addresses, but a lot of the time patients are being worked on and asking them for their addresses is overlooked. Some people don't even have a billing address as they are homeless.

Hickey noted in Fiscal year 2017, Chief Smith requested a support staff to help complete the billing process to get information. It was worth the money, but we found through percentage of collections and

getting amounts sent to collectors, that the collections percentage has increased. Hickey gave praise to the Chief and his support staff.

Barbaro mentioned that the bills go all the way back to 2006, and that someone must have dropped the ball along the way. Smith replied that Coastal Medical currently has a policy that after sending out the bill, a thirty day, sixty day, and ninety day notice are sent to the customer being billed. A policy has never been sent out in the past from the Town of Winchendon for collections. Looking back, the calls made were before Smith was Chief and also before this Board of Selectmen was in place. Agrees it is a lot but he cannot tell you where to point fingers. Smith also noted that many individuals don't care if the bill is paid in full unless they are threatened with a shut off or something of that sort. Barbaro wanted to make his point, as a tax payer, that he is upset these delinquencies go back so far. Anderson noted that it is a gamble with the health care industry, and people cannot be denied services. Barbaro made it clear, that he is not saying people should be denied services. He is most upset that the bills go back to 2006. Husselbee then inquired what percentage of the bills does the Town collect versus how much the Town has not collected. Chief replied that he does not have exact numbers, but the amount of collections is potentially between eighty and ninety percent, making the uncollected funds at a potential ten to twenty percent. Husselbee noted that it is a decade of uncollected payments the Town is looking to write off; it is a simple cleanup of the books and should be taken with a grain of sand considering the rate we are collecting of our debts. Chief then noted that this will happen yearly, and it cannot be prevented. The numbers will be dramatically smaller, closer to \$10,000.00 rather than \$250,000.00.

LaBrie thanked Chief Smith for bringing the matter to the Board.

LaBrie moved that the Board of Selectmen accept the figures as presented by the Chief and write off the amount uncollectable. Motion was seconded by Barbaro with a vote of all ayes.

7.4 Discussion on Schedule to Update the Board's Policies and Procedures

Hickey noted that the Town Clerk, Judy Lajoie, has been working on getting General Code in to update policies. One of the things the company will do is review the policies and procedures and make recommendations to the Board of changes to make to the policies to make them more compliant with current laws and things of that nature. The staff is having a demonstration with General Code next week to outline the opportunities. Hickey suggested, if the Board is willing, to further the conversation once more information is received from General Code next week, and can be brought to the Board at their meeting on December 18th. This program allows for information to be published and searchable by word and phrase on our website to see how different things are regulated, and improve the information the public is looking for regarding their questions and concerns, and how things are regulated.

Anderson noted that since the Charter has been updated, the Boards policies and procedures are no longer compliant with the Charter, so it also needs to be looked at and changed. Cyganiewicz mentioned that substantial revisions were made by Legal Counsel, himself and Anderson, and asked if that was the version the company would be reviewing. LaBrie suggested taking the version revised by Legal Counsel, Cyganiewicz, and Anderson and comparing it with the notes of General Code for a better end product. Cyganiewicz would hate to see lost work, and asks that the revised version be sent to General Code for further review. Hickey stated that he would forward the revised version to General Code to have Legal Counsel's opinions. All of the changes have been tracked, and we can track those with General Code in a different format so the Board can see all of the changes and notes of both Legal Counsel and General Code. He would hate to see all of the work that has been done go to waste.

Linda Daigle, Executive Assistant, addressed Anderson and notified her at one of the meetings several of the changes had been voted on, and she does have record of that.

Barbaro moved to postpone; seconded by LaBrie with a vote of all ayes.

- 7.5 Town Manager's Evaluation – Anderson addressed the Board and asked if they would like to take a few minutes to look over the evaluations they had submitted to her prior to addressing Mr. Hickey.

Hickey recommended a five minute recess for them and to take time to modify the letter to Monty Tech so it would be ready in time for Greg Vine to pick it up the following morning.

Motion to take a five minute recess was made by Barbaro and seconded by LaBrie with a vote of all ayes. 7:37p.m.

Meeting returned from recess at 7:45p.m.

Anderson noted she would read the category, and LaBrie would dictate the finale score of Mr. Hickey's evaluation. Individual comments will follow. Results can be seen below:

1. Individual Characteristics – Scored 5 out of 5
2. Professional Skills/Status – Scored 5 out of 5
3. Relationships with Elected Members of the Governing Body - Scored 5 out of 5
4. Policy Execution - Scored 4.9 out of 5
5. Reporting – Scored 4.9 out of 5
6. Citizen Relations – Scored 5 out of 5
7. Staffing – Scored 4.8 out of 5
8. Supervision – Scored 5 out of 5
9. Fiscal Management – Scored 5 out of 5
10. Community – Scored 4.9 out of 5

Comments on Mr. Hickey's review began with Husselbee, who noted that he went lower on the reporting section of the review as Hickey said he was going to produce a report from the Department of Revenue, but it was never received regarding the Intermunicipal Agreement.

Barbaro started his commentary noting that Mr. Hickey has built a great team at Town Hall, and has made great decisions looking back to where the Town started almost three years ago. Our goal, and his goal have been clear to pay off the remaining bonds as quick as possible and we have done well doing so. It is huge for the community that was struggling. Barbaro didn't anticipate the turnaround that has taken place and the policies that have been placed and suggested that have made the community more fiscally stable. Barbaro gave Mr. Hickey fives across the board, and hopes the community recognizes the great team he put together.

Cyganiewicz started off with an apology as he did not get around to sending his scores in for Mr. Hickey. He gave Hickey perfect scores across the board. The Town has been lucky to have Mr. Hickey, he is very professional, and has brought a great team and ideas. Cyganiewicz is satisfied with the financial aspect with Winchendon being in a better place. He makes decisions that impact the people. He is really proud that Mr. Hickey has been truly engaged in the community by attending events; it is nice to match a face to the name for people of the public.

LaBrie noted that the only category she would like to see improvement is the staffing category. She promotes training of the employees and wants more updates on professional status of employees and the opportunities they have taken advantage of. She also stated Mr. Hickey is doing a great job.

Anderson opened up stating that it's been two years or more, and the Town is fortunate to have acquired Hickey with his ability to budget and plan well, and his level of responsibility and community participation. He meets business owners, and helps the Town. The level of communication has improved dramatically, though improvement could still be made in reaching everyone who needs to be reached. Anderson also noted that she is typically more aware when more training is acquired. Everyone should be proud to work with Mr. Hickey.

Cyganiewicz also noted that as far as communications go, Mr. Hickey would be the first person to admit where he fell short and Cyganiewicz believes he has learned from his shortcomings.

Anderson stated that if you're not sparking up controversy, you are not making any changes. Controversy isn't a negative in this case.

Husselbee mentioned the continuation of trying to figure out collaboration with other municipalities and communities. He would like that to be a focus, and commends Hickey for working with Ashburnham and Templeton.

Barbaro made a motion to accept the Town Manager Evaluation as presented. Motion was seconded by Husselbee with a vote of all ayes.

8. OLD BUSINESS: N/A

9. TOWN MANAGER'S REPORT:

Before he proceeded with his report, Hickey said he was humbled by the feedback from the Board, and though they all have different approaches, there is no back door reasoning and he feels fortunate to work with the Board. The successes that have been had are because of the whole, not just him, and he is glad to be the head of all of it. Working for Winchendon has been a great opportunity and he is blessed to work with all of the employees in Town. Hickey also mentioned that regionalization is a hard discussion for the community to have, but the job of the Town Manager is to bring these opportunities to the Board and have them make the final decision. The Town has been fortunate making financial gains and in a few years will start to reinvest funds once the bond is hopefully paid off next year. Hickey is appreciative of the comments and excited to start considering the renewal of his contract. It does take a while to find a job, or a replacement. It's nice to not have to worry about Winchendon needing to find another Town Manager.

1. Financial Updates-

- a. The annual tax classification hearing is scheduled for a special Board of Selectmen's meeting on December 4th. The tax rate is expected to be set by the middle of December. The Bureau of Local Assessment has completed its preliminary review of your revaluation program and proposed assessments for all classes of property for fiscal year 2018. The Bureau's statistical analysis of arms-length residential sales indicates compliance with the Commissioner's standards for certification. In addition, the Bureau's review of a representative sample of parcels and of personal property accounts indicates a consistent application of the valuation methodologies employed for these classes of property throughout the community.

2. Personnel Updates-

- a. There are no personnel updates this week. He will try to update the Board bi-weekly regarding training and whatnot that employees have taken. MIIA will be in on

Wednesday to train with employees on how to save on our insurance costs. Linda makes people aware of these meetings. They will be here to make department heads aware of advantages they can take.

3. Project Updates-

- a. The LED components have been ordered for the street light upgrade. A contractor, Dagle Electrical Construction Corp. was the winning bidder and will be upgrading street lights in Winchendon, Ayer, Beverly and Rockland. Work in Winchendon is expected to begin in December and should be done within 45-60 days. All lights will be back on with savings.

4. Miscellaneous Updates –

- a. The 2nd Annual Shop Small Vendor Fair and Small Business Treasure Hunt were held on Saturday, November 25, 2017 from 10:00 am to 3:00 pm at the Town Hall. Over 25 Vendors were set up in the Town Hall and 20 small businesses participated in the Treasure Hunt. Planning and Development Director Tracy Murphy started this last year; she and Nicole had a successful turnout this year and it helped make people aware of what's happening in town.
- b. The Redevelopment Authority has met with two potential developers to locate in the Hillview Business Park. They will be back at their meeting next month. I would anticipate a commitment being made by a developer by the end of the calendar year.
- c. I attended the Rotary Club of Gardner's weekly meeting on November 9th to share what has been and will be going on in Winchendon. Christian Orobello, a Finance Committee member, had invited him. He spent about an hour and a half with the group speaking about happenings in Winchendon.
- d. Department heads, Linda and I will be attending a training offered by MIIA to make staff aware of the property insurance discounts offered as part of MIIA's insurance program. The training will be held at the Town Offices.
- e. The two new police cruisers and the DPW truck are expected to be delivered in December. The Town of Templeton is interested in acquiring the truck. Al Gallant is exploring the option of trading the dump truck for a bucket truck that Templeton will be trading in. If we can come to terms on a vehicle trade, I will bring the opportunity to the Board for your approval.
- f. In regards to collaboration with other communities, Hickey added that the DPW in Winchendon and Templeton have been meeting to discuss like issues and ways to work together. Templeton is aware that we are replacing one of our large plow trucks, and they have interest in buying it from us. The Town of Winchendon is lacking a bucket truck, which Templeton is looking to trade in. It has been proposed that The Town of Winchendon and The Town of Templeton trade vehicles. Templeton is in need of the dump truck as we are in the need of a bucket truck. Hickey is hopeful that by the end of December we will have a final answer. It would be a nice addition.

Anderson questioned what happens to old police cruisers. Hickey noted that the Town is replacing cruisers with high mileage. The chief will get a new vehicle, and his current car will go to the lieutenants to share. Hickey spoke with Chief Walsh about potentially acquiring the old duty cruiser for those who do inspections, but also noted that the police department is more important. Hickey is hopeful that the Chief can turn over to the Town a car that is in usable shape.

LaBrie brought up Small Business Saturday, and noted that Tracy Murphy, Planning and Development Director, had to turn vendors away due to lack of space in the auditorium. LaBrie recommended perhaps hosting the fair in a bigger venue next year. Hickey agreed and said perhaps the school or Council on Aging or some other location.

Anderson thought Broadview Nursing home also had a vendor event going on at the same time and it would be good to include them in the future. It was noted that their fair is actually the first weekend in December.

It was also announced that Winterfest will be taking place at the Senior Center on Saturday, December 2nd.

It was suggested we start putting back on the agenda Department Heads to come and update the Board on their Departments. Hickey agreed saying it is good for the Board to see what condition each department is working under.

10. **MINUTES:**

Monday, October 30, 2017, EXECUTIVE SESSION:

Husselbee made a motion to approve but not release the executive session minutes for October 30, 2017. Motion was seconded by LaBrie. By roll call vote, Husselbee aye, Anderson aye, LaBrie aye, Cyganiewicz aye, Barbaro abstained, the minutes were approved.

Monday, November 13, 2017, Prior to Special Town Meeting:

Barbaro made a motion to approve minutes of November 13, 2017. Motion seconded by Husselbee with a vote of all ayes.

11. **COMMUNICATIONS:**

12. **AGENDA ITEMS:**

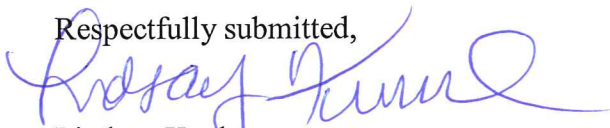
The next meeting is scheduled for December 4th at 6:30p.m. regarding the Tax Classification Hearing, and another meeting is set for December 18th.

13. **ADJOURNMENT:**

LaBrie moved to adjourn, motion seconded by Cyganiewicz with a vote of all ayes. 8:18pm

14. **EXECUTIVE SESSION:** There was no executive session held for this meeting.

Respectfully submitted,



Lindsay Kuchta
Recording Secretary