

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, JANUARY 8, 2018
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Chairwoman
Michael Barbaro
Austin Cyganiewicz
Charles Husselbee

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

Absent:

Audrey LaBrie, Vice-Chairwoman

List of Documents Presented at Meeting:

- FY16 CDBG Request to Transfer Funds from Fuel Assistance to Housing Rehab Legal Notice
 - FY18 CDBG Funding Proposal
 - POLE PETITION – Singularly Owned Pole on Rice Road
 - Lodging License Name/Owner Change Application – Marcus Hytonen, 36 Spring St
 - Application for Water/Sewer Abatement – 45 Pond St.
 - Town Manager's Presentation of 5-Year Financial Forecast
 - Town Manager's Report
 - Minutes for approval
 - Thursday, September 28, 2017
 - Monday, December 4, 2017
 - Monday, December 18, 2017
-

The meeting was called to order by Chairwoman Anderson at 6:30P.M. followed by the Pledge of Allegiance to the Flag of the United States of America.

No one announced that they would be recording this evening.

1. SELECTMEN'S COMMENTS:

Anderson noted that the Department of Public Works will be removing snow on Central Street later this week, and moving snowbanks. The DPW has worked diligently trying to keep the roads clear. Unfortunately, site lines have been diminished due to the large snow banks. Anderson thanked the DPW for doing such a great job and working long hard hours to ensure people could get around on clear roads

2. PUBLIC COMMENTS AND ANNOUNCEMENTS:

Greg Vine came forward and apologized for bringing something up on so short notice. He did not have time to get it on the agenda. Vine noted that Mayor Hawke of Gardner decided to put aside the payment for Montachusett Regional Vocational Technical School until a few issues are addressed. Fitchburg and Gardner both have sent letters to request reopening an agreement regarding the discussion of changes. According to the agreement, the towns in the district were supposed to receive the budget by November 15th, and the budget should have been voted on by December 31st. The concern regarding issues with the Monty Tech agreement submitted from the communities has not been put on the meetings, and Vine feels it is a slap in the face to the concerns of the community. He would like to see the Board take action, and potentially set aside the next payment for Monty Tech, as he understands it is a quarterly payment. The Warrant will be finished for next week, and he wants to make it clear that he is not speaking on behalf of the School Committee but as a member of the community. Vine stated that something needs to be done to get their attention, and that the Town has been ignored for too long. Letters were sent in both the spring and in November with no response from Monty Tech.

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Hickey responded to Vine, stating that the \$235,000 payment to Monty Tech was part of the most recently submitted warrant. He reached out to the Superintendent of Monty Tech this morning and asked for a call back, though he never received one. Hickey is hoping for a sense from Superintendent Sheila Harrity whether the letters will be discussed at upcoming meetings. He also stated that it is true the financial information that was due in mid-November hasn't been received yet, and it is up to the Board and their policy to make the decision to withhold the money that has been agreed to be paid by the voters. He is not sure of what can be withheld for the payment, and it could cause some sort of legal response. Hickey understands the frustration from the lack of response, and would like the Board to allow him to find out what the status is and what the intentions are. Legal funds would have to be expended to address the decision to withhold money from Monty Tech next week. If the decision can wait until the next Board of Selectmen meeting, the payment to Monty Tech will only be held a few days and should hopefully not cause any problems.

Barbaro asked Selectman Cyganiewicz what the status was of the letter to discuss opening the agreement. Cyganiewicz, the Town's representative to the Monty Tech School Board, noted the matter has yet to be discussed, and is not sure why it hasn't been addressed. He hopes it will be tended to sooner rather than later, but is not sure when it will be, and agrees that it should be opened up for discussion. It was mentioned at the previous Board of Selectmen meeting that members of the public can show up to the Monty Tech School Committee meetings. Last spring, Mayor Hawke of Gardner and Mayor DiNatale of Fitchburg were both in attendance at the meeting. If someone from each community supports the topic, it can help to provide an open dialogue to allow a large community to make a decision.

Vine noted he was in agreement with a number of things, but the fact that the November 15th deadline was not met for the maintenance budget, and was not passed by the deadline of December 31, 2017 proves that Monty Tech is in violation of the agreement. He believes that until they comply, the Town should withhold their payment. Cyganiewicz responded noting that he was not aware the budgets have yet to be received or approved.

Barbaro noted that as a member of the committee, Cyganiewicz has a right to request his concerns as an agenda item. Cyganiewicz stated that now is the time to acknowledge the fact that other communities have been communicating with Monty Tech as well.

Husselbee commented that withholding payments will affect the students, and they are the main concern. He believes that we need to support Mayor Hawke and DiNatale, but withholding payments is a concern for the student's well-being.

Vine responded, and stated that withholding payments is not the same as not paying at all. Monty Tech, along with other technical schools, are essentially cash cows. The withholding of the payment for one quarter isn't going to affect students and teachers, or what happens in the classroom. It could be a good way of getting our intentions to officials at Monty Tech and let them know that we are serious about our concerns, and at the very least want to be heard. We are tired of being ignored.

Barbaro noted that the renegotiation of the agreement has been a long time coming, but if they have not been made aware of their financial obligations at this point, he finds it reasonable to withhold the payment until the financials have been received, as stated in the agreement. He understands Vine's frustrations, but would not want to hold payments for a whole quarter. He would recommend the money be held until the operator and maintenance budget financials are released. House one budgets usually are not released until January, and Barbaro believes Mayor Hawke is playing hardball. Transparency in monetary numbers is expected, that is the only piece we are waiting for. Why would we give money when we don't know what we are spending it on?

Husselbee asked Hickey how long it would take to figure out if a week or two of delay would be enough time to hold the Town liable for legal ramifications.

Anderson asked Cyganiewicz if the next Monty Tech School Committee meeting is February 7th. Cyganiewicz stated the meetings are the first Wednesday of every month. Anderson recommended the execution of a letter to Mayor Hawke and Mayor DiNatale, offering to accompany them to the School Committee meeting, and to request

they be put on the agenda. She would also suggest in the letter that Mayor Hawke and Mayor DiNatale reach out to other communities and have them attend as well, to force the Monty Tech School Committee to take a look at the policies. The letter could state that payment will be held under advisement until the Tri-Board meeting with the Board of Selectmen, School Committee, and Finance Committee on January 22nd so we can look at legal and other implications that may take part. We do not want to breach our contract.

Barbaro asked if we are willing to hold the payments for the next two weeks, and Anderson clarified that it was only a couple days that it would be held. Hickey added that checks on the warrant will go out next Thursday, which gives us four or five days. There is no hard and fast way to get the money to them, and there is no problem waiting until January 23rd to mail the check. At this point, they have met the conditions of the contract. Hickey agrees with Barbaro that he is not sure how valid numbers would be without the reports from the state.

Anderson stated that regardless of what happens we should go to show support at the Monty Tech School Committee meeting. Cyganiewicz stated that he will get a response tomorrow as to whether or not they will be on the agenda.

3. PUBLIC HEARINGS:

3.1. FY16 CDBG Request to Transfer Funds from Fuel Assistance to Housing Rehab-

Cyganiewicz read the public hearing notice into the record. Tracy Murphy, Planning and Development Director, and Brian Keating of the Massachusetts Regional Planning Commission came forward to speak on this request.

Barbaro moved to open the public hearing. Motion was seconded by Husselbee with a vote of all ayes.

Keating reiterated the program's success. The plan is to have the grant money spent by June 30, 2018. As a recap, Keating stated there was \$25,000 in funds made available to the fuel assistance program \$10,299 was spent, leaving \$14,701 leftover. They are here to request a transfer of the \$14,701 to the Housing Rehabilitation program. Currently, the program has 12 rehab projects to be completed by June 30, 2018.

Anderson asked if there were a lot of applications for fuel assistance. Keating noted that LIHEAP (Low Income Home Energy Assistance Program) funds, provided by the state, must be exhausted before the CDBG (Community Development Block Grant) funds, as CDBG funds are only supplemental. Murphy stated that due to issues in the early life of the grant, the fuel assistance program didn't start until April, which caused a lower number of applicants. This year, applications are flying out the door, and the program started in December.

Barbaro asked if it would be our best interest to put our money towards the current heating program and exhaust the current budgeted funds. Keating replied that they have run into the same issue before, where applicants are being enrolled into the 2016 grant it is different from the 2017 funds. Murphy stated that the original grant was written that the program ends October 17, 2017.

Barbaro asked why they don't make an amendment for fuel assistance rather than housing rehabilitation. Murphy replied that they support housing units with single case waivers. People have been approved or pushed aside because the spending cap per project is \$30,000. The increase of funds to housing rehabilitation could increase the cap to \$60,000 per project instead. Keating noted that they want to be sure to expend 80% of the current grant to be eligible for the next round of funds.

Cyganiewicz asked if it is only a six month period, to which Murphy replied fuel assistance is theoretically roughly a ten month program.

Motion was made by Barbaro to close the FY16 CDBG Request to Transfer Funds from Fuel Assistance to Housing Rehab public hearing, seconded by Husselbee with a vote of all ayes.

Barbaro moved to approve the request to transfer CDBG funds from FY16 Fuel Assistance to housing rehab as presented this evening. Movement seconded by Husselbee, with a vote of all ayes.

3.2. FY18 CDBG Funding Proposal –

Barbaro moved to open the public hearing for FY18 CDBG Funding Proposal, seconded by Husselbee with a vote of all ayes.

Tracy Murphy provided an outline for the FY18 Application for the Community Development Block Grant (CDBG). Murphy stated that the Town is eligible for \$792,665. Broken down, with the Housing Rehabilitation project being allotted \$525,000 it could benefit thirteen projects at \$40,000 a project. The Fuel Assistance program has been allotted \$25,000, which breaks down to fifty \$500 fuel grants, and the final program is the Sign and Façade program, being allotted \$100,000 to go towards potentially five projects at 80% of the project cost. The total amount the town has applied for is \$768,899.

Murphy notified the board that the proposed Sign and Façade Program is for façade and sign projects for commercial and mixed use properties that are eligible for a matching loan. The program finances 80% of approved projects costs in the form of a five year deferred payment loan at zero percent interest. The Loan is forgiven after five years, provided title to the property remains unchanged. The maximum amount of assistance provided per project is \$20,000. Murphy noted that in the 1980s, the program was offered in Winchendon. She has tried to research problems and eliminate them. The Steering Committee meeting is Wednesday, where they are going to try and work out the kinks of the program. Details cannot be worked out until mid-February, then the grant application will have to be pulled, therefore \$100,000 will be rolled into the housing rehabilitation program.

Cyganiewicz asked if the program was available to commercial and residential buildings all around town, and what the zone would be. Murphy replied that she needs to speak with the Planning Board to see who would be qualified, and she intends to push for all of the businesses, not just a certain zone in the Town. Everyone should be privy to that privilege. Cyganiewicz mentioned that seeing commercial buildings redo their façade is nice. Central Street has a lot coming in the next few years and this would be worth it for the facelift of Central Street, especially where some Central Street businesses have expressed concern with ADA compliancy.

Anderson asked how confident Murphy and Keating are that there will be a CDBG available for FY18. Keating stated that the money is there already. Husselbee asked if it is reasonable to assume that the standards will be ready by May. Murphy replied that the Planning Board and MRPC did a draft in the fall of 2016, and it has remained at a standstill. It needs to be readdressed, and standards need to be created.

Barbaro noted he is not a fan of façade; most business owners own their properties, and it is up to them to fix their building. He would rather use the money to fix houses. Barbaro is pro-business, but believes if you own the building it is your responsibility. Anderson replied that she feels small businesses need the help. Barbaro said it is just his opinion, and he is desperate to get housing back up to par.

Hickey asked if there is any sense that there is a component to make us look stronger than other applicants, and Keating replied it is hard to say, 40% of the funds go towards housing, and 30% goes towards economic development. Hickey also asked what would make Winchendon's application more competitive. Keating stated that he can't commit to an answer for that, but could come back and let Hickey know.

Anderson mentioned that she recently went to the ribbon cutting for the gym opened recently, and one of the things that attracted the owners to Winchendon was the Town's lack of regulations for signage. It is hard for businesses to do anything to their buildings as they are using all of their assets to get their business up and running, along with signage and store frontage. They are an example of the small businesses in town that need help and make our town look more attractive.

Barbaro reiterated that he is not opposed to it, but is just stating he would rather have the money go towards housing. He is in favor of upgrading the Town's downtown area, but not for handing out free money.

Murphy noted that the Town can present a more competitive grant to show all of the different programs to help the downtown area and that itself will give Winchendon an edge. Murphy also stated that she would rather have the hearing continued when there will be more answers for the Board's questions.

Anderson asked if there was an income eligibility needed to qualify to receive the grants, to which Murphy replied the façade program is not generated by income.

Barbaro gave an example if the owner of the IGA decided he wanted to update the building, would it be good money spent. Murphy noted that it is not good money spent, but he is eligible to apply for it.

Husselbee stated that the fixing of signage on buildings such as the IGA would encourage someone to go into the building. People are more likely to invest, and it is a no brainer to him. He can see where there is a need for home renovation, but believes the small businesses need help too.

Barbaro moved to continue FY18 CDBG Funding Proposal hearing to February 12th seconded by Husselbee with a vote of all ayes.

3.3. POLE PETITION – Singularly Owned Pole on Rice Road – Husselbee read the public hearing notice.

Barbaro moved to open the public hearing of the Pole Petition- Singularly owned Pole on Rice Road, seconded by Husselbee with a vote of all ayes.

Steve Soucy came forward to represent National Grid. The pole that is going to be installed will support the current pole that is in place. There will be a guy wire connected to it, and will be at the same level as over primary wires. The pole is already framed and ready to go.

No abutters were present.

Barbaro moved to close the public hearing of the Pole Petition-Singularly Owned Pole on Rice Road, seconded by Husselbee with a vote of all ayes.

Barbaro moved approve Pole Petition-Singularly Owned Pole on Rice Road, seconded by Husselbee with a vote of all ayes.

4. **APPOINTMENTS/RESIGNATIONS:** No appointments or resignations were presented at the meeting.

5. **PERMIT/LICENSE APPLICATIONS:**

5.1 Lodging License Name/Owner Change Application – Marcus Hytonen, 36 Spring St. –

The lodging house located at 36 Spring St. is seeking to amend the license reflecting the new owner, Marcus Hytonen, and to change the name to “Spring Street Rooming House.” The former owner Erica George has turned over the business to Mr. Hytonen. The Business Certificate will be updated to reflect these changes. The Building Inspector has recently inspected the rooming house for license renewals and Mr. Hytonen is working with him to resolve any deficiencies.

Barbaro noted that there are issues that the building inspector asked Hytonen to work on. Hytonen replied that the list is up to date, and he has worked with Mr. Newton on the issues. He also noted a business grant would allow him to side the building and make it look pretty. Over the last seventeen years codes have changed, and he is aware that with the name change the building needs to meet code. The current owner wants to take her name out of the business, and there is a need to change the title and other documents.

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

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

7. **NEW BUSINESS:**

7.1 Application for Water/Sewer Abatement – 45 Pond St. – Hickey note that the abatement application was carried over from the last meeting, and he spoke with the property owner to remind them it was on the agenda for tonight. At this point, he asked that the Board move forward and decide how to process the abatement application.

DPW director Al Gallant came forward. He stated that yes the electronics on the meter slowed down, but the water was used by the resident and he does not believe they should be granted the application. Meters have internal batteries that don't last the whole ten years. About fifty meters are replaced quarterly, and even newer editions are also failing. These are electronic meters. The batteries are non-replaceable, and once the batteries die the meter stops working all together. When quarterly readings are done by Wendy, and high bills are detected they are investigated, they could be caused by a leak or a faulty meter. Mr. Gallant believes that the owner should pay the bill.

Husselbee moved to disapprove the water abatement for the applicant, seconded by Barbaro with a vote of all ayes.

Motion to take Policy Amendment of the 2nd Reading – No. 44:37: Adjustments and Abatements for Water/Sewer User Accounts out of order was made by Barbaro and seconded by Husselbee with a vote of all ayes.

8.1 Policy Amendment 2nd Reading – No. 44:37: Adjustments and Abatements for Water/Sewer User Accounts - The current reading of the abatement application leaves it up to the discretion of the Board, but does not encourage water abatements. Anderson asked Gallant if this works for him, and he replied he respects whatever the Board wishes and that he is just trying to streamline the policy for people. Hickey stated that the amendments make it clear for staff and himself and clearer for the Board to make decisions and it is easier on the applicant when filling out the application and what they are applying for and the reasons for abatements to be granted. Anderson also clarified that the application must come in within thirty days of the most recent bill.

Barbaro moved to approve the amended water policy and adjustments to the “Application for Adjustment or Abatement of Water and/or Sewer Charges”; Husselbee seconded, all ayes

7.2 Discussion on Schedule to Update the Board's Policies and Procedures - Hickey noted that in talking further with General Code, they thought it would be worthwhile that the Board weigh in on what has been proposed by Town Counsel and vote on the changes and let General Code know what the Board's decisions are regarding the proposed changes to streamline their work going forward. Review of the Town's Policies and Procedures will start after the Robinson-Broadhurst Grant approval in June.

Anderson asked Cyganiewicz if he thinks reviewing it as a full Board would be helpful, and he replied it would make sense to have a special meeting scheduled just for the review of the policies. Barbaro agreed to do it all in one night. Anderson asked if the Town Clerk could incorporate the Charter changes. Hickey stated that he will look at the Charter changes and ask the Town Clerk to incorporate them. He will get to the Board the latest copy late this week or early next week. A Special Meeting was scheduled for Thursday, February 15th.

A tentative date of February 15th was set. Hickey said he would get copies for the Board to do a fresh review.

7.3 Town Manager's Presentation of 5-Year Financial Forecast – Hickey presented his five year financial forecast, and noted it is in the same format that Bernie Lynch presented his forecast with his support staff. The forecast is updated through FY23. The FY19 number is deceiving, as certain estimates and costs were put in at higher figures than the cost may actually come in at. The actual figures won't be known until later in the first quarter of the year. Hickey is confident that the budget presented to the Board will be balanced in March. Projections developed a few years ago by Lynch showed that in 2018 there would be a deficit. But with economy changes and revenue increases, this certainly doesn't give a budget that's not balanced and he has expanded capital purchases. He feels confident that they will be able to make up the deficit through actual numbers or cost saving measures that won't be too significant. Also included in the forecast is the bond payment that will be paid off in FY19, and the Town's share of three fire fighters which were acquired otherwise through the SAFER grant award, an additional police officer in FY19, as well as \$20,000 for dispatch support at the police station. The Chief will provide justification for the additional staffing for the 2019 budget to address the number of calls they are receiving. Also in the forecast, the DPW is looking to add a new employee next fiscal year.

Retirement costs may not go up as much as projected, based on income from investments with strong economy and investment market. Investment revenues offset costs to retirement rates. There is opportunity to sell some Town property by tax title or excess property. Hickey noted it is concerning to have a deficit cash flow for next fiscal year, and he tried to incorporate everything he is aware of that could affect financial status.

Hickey is confident that the Town is able to bring forward a balanced budget. Tough decisions have to be made, but they can be brought to the Board if needed. Additional taxes being paid with solar arrays being proposed in different parts of Town are unknown at this point, as well as increases in ambulance and collection rates. The increase in revenues is unknown, but the Town is looking at a strong financial footing for a balanced FY19 budget.

Anderson asked why the Town is hiring a new police officer, to which Hickey replied the Police Department is seeing more action and are at a point where an additional patrolman is needed. Anderson also asked about the DPW position, and Hickey stated that the DPW has had many hard hits to their budget, and he would like to address the staffing in the DPW to provide an additional person to assist with winter and summer operations and maintenance. Anderson then asked if there are GPS devices in the Town vehicles. Hickey replied that no tracking devices are in the vehicles, but the dispatchers do know the location of vehicles when they are out. If the Board is interested, GPS devices can be looked into. Anderson believes it would cut down on insurance rates, and when plows are on the road their locations can be tracked to inform citizens when they will potentially be plowed. There is a lot of road in Town, and the devices can show that the DPW are doing the best they can. Hickey stated he is unsure of what technology would be able to identify where the plow has been, but a program can be looked into. Barbaro noted that the Westminster Police Department has their cruisers tagged, and dispatch is able to track each cruiser. Anderson also noted that she is not sure if it is worthwhile, and Hickey replied that research can be done regarding the potential benefits of installing GPS.

7.4 Review Draft Special and Annual Town Meeting Schedule:

Hickey said he has provided the draft STM/ATM schedule for them in their packet for review proposing to have the Annual Town Meeting Monday, May 21st, as it is historically scheduled on or before the third Monday in May. Working back from that, based on decisions, a memo has been sent to department heads to have their budgets brought back February 15th. Presentation of the draft budget will be on March 12th. Two weeks later, a final budget presentation will be made to the Board, with any input or comments at or after the March 12th meeting. We will be looking to finalize the budget on the 26th of March, and bring forward to the Finance Committee on March 27th. From there the draft warrant for the Board will come forward on April 9th and go to the Finance Committee on April 10th. The final warrant recommendation will go in front of the Board on April 23rd and to the Finance Committee on April 24th.

Hickey is also working with the Capital Improvement Committee. He has requests out to the Department Heads, and will have capital improvement requests back next month. The Capital Improvement Plan will be finalized February 26th. Linda Daigle, Executive Assistant, has put a schedule together based on the cheat sheet provided by legal counsel. If the Board agrees with the schedule, it can be shared at the next meeting on January 22nd with the School and Finance Committees. The schedule is basically a replica of what the town has done the past few years. Last year, the budget presentation was made at a joint meeting. Town code requires two presentations; one to the Finance Committee and one for the Board of Selectmen. No changes have been made to the schedule that the Board hasn't seen for the past few years.

Anderson asked when the school budget is expected back, and Hickey responded February 15th. Barbaro stated that House One is generally approved in January. Hickey noted that Rich Ikonen, Business Manager of Winchendon Public Schools, has started compiling budget information, and is working to develop a budget. Ikonen and Steve Haddad, Superintendent of Winchendon Public Schools, will decide what is supported and not supported in the budget.

Barbaro asked about the legalization of marijuana shops being able to open, and Hickey replied that the Planning Board has had meetings regarding the topic. At this point, it is a complete guess on the amount of revenue that will come in. He believes there will be an article on the Town Warrant for a 3% tax with the extensive Zoning Articles for the location of recreational marijuana. There are no estimated revenues. Barbaro believes it is in the

best interest of the Board to seek legal writing of the 3% as part of the Town Warrant to present to legislation for the position. Hickey replied that on the warrant proposed to the Board, he will have an article asking for local revenue to be collected at the three percent for Marijuana. The article will be reviewed by legal counsel.

8. **OLD BUSINESS:**

8.1 Policy Amendment 2nd Reading – No. 44:37: Adjustments and Abatements for Water/Sewer User Accounts -
Agenda item already addressed this evening following item number 7.1.

9. **TOWN MANAGER'S REPORT:**

1. Financial Updates-

- a. I am trying to schedule a Tri-Board meeting for Monday, January 22nd. The main purpose of the meeting is to provide an update to all three Boards on the Town's finances half way through the fiscal year. The Town Accountant, the School Business Manager and the Supt. of Schools will be present. At the meeting, he will ask the Finance Committee to transfer out of the Snow and Ice Reserve account to the Public Works Snow and Ice Budget.
- b. Public Works has had to restock sand and salt due to the snow and ice during the month of December. In addition, a sander body rusted out and could not be repaired. A new sander body was purchased for \$16,000. The salt shed is currently full but to do so Public Works has expended \$164,000 of their \$210,000 Snow and Ice budget. At the Tri-Board meeting I will be seeking Board of Selectmen and Finance Committee approval to transfer funds from the Snow and Ice reserve line item in the Finance Committee's budget. The FY18 reserve is \$93,000. Hickey stated that if the typical New England Winter continues, the budget should hold. There is currently more money than we ever had in the snow and ice budget as well as in the reserve.

2. Personnel Updates-

- a. Michael Breau has been hired to fill an open Equipment Operator position in the Department of Public Works.

3. Project Updates-

- a. The Walnut Street Reconstruction project will be bid in late January with a bid opening in February. Work is anticipated to begin in the spring.
- b. The Town's engineering firm, Tighe and Bond will present a more complete set of plans for the Central Street reconstruction project at the Board's February 12th meeting. In addition, Tighe and Bond will present concept plans for a rotary and traffic signal at the Blair Square intersection. I would like to apply for a Mass Works grant for the project, but need to know which type of intersection the Board prefers prior to beginning that application process. Hickey also stated that they were able to identify additional parking, and had comments on Blair Square. The Board needs to decide what needs to happen at Blair square; a rotary, intersection, or remain the same. Tighe and Bond will schematically have draft layouts of each option and what impact it would have on the properties in the Blair square area and discuss the pros and cons of each. If the Board wants to move forward with rotary or another intersection, there will be a need to invest money for engineering plans and to allow application for the Mass Works program and cover total cost and engineering of the project. Sometime during the winter, the decision needs to be made to get engineering work done for Blair square. The competitive bidding process of the engineering company felt that Blair square checks off a lot of boxes as to what they are looking to fund.
- c. I participated in a conference call between National Grid and Onyx Energy regarding the solar project at the Transfer Station. National Grid indicated that project remains scheduled to go live by the end of June, 2018

4. Miscellaneous Updates –

- a. The Planning Board had a meeting on Tuesday, January 2nd to discuss the development of a Marijuana Zoning Bylaw. The Planning Board voted to support zoning to allow a recreational marijuana facility to be located on Central Street. The bylaw is not completed at this point. I am concerned about the impact of having recreational marijuana located in the center of town.

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The Planning Board has another meeting shortly to discuss and another public hearing in February to draft zoning language for the May Town Meeting.

b. The new DPW truck will be delivered during the week of January 8th.

Barbaro asked when the truck is taken offline if it will be given to Templeton in exchange for a bucket truck as it has been discussed previously. Hickey replied that his understanding is that the truck in Templeton will not be replaced until sometime in March. Both of the DPW directors are interested in the trade, and in sixty days it will be brought up again.

Barbaro also asked if there has been any increase in revenue since the Town's transfer station has opened their service to Templeton. Hickey replied that the revenue has increased but not due to Templeton's use. He is hoping that residents will be tired of paying someone to dispose of their trash.

10. **MINUTES:**

10.1 Thursday, September 28, 2017 -Joint Meeting with Finance Committee and School Committee:

Cyganiewicz moved to approve September 28th minutes; seconded by Barbaro with a vote of all aye the minutes were approved.

10.2 Monday, December 4, 2017- EXECUTIVE SESSION:

Barbaro moved to approve and release December 4th Executive Session minutes; motion seconded by Husselbee. By roll call vote of Barbaro aye, Husselbee aye, Anderson aye and Cyganiewicz abstaining, the minutes were approved.

10.3 Monday, December 18, 2017 -Regular Meeting:

Barbaro moved to approve December 18th minutes; seconded by Husselbee. With a vote of all ayes, the minutes were approved.

11. **COMMUNICATIONS:** N/A

12. **AGENDA ITEMS:** N/A

13. **ADJOURNMENT:**

14. **EXECUTIVE SESSION:**

Husselbee 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 - Subject: Collective Bargaining Agreement with AFSCME 93 Local 1887. The Board will reconvene into Open Session for the sole purpose of adjournment. Anderson so declared. By roll call vote of all ayes, the Board adjourned into executive session at 8:42 p.m.

Respectfully Submitted,


Lindsay Kuchta
Recording Secretary