

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, JULY 16, 2018
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Chairwoman
Audrey LaBrie, Vice Chair
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:

- Proclamation for Ricci Ruschioni retirement from Winchendon Fire Department (filed)
- Email of Interest in serving on Town's Recreation Commission, Penny Maliska (filed)
- Email of Interest in serving on the Ingleside Utilization Committee from Keith Bussiere and the Recommendation from Chair Dave Romanowski (filed)
- Letter of Recommendation for new member Scott Robillard to the Planning Board from Guy Corbosiero
- Cailte Kelley Letter of Resignation from Planning Board (filed)
- Letter of Request from MRPC for Appointment to Montachusett Joint Transportation Committee (MJTC)(filed)
- Memo from the Town Manager regarding Community Outreach Meetings and Consideration of License Approval for Proposed Adult Use Marijuana Establishments (attached)
 - Public Meeting Notice, Community Outreach Meeting, Adult Use Marijuana Establishment at Proposed Location of 350 Baldwinville State Road (filed)
 - Town of Winchendon and 202 Trading Company, LLC Draft Host Community Agreement (filed)
 - 202 Trading Co. Request for Qualifications Response - Adult Use Marijuana Retail License at 350 Baldwinville State Road (filed)
 - 202 Trading Company Community Outreach Meeting Power Point Presentation (filed)
 - Public Meeting Notice, Community Outreach Meeting, Adult Use Marijuana Establishment at Proposed Location of 703 School Street
 - Not Grampa's Tobacco RFQ Business Plan for Adult Use Marijuana Retail License and Cultivation at 703 School Street (filed)
 - Town of Winchendon and Not Grampa's Tobacco, Inc. Draft Host Community Agreement (filed)
 - Not Grampa's Tobacco, Inc. PowerPoint Presentation (filed)
 - Public Meeting Notice, Community Outreach Meeting, Adult Use Marijuana Establishment at Proposed Location of 463 Maple Street (filed)
 - Toy Town Alternative Health RFQ Business Plan for Adult Use Marijuana Retail License (filed)
 - Town of Winchendon and Toy Town Project, LLC Draft Host Community Agreement (filed)
 - Toy Town Alternative Health PowerPoint Presentation (filed)
- Disclosure by Non-Elected Municipal Employee of Financial Interest and Determination by Appointing Authority as Required by G.L. c. 268A, § 19, Robert O'Keefe, Winchendon Planning Board (filed)
- Disclosure by Non-Elected Municipal Employee of Financial Interest and Determination by Appointing Authority as Required by G.L. c. 268A, § 19, Guy Corbosiero, Winchendon Planning Board (filed)
- Sewer Betterment Assessment Removal 21 Duval CT, A Map 5C3 Lot 74 – Determination by Building Inspector and comments from the Collector/Treasurer (attached)
- Status Report of Winchendon Community Park (Ingleside) by North Quabbin Trail Association President Bobby Curley (filed)
- Letter from Bobby Curley Announcing a Free Community Event Sat, July 21st on Tully Road in Orange to walk the new 1.2 mile trail limited challenge mobility Senator Wetmore 2 Fishing Hole Loop Trail (filed)
- End of Year Budget Transfers for FY18- July 9, 2018, List 2 (attached)
- Memo to Board of Selectmen Re: BOS Policies and Procedures final Reading - 7/16/18
- Town of Winchendon Board of Selectmen Policies and Procedures
- Town Manager's Report (attached)

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

Announce audio/video recording disclosure – No one announced they would be recording the meeting this evening.

1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:

1.1 Reorganization of the Board of Selectmen –

Anderson nominated LaBrie to be Chair. With no further nominations and a vote of all ayes, Selectwoman LaBrie was voted the new Chair of the Board.

LaBrie entertained motions for Vice Chair.

Anderson nominated Cyganiewicz to be Vice Chair, seconded by Husselbee, with a vote of all ayes, Selectman Cyganiewicz was voted the new Vice-Chair of the Board.

1.2 Proclamation – Deputy Fire Chief Ricci Ruschioni - LaBrie asked Deputy Fire Chief Ricci Ruschioni to come forward to start the proclamation process, and introduced State Representative John Zlotnik who presented Mr. Ruschioni with a proclamation thanking him for his years of service as a 911 responder, and acknowledged the difficulty of being a first responder.

Cyganiewicz then read the proclamation from the Board of Selectmen to present to Mr. Ruschioni, congratulated him and thanked him for his years of service.

Mr. Ruschioni then asked Chief Tom Smith to come forward and thanked him for being such a great Fire Chief. He stated that he took a job as an on call fire fighter for the Town of Winchendon in 19?? and went full time in 1982. Through the years, Mr. Ruschioni said he never looked at his work as a job but a privilege, and loves firefighting, the job itself, and his community. He acknowledged Chief Smith for his encouragement to stay with the Fire Department longer and stated the Chief has brought the Fire Department a long way. Mr. Ruschioni went on to say that the Fire Department is a team, and invited all fire fighters present this evening up for recognition. He thanked Hickey for allowing him to serve the Winchendon Fire Department; he is honored to have been able to, and will always be an advocate and love the Town of Winchendon Fire Department.

Anderson stated that she would like to thank and acknowledge Cynthia Boucher and another member of the community who were at the bike path staining the fences. It is good to see people taking care of the community they live in. Additionally, Anderson attended the Winchendon Winds Concert for Veterans, and stated it was a wonderful tribute to those who have served. Anderson also made a shout out to the Friday night concerts at GAR Park for their always wonderful bands, and growing attendance. Thanks go to the Department of Public Works for keeping the grass mowed at GAR Park.

Cyganiewicz wished all of the departments and employees a good new fiscal year.

2. PUBLIC COMMENTS AND ANNOUNCEMENTS:

There were no public comments at this meeting.

3. APPOINTMENTS/RESIGNATIONS:

3.1 Recreation Commission Appointment – Penny Maliska- Anderson asked if Tina Santos, a member of the Recreation Commission would come forward to speak on behalf of the appointment of Penny Maliska as she was unable to attend the meeting. Ms. Santos stated she is happy to announce and welcome Ms. Maliska to the group, and noted the Commission has several more inquiries coming in for people to join. Ms. Maliska has been a wonderful community member; always doing wonderful work within the community.

Anderson asked how many members were on the Commission to which Ms. Santos replied three adult members, one of which may be leaving at the end of the month. There are seven available seats on the committee including two student seats.

Barbaro moved for the approval of the applicant, seconded by Husselbee with a vote of all ayes.

3.2 Ingleside Utilization Committee Appointment – Keith Bussiere, Jr.- Chairman of the IUC Committee, Dave Romanowski, came forward on behalf of Keith Bussiere, who was on vacation. He noted that he has met with him several times, and also stated that Mr. Bussiere had been helping with the trails at the Winchendon Community Park. Speaking on behalf of the Committee, Romanowski stated they are very much looking forward to having him on the Committee.

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

3.3 Planning Board Appointment – Scott Robillard- Mr. Robillard came forward and informed the Board that he has lived in Winchendon for eight years now, but grew up in Templeton so he is familiar with the area.

Cyganiewicz noted that Mr. Robillard has some experience with the construction trade which would be beneficial to the Planning Board.

Guy Corbosiero, Chairman of the Planning Board, stood up and noted that all members approve of him coming onto the Board.

Barbaro moved for the approval of the applicant, seconded by Husselbee with a vote of all ayes.

3.4 Planning Board Resignation – Cailte Kelley- ***Barbaro moved to accept the resignation of Cailte Kelley from the Planning Board, seconded by Husselbee with a vote of all ayes.*** Anderson thanked Cailte for all of the work he has done.

3.5 Montachusett Joint Transportation Committee (MJTC) – Vacancy- Cyganiewicz noted that he served in on the MJTC for two years, and felt it was more appropriate to have the Department of Public Works (DPW) director take the position.

Hickey noted that Al Gallant, Director of DPW, is serving on another committee and Mr. Gallant has the sense to remove himself from serving on the MJTC and suggested that someone else take the position. Meetings occur in the day; therefore Hickey stated he would be willing to take the position if no Selectmen had interest or recommendations.

Cyganiewicz noted that having Mr. Gallant on the Committee was helpful as he had great expertise in road paving and infrastructure projects.

Austin made a motion to appoint Keith Hickey to be the representative for the MJTC, seconded by Barbaro with a vote of all ayes.

4. PUBLIC HEARINGS:

4.1 Community Outreach Meetings for Proposed Adult Use Retail Marijuana Establishments- Hickey asked Tracy Murphy, Director of Planning and Development, to come forward to answer any questions during the presentations. He then went on to remind the community and Board that Murphy came before the Board a few months ago and suggested that a Request for Qualification (RFQ) process to vet applications who are interested in obtaining one of the three available adult use retail marijuana licenses. The RFQ will make the process more competitive rather than going about it as first come first serve. All of the submitted RFQs have been reviewed and rated and a recommendation will be made as to who would be selected. As there were only three applicants, each license could be obtained; though the Board does not have to give out all three licenses.

The three license applications came from 202 Trading Co. at the proposed location of 350 Baldwinville State Road, Not Grampa's Tobacco, Inc. at the proposed location of 703 School Street, and Toy Town Alternative Health at the proposed location of 463 Maple Street. All three of the host agreements are identical with the exception of two discrepancies in Not Grampa's Tobacco. They are looking for both cultivation and adult use retail licenses, and unlike the others have chosen to not include a voluntary contribution to a non-profit organization in Town. Each applicant is asked to pay a 3% quarterly tax through the Town, and funds have been

asked to cover the initial cost that the Town will incur as far as the process for the Planning Board goes; if the Board and Cannabis Control Commission approve the applicant, a \$15,000 deposit shall be made. Additionally, a \$2,000 payment has been asked of each applicant to cover the cost of Legal Counsel if they are approved.

The agreement to be signed by the approved applicants was drafted by Legal Counsel and though there have been some changes made to the agreement, they have all be worked through with all three applicants. He believes the process has worked well. All of the specific terms in the Community Host Agreement (CHA) documentation have been provided.

Hickey added that there have been concerns about two members of the Planning Board as they are part of the Toy Town Alternative Health group. To ensure transparency, both Bob O'Keefe and Guy Corbosiero have filed financial disclosure forms that provided explanation to the Town Manager and Board of Selectmen that they were not involved in any opportunity until the first week in June. Based on those statements, legal counsel does not find their involvement to be an issue. The concern was addressed to Hickey's best ability, and as there was no basis to file a complaint, the Ethic's Commission would not provide any form of reply.

4.1.1 7:00 PM - 202 Trading Company, LLC.- Anderson read the public hearing notice for 202 Trading Company, LLC., located at 350 Baldwinville State Road.

Barbaro made a motion to open the hearing, seconded by Husselbee with a vote of all ayes.

Anthony Parrinello, Principal of 202 Trading Company, LLC., thanked the Board for the opportunity to answer any questions as well as the members of the audience. He noted his presentation was very concise and based on the guidelines outlined by the State of Massachusetts. Mr. Parrinello gave his presentation, followed by the opening of a question and answer session.

It was noted within Mr. Parrinello's presentation that annually \$5,000 would be donated to the Winchendon Backpack program as the Company's way of giving to the community.

Anderson wanted to speak to the donations that will be made to Kiwanis. She noted there is no finer organization that does so much to benefit kids, and they are one of her favorite groups.

Mr. Parrinello stated he can't take the credit for picking the charity, as he asked community leaders who they might recommend as an organization to donate to. If they can donate more down the road, they will.

Cyganiewicz asked if a valid identification would be a driver's license or passport to which Mr. Parrinello replied yes. The company is asking for law enforcement training to ensure they can properly validate different forms of identification. Cyganiewicz then asked about the mentioned background checks of employees, is there a screening process? Mr. Parrinello noted that the State outlines the process that has to be done. For lack of a better way to describe the process it is like an FBI background check; it covers all states, social media, and tax returns. It is very comprehensive. The company does not have final approval of the employees, the State does.

Cyganiewicz then asked if the screening is Massachusetts is more comprehensive than in New Hampshire to which Mr. Parrinello replied they are identical.

Husselbee asked once the company gets their approved license, how long will it take the business to open? Parrinello replied with a lot of construction to do they are looking at four to six months before opening.

LaBrie noted a question about the type of license, the information the company provided states they are authorized to purchase and deliver products. Mr. Parrinello responded stating the company only intends on store operation and not delivery. There are many risks associated with it. If they chose to do delivery in the future, they would need the Town's permission.

LaBrie opened the floor for public comment.

Erin O'Dea of 24 Stoddard Road asked how many acres are on the property to which Mr. Parrinello replied approximately nine. It is not a good site to grow on, and they would not grow there if they decided to cultivate for their business in the future.

Ms. O'Dea then noted that though there is not a school issue, there is a bus stop at the end of Stoddard Road. She is looking to find out what would happen if kids are on the road. She wanted to make the comment that students will be picked up and dropped off at a location abutting the business. Mr. Parrinello ensured Ms. O'Dea that the company is compliant with both State and Town zoning requirements, and no minors will be permitted entry to the business. Ms. O'Dea added that her concern isn't the monitoring of the business property but secluded areas such as Otter River State Park and Lake Dennison. She believes the business would do better in a monitored business area rather than residential.

Barbaro noted that the entire process was publicized for the public hearings, and asked if she attended any of the meetings to which she replied not everyone was able to give their input at Town Meeting.

LaBrie asked if the intention is to build the facility near the road to which Mr. Parrinello noted the intention is to build the facility with the same footprint as the current building.

Tina Santos came forward and noted that there will not be a need to explain to the children as the facility will not look like a marijuana business. It will look like a regular retail store. Based on the public hearings she attended, it was talked about that the outside of the businesses will not showcase their contents.

Tina asked how the business would handle the large sums of cash that would be involved with the business as some banks don't accept deposits from a cannabis business. Mr. Parrinello responded stating that debit cards and cash can both be used for payment, and the company does have bank relationships.

Robert O'Dea came forward and stated that nobody on Stoddard Road knew about any of the meetings until last month. Once the home owners found out about the proposed business they began talking amongst themselves and decided they were not in favor of a business being there. The bus stop at the end of the road is a place where children congregate, and Stoddard Road is a rural area. There is already an issue with individuals partying in that area, they fear that this would increase the rate of parties. Mr. Parrinello noted he is willing to work with the community to develop a plan. He also stated that any individual operating under the influence is not his responsibility; that is their choice.

Hickey stated if they process is granted from the State to this company, they will then go before the Planning Board and submit their site plan where issues such as the type of traffic that may increase and concerns of road condition are addressed. They will come to review and there will be a chance to discuss them at that time. Hickey also wanted to make the public aware that if they Board votes to approve this license, it is not the last leg. Concerns regarding infrastructure improvements will be best at the corresponding Planning Board meeting. Additionally, Hickey respectfully suggested that any inappropriate activities be reported to the Police Department. He guarantees a police officer will be out to investigate what is going on out there.

Mr. O'Dea stated there is also a concern of their property values decreasing. The people who voted to pass this don't live near the establishment.

Michelle Blanchard came forward and stated she was never notified of the zoning meetings to which Anderson replied there have been a number of public hearings held and community forums. All of the notifications have been posted, and the decision was voted on at Town Meeting.

LaBrie informed Ms. Blanchard overlay areas were approved at Town Meeting after careful setup by the Planning Board. Each of the proposed establishments lay within the overlay areas. Up until this point, we were not aware of what locations the establishments would be at.

Murphy noted when the applicant comes back to Town; the next phase is special permit and site plan review. At that point abutters will be notified. To speak to the process of the zoning change Murphy then

noted that the process for adult use marijuana zoning began in October of 2017. It was addressed at the November Town Meeting and a moratorium was put on through the end of June of this year to ensure the Town had time to find out what the State's rules and regulations are, and to spent time to purposefully select places around town to locate facilities. There were two public forums in the paper and posted. Zoning was discussed at every Planning Board meeting from November through May, and the Planning Board did their best to have outreach such as a survey online.

Anderson suggested that the company perhaps add surveillance to the parking lots of the establishments to which Mr. Parrinello replied they would be happy to comply with any reasonable request made.

Anita of 43 Stoddard Road stated she was appalled that the business has gotten this fair on Stoddard Road. If it was the corner of their (Selectmen's) street, the Board would see it differently. This business will defeat the purpose of hanging out on the street.

Barbaro move to close the public hearing, seconded by Anderson with a vote of all ayes.

Anderson moved to authorize the Town Manager to sign the Host Community agreement on behalf of the Town with 202 Trading Company, seconded by Husselbee with a vote of all ayes.

4.1.2 - Not Grampa's Tobacco- Cyganiewicz read the public hearing notice for Not Grampa's Tobacco, to be located at 702 School Street. Tiffany Parkhurst, Manager, John Coderre, Head Grower, and Bernie Feldman, Landlord, all came forward.

Ms. Parkhurst stated she was before the Board to request cultivation and retail licenses to be located at 702 School Street, the old State Line Auction house. There will be fencing and security on the lot, and the cultivator lives immediately abutting to the property as an extra point of security.

Cyganiewicz asked where the cultivation would be taking place to which Ms. Parkhurst replied it will be in the same building; only managers will have access to the cultivation. Cyganiewicz then asked if they are cultivating for the sole purpose of retail and if the product would be transported at all to which Ms. Parkhurst replied cultivation is strictly for retail purposes.

Barbaro inquired about the lack of a charitable contribution to which Ms. Parkhurst replied they are new to the business and didn't want to commit to a donation they may not be able to follow through with. They hope to have the ability to donate, and will donate if and when they are able to.

Ms. Parkhurst also added that the smell of the cultivation will not be an issue, and if they did chose to wholesale their product they would pay an additional 3% to the Town. However, it is not their intention at this time.

Husselbee asked how cash will be handled for debits and other transactions to which Ms. Parkhurst noted they are still looking for a bank that fits their needs, and will have a safe on site. Husselbee then asked if they planned on delivering their product to which Ms. Parkhurst replied no.

Anderson noted a concern in how to monitor what is being cultivated and where it is going, to which Mr. Coderre replied there is software used to monitor and track sales. Hickey added it is required by law to do so.

LaBrie inquired about the manufacturing of products on site to which Ms. Parkhurst replied edibles will be bought wholesale; they would like to do them in house eventually. If so, they will ensure getting the proper licensure beforehand.

Barbaro mentioned the State is looking for laboratories to test the product and asked if retail is to be done from cultivation does it have to be tested. Ms. Parkhurst replied the testing facility comes to pick up a small amount of product to be tested at laboratories, set up with a strict inventory process.

Tina Santos came forward and asked in the case of a power outage will there be a backup generator? Ms. Parkhurst replied that the State requires backup generators to ensure cameras are always working; the State wants to protect against any theft and or abuse of marijuana.

Husselbee moved to close the hearing, seconded by Barbaro with a vote of all ayes.

Anderson moved to give the Town Manager authorization to sign the Host Community Agreement for retail sales with Not Grampa's Tobacco, Inc.; seconded by Husselbee.

Hickey requested the motion be amended to state the application for both retail and cultivation of adult use marijuana.

Anderson moved to amend her motion to give the Town Manager authorization to sign the Host Community Agreement for retail sales and cultivation of adult use marijuana with Not Grampa's Tobacco, Inc.; seconded by Husselbee with a vote of all ayes.

4.1.3 - Toy Town Alternative Health- Anderson read the public hearing notice for Toy Town Alternative Health to be located at 463 Maple Street.

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

Guy Corbosiero, Mark Hagemeyer, Roger Norcross, and Bob O'Keefe came forward to represent their business, Toy Town Alternative Health. Mr. Corbosiero noted that each participant is local and intends on taking care of the community correctly. Their location is 463 Maple Street, which lies within Zone B in Winchendon Springs. There is no need for exterior changes to the building, signage will be kept to a minimal and will have security cameras on the premises. There will be no display of marijuana through the glass in the front of the building; there will be a waiting area which will run across the entire front of the building, and people will need to be buzzed into the retail floor one person at a time.

Mr. O'Keefe noted the reception and identification area entrance is a man trap; the door that separates the retail from the reception area will not open unless the front door is closed. Getting into the vault area requires a minimal of two areas. Not one person will be able to access materials in storage.

Husselbee inquired about the back door to the building and if it would be accessible from the outside to which O'Keefe stated it can only be opened from the inside of the building.

Mr. Corbosiero stated hours of operation will be determined by the Planning Board. The business intends on having four managers and leadership training will be required by all employees.

Mr. O'Keefe stated it has been agreed to that a minimum of 1% of profits will go to non-profits within Winchendon quarterly. There are many great programs in town, and any non-profit who wishes to be considered may notify them. The company will employ twenty individuals, hopefully all of which come from Winchendon.

Mr. Corbosiero noted that panic buttons will be accessible to all employees, and all products will come prepackaged so odor will not be an issue. Mr. O'Keefe added that each product is tagged before it is sent to the retail company, and is tracked just like Sudafed is when given at the pharmacy. LaBrie asked if the tags were mandated to which Mr. O'Keefe replied yes. Additionally, Mr. Corbosiero stated no more than one ounce can be sold to an individual.

Anderson noted that a problem the Town has is finding enough volunteers to serve on Boards and Committees; these positions are strictly voluntary and nothing is given to those who give their time. It can prohibit individuals from taking opportunities. She hesitates to exclude these individuals from participation opportunities simply because of the time they offer to the Town. They should not be excluded from taking advantage of an opportunity that comes forward.

O'Keefe thanked Anderson for her comment and stated that when he moved to Town eleven years ago he fell in love with the community. After just one year, he joined the Planning Board and has been a member ever since. If he hadn't heard Anderson's comment just now he would have been somewhat disturbed as all of the Selectmen are volunteers as well.

Mr. O'Keefe then added that members of the public have voiced concerns and he wanted to ensure the community that both he and Mr. Corbosiero will recuse themselves when appropriate.

Barbaro asked how they can enforce a no loitering policy when the Harbour Restaurant is the other part of the building to which Mr. O'Keefe replied the entrance to the Harbour is on the far right, it would be obvious if someone was loitering.

Barbaro then noted that Mr. O'Keefe and Mr. Corbosiero had great influence as to how adult use marijuana retail came to town. He noted it would be said that it didn't all come together in just a few weeks, it "smells", and doesn't look transparent. Corbosiero replied that people have seen him, and he always speaks the truth; no one has caught him in a lie. He has always been forward and if people believe he is lying then he can't convince them that he is telling the truth.

Anderson noted it was the Selectmen who changed the number of licenses from two to three. If they had more than three applicants, it might have been a bigger problem, but with only three, she doesn't see where the lack of transparency is.

Barbaro stated that members of the Planning Board have had great influence of pushing zoning through and now members are part of an establishment. Point being it just doesn't look good.

Mr. O'Keefe replied that he did not attend Town Meeting to push zoning through, and right around that time, he had resigned from the Planning Board but quickly rejoined as an alternate when he heard of Cailte Kelley's resignation. If he had planned on doing this, he wouldn't have re-joined the Planning Board.

Mr. Corbosiero stated that if he had intended on being part of this, he would not have pushed for downtown locations, as he did in a public forum.

George Bousquet of 176 Glenallen Street came forward and noted he is neither for the business nor against it. His concern is the control of traffic, and on a busy night for the Harbour, where will overflow parking occur? LaBrie acknowledged Mr. Bousquet's point and thanked him.

Mr. Corbosiero stated that perhaps the traffic issue is something the Planning Board will address.

Scott Gauthier, a resident of Maple Street to a property abutting 463 Maple Street, reiterated the concerns of Mr. Bousquet, and stated he is surprised and sad that he is discussing this type of business in town.

Attorney Roger Lipton of North Hampton came forward to represent Brandywine Farms, his client. They are neither for nor against the project, but as neighbors are concerned of the off premises use of the product. Attorney Lipton asked if there were any thoughts or suggestions about off premises product use. Mr. Corbosiero replied that there is a 3% premium being paid for the increase in Police activity. Security can be worked out for more patrols. These are just suggestions as things are still in the works. Attorney Lipton then asked why the legal notice doesn't name the individual applicants. Hickey replied to Attorney Lipton stating the public notice was provided by the Cannabis Control Commission, and the disclosure of the applicants is not required.

Husselbee made a motion to close the public hearing, seconded by Barbaro with a vote of all ayes.

Anderson moved to allow the Town Manager to enter into a Host Community Agreement with Toy Town Alternative Health, seconded by Husselbee with a vote of all ayes.

Husselbee moved for a five minute recess, seconded by Barbaro with a vote of all ayes the Board entered recess at 9:10PM.

LaBrie called the meeting back to order at 9:28PM, and apologized for the delay as the meeting moved to the fourth floor Robinson Broadhurst room for more comfortable temperatures.

5. PERMIT/LICENSE APPLICATIONS:

There were none this evening.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:

There were none this evening.

7. NEW BUSINESS:

Barbaro moved to take Agenda Item "7.2 Sewer Betterment Assessment Removal – 21 Duval CT, A Map 5C3 Lot 74" out of order, seconded by Husselbee with a vote of all ayes.

7.2 Sewer Betterment Assessment Removal – 21 Duval CT, A Map 5C3 Lot 74 - Sherry LaFreniere came forward. It was noted that she owned the property for a couple of years. When the betterment process begun the property was deemed buildable. Recently, the current Building Commissioner deemed the property unbuildable. Treasurer Donna Spellman has recommended the removal of the betterment moving forward in the amount of \$2,919.85.

Husselbee moved to remove the balance of the betterment for the property located at 21 Duval Court A, seconded by Barbaro.

Hickey requested the language "effective Fiscal Year 2019" be added into the motion.

Husselbee moved to amend his motion to remove the balance of the betterment for the property located at 21 Duval Court A effective Fiscal Year 2019, seconded by Barbaro with a vote of all ayes.

Barbaro moved to take "7.3 Ingleside Utilization Committee Chair to Introduce the North Quabbin Trail Association" out of order, seconded by Husselbee with a vote of all ayes.

7.3 Ingleside Utilization Committee Chair to Introduce the North Quabbin Trail Association- Dave Romanowski, Chair of the Ingleside Utilization Committee came forward and introduced Bobby Curly, president of the North Quabbin Trail Association. They have been working with NQTA on the trails and invite the community to finalize the trails and become involved in the Winchendon Community Park project. Mr. Curly came forward and informed the Board of his extensive work with trail cutting and mapping ranging from the Appalachians to Lake Dennison. His team specializes in tick eradication, and even ADA compliant trails. He updated them on the status of the project with Phase 1 complete which involved re-establishment and specialty trail cutting and clearing of Elm Street path up to the Meadow trail intersection creating a tick resistant path through the heavy brush and invasive species, creating a five-year sustainable path that will just require light maintenance by the community on a yearly basis. They also removed a heavy stand of Glossy Buckthorn, the most invasive species found at the park.

Mr. Curly introduced a few members of his team, each which bring a different talent to the group.

Mr. Curly spoke about the possible utilization of space at the Winchendon Community Park such as an apiary and butterfly sanctuary, all of which would thrive in the wonderful natural resources that exist within. Additionally, Mr. Curly provided the Town with a new map of trails at Lake Dennison. With enthusiasm, Mr. Curly stated that the community seems very driven and passionate about the park and can see wonderful things coming for it.

7.1 Disclosures by non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority: Planning Board Members Guy Corbosiero and Robert O'Keefe- Hickey noted that both Mr. Corbosiero and Mr. O'Keefe had submitted disclosures of Financial Interest and Determination by Appointing Authority in relation to their business, Toy Town Alternative Health. Hickey asked what the Board would request of the individuals and the matter.

After discussion *Anderson moved to limit the participation of Mr. Corbosiero and Mr. O'Keefe to recuse themselves from the Planning Board should the discussion of marijuana including any bylaws or anything relating to marijuana, seconded by Cyganiewicz with a vote of all ayes.*

7.4 FY2018 End of Year Transfers-The Town Manager reviewed the nine proposed transfers as follows:

1. The Town Manager request the amount of \$59.94 to be transferred from Town Manager's Negotiations to Network Admin Personnel for budget overrun.

Barbaro moved to approve, seconded by Husselbee with a vote of all ayes.

2. The Health Department request to transfer the amount of \$1,081.57 to be transferred from Health Department Professional Services to Certification & Training for Title 5 Soil Evaluator course.

Barbaro moved to approve, seconded by Husselbee with a vote of all ayes.

3. The Fire Department request to transfer the amount of \$3,805.37 from Fire Department Fuel Oil to Fire Department Overtime to cover payroll overtime.

Barbaro moved to approve, seconded by Husselbee with a vote of all ayes.

4. The Fire Department request to transfer the amount of \$5,470.52 from Fire Department Electricity to Fire Department Overtime to cover payroll overtime.

Barbaro moved to approve, seconded by Husselbee with a vote of all ayes.

5. The Fire Department request to transfer the amount of \$2,074.39 from Ambulance Oxygen to Fire Department Overtime to cover payroll overtime.

Barbaro moved to approve, seconded by Husselbee with a vote of all ayes.

6. The Fire Department request to transfer the amount of \$7,925.00 from Fire Equipment to Fire Department Housemen to cover payroll for Fire Department Housemen.

Barbaro moved to approve, seconded by Husselbee with a vote of all ayes.

7. The Police Department request to transfer the amount of \$62.63 from Police Expense: Lock Up Expenses to Animal Control Contract Services for budget overrun.

Barbaro moved to approve, seconded by Husselbee with a vote of all ayes.

8. The Department of Public Works request to transfer the amount of \$3,432.78 from Transfer Station- Indirect Costs to Transfer Station- Tipping Fees to cover shortfall in tipping budget.

Barbaro moved to approve, seconded by Husselbee with a vote of all ayes.

9. The Land Use Department request to transfer the amount of \$781.00 from Land Use Vacation Coverage to Land Use In-State Travel for Plumbing and Gas Inspector mileage.

Barbaro moved to approve, seconded by Husselbee with a vote of all ayes.

8. **OLD BUSINESS:**

8.1 Board of Selectmen's Policies and Procedures Final Review and Amendment-

Barbaro moved to table the Board of Selectmen's Policies and Procedures Final Review and Amendment at this time due to the meeting running late, seconded by Anderson with a vote of all ayes.

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

9.1 Financial Updates; Personnel Updates; Project Updates; Miscellaneous Updates-

1. Financial Updates-

- a. The Police Department has agreed to receive wireless 911 calls directly rather than having the wireless calls going to the State Police in North Hampton. This change will improve service to those calling. In addition, Winchendon will receive an additional \$25,000 annually from the State 911 Department Support and Incentive Grant Program.
- b. The Town received the \$400,000 to begin repairs/engineering on the Whitney Pond Dam.

2. Personnel Updates-

- a. Tyler Pelkey and Garrett Wante have been hired by the Fire Department as full time firefighter/paramedics.
- b. DPW Foreman Randy Paul resigned effective July 14th. Mechanic Brian Hart resigned effective July 19th. Matt Bradley has been hired to fill an opening in the Water Department. Matt came highly recommended by a respected colleague in the water field and has all of the necessary water operator licenses. His start date is July 23rd.
- c. I have been asked to serve on the Interim Superintendent School Superintendent's Search Committee.

3. Project Updates-

- a. The streetlight LED retrofitting project began again during the week of July 9th.
- b. Winchendon's Complete Street application for sidewalk reconstruction along routes to the schools was not approved for funding. MassDOT did offer for their engineer to meet with town staff to review the application. Tracy Murphy will take DOT up on that offer.
- c. Work has been scheduled to begin at the Winchendon Community Park (Ingleside). Below are the scheduled activities to date:
 - **Tuesday, July 10 5:30 PM** – 4th floor Town Hall conference room.
Agenda: Meet with our partner, the North Quabbin Trail Assoc. (NQTA), to discuss logistics and determination of the work to be done. This will also be a good time for us all to get to know each other and review skills, etc.
 - **Saturday, July 14**, Community Kickoff Day - Winchendon Community Park at Ingleside 10:00 AM
Agenda: Walk the trails with NQTA, get a list of projects to be completed on the upcoming work day and layout who will be leading/working on what.
 - **Saturday, July 28**, Community Action Day - Winchendon Community Park at Ingleside 9:30 AM
- d. The Chestnut Street road reconstruction project is progressing well. The wastewater and drainage work are complete. The installation of new water pipes will be complete by the end of this week.

4. Miscellaneous Updates –

- a. The Town was notified by MIIA, our Property/Liability Insurance carrier, that the Town will receive a rewards credit in the amount of \$22,303. These funds can be used to reduce the premium and half of it can be used towards a Flex Grant for a preventative loss control purchase. I previously reported in June we had expected up to \$10,000 but the amount was a pleasant surprise. The Rewards Credits is due entirely from employees and/or Board member's participation in training programs. This is the highest amount the Town has ever received.
- b. Tracy Murphy will be attending a financing meeting hosted by the Brandywine property owners on Monday, July 16th. I will update the Board on what was discussed at your July 16th meeting.
- c. The Town received a monitoring report from the Department of Housing and Community Development (DHCD) for the FY16 CDBG Grant. There were several comments regarding the lack of required documentation and serious issues identified during the review. As you recall, the Town hired the Montachusett Regional Planning Commission to provide the day to day management of this grant. MRPC did not perform to the satisfaction of the DHCD or the Town. Based on the comments in the monitoring report, I have replaced MRPC with an agency recommended by DHCD by the name of Breezeway Farms Consulting. Tracy Murphy has begun to review the existing files with Breezeway and will have the FY16 and FY17 grant documentation in compliance with all DHCD regulations shortly. I have placed a copy of the DHCD Monitoring Report in the Dropbox for your review.

Mr. Hickey reported he received an email this evening inviting the town to a meeting about Green Communities this Friday. He believes they will be told they received a Green Community Grant award for FY19. He isn't positive but doesn't believe they will walk away empty handed.

Mr. Hickey wanted to pay respect to Weymouth police officer and an older woman who were killed by gunshot wounds. He hopes these senseless acts will come to an end soon and asked people when they see an officer, stop and thank them for the work that they do.

Barbaro gave an update as he received a letter from Mass Legislature on the closing out of FY18 funds:

- \$12.5 million to fully fund the Special Education Circuit Breaker for FY18;
- \$40 million in cash for municipal road and bridge repairs distributed as grants to every city and town using Chapter 90;
- \$30 million for targeted intervention and turnaround efforts aimed at closing student achievement gaps in districts with high concentrations of low-income students;
- \$10 million in grants for the Complete Streets and Small Bridges programs;
- A year end transfer of \$10 million to increase the state match for the community Preservation Act program (section 39);
- \$7 million more for Regional School Transportation to bring the FY18 funding level up to about 80 percent;
- \$8 million to create a multi-year source of revenue to fund municipal police training;
- \$30 million for the Clean Water Trust revolving fund; and
- \$72 million for a wide-ranging school safety initiative with multiple program components.

Barbaro asked that any opportunities available to acquire monies from these grants be looked into, to which Hickey replied yes.

10. **MINUTES:**

There were no minutes for approval at this meeting.

11. **COMMUNICATIONS:**

12. **AGENDA ITEMS:**

The Board will hold their next meeting on Monday, July 30, 2018 at 6:30PM. Barbaro noted he would not be present at the meeting to be held on the 30th.

13. **EXECUTIVE SESSION:**

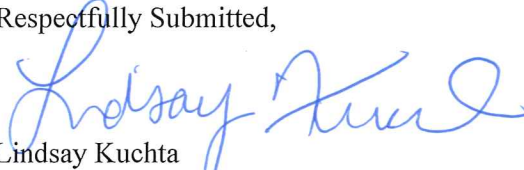
There is no Executive Session held this evening.

14. **ADJOURNMENT:**

Barbaro moved to adjourn, seconded by Cyganiewicz, with a vote of all ayes.

The meeting adjourned at 10:31PM.

Respectfully Submitted,



Lindsay Kuchta
Recording Secretary