

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
MONDAY, NOVEMBER 19, 2018  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

Present:

Audrey LaBrie, Chairwoman  
Austin Cyganiewicz, Vice Chair  
Barbara Anderson  
Michael Barbaro

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

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List of Documents Presented at Meeting:

- Proclamation for Mr. Bruce Cloutier and his many years of service to the Town of Winchendon (attached)
- Memo From Dave Koonce and Janet Morrison Dated October 2018 Re: Conservation of Land and Grant Requirements for Gardner and Winchendon Wetland Protection Project (filed)
  - United States Fish and Wildlife Service North American Wetlands Conservation Act Notice of Grant Requirements (filed)
  - Letter From Keith Hickey to Board of Selectmen Dated 11/19/18 Re: Gardner and Winchendon Wetlands Protection Project town forest, Tract #15, Acknowledgments of Willing Sale; Relocation Rights (filed)
  - Town of Winchendon, Select Board Certification (filed)
  - Letter to Keith Hickey from Board of Selectmen Dated 11/19/18 Re: conveyance of Town land known as the Town Farm (filed)
- Request to Discharge a 1996 Housing Rehabilitation Lien at 25 Fairbanks Street (filed)
  - Information from Tracy Murphy Provided for Housing Rehab Lien Discharge (filed)
  - Discharge of Mortgage dated November 19, 2018 (filed)
  - Letter dated 5/13/2004 from Anne Marie Blake, Dept. of Planning and Development, to Mr. and Mrs. John Riley Re: Lien on 25 Fairbanks Street (filed)
  - Letter dated 4/1/2003 from Ellen DeCoteau, Dept. of Planning and Development, to John and Clorinda Riley Dated 4/1/2003 Re: Mortgage Discharge (filed)
  - Letter dated 4/24/2003 from Ellen DeCoteau, Dept. of Planning and Development to John and Clorinda Riley Re: Response to Letter Written April 23, 2003 requesting \$30.00 for Recording Discharge of Housing Rehab Mortgage (filed)
- Memo From Keith Hickey Dated November 14, 2018 Re: Request for Authorization to Transfer health Insurance to MIIA from the GIC
  - Breakdown of Savings for Active and Retiree Individuals Covered by MIIA and GIC Comparable Plans
  - Memorandum of Agreement By and Between The Town of Winchendon and DPW, Fire fighters, Administrative and Clerical, Police Officers, Emergency Communications, Secretaries, Teachers, School Custodial, and Winchendon Support Personnel Association Inc. (Collectively, "the Unions") (filed)
  - MIIA Health benefits Trust Proposal 7/1/2019-6/30/2020 Monthly Contribution Rates (filed)
- Board of Selectmen/ Town Manager Goals and Objectives Fiscal 2018 (July 1-June 30) Adopted by the Board of Selectmen on September 25, 2017, Updated November 5, 2018 (filed)
- Report of the Town Manager
- Minutes approved:
  - Monday, November 5, 2018 Regular Meeting

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*LaBrie 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.*

No one announced that they were audio recording the meeting tonight.

**1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:**

Barbaro wished everyone a happy Thanksgiving and noted that the road conditions might be rough due to weather. Additionally Barbaro asked that all be aware that kids will be out of school early the next few days and to be careful; Go Murdock!

Anderson reminded everyone that Saturday November 24<sup>th</sup> is Shop Small Business Saturday and encouraged all to shop in town at local businesses stating there will be deals in some of the shops.

1.1 Proclamation – Barbaro asked Bruce Cloutier and Cailte Kelley to come forward. Barbaro read the proclamation created for Mr. Cloutier as thanks for all of the work he does for the community; "Bruce has been involved with Kiwanis for over 30 years, has run the Massachusetts State Chili Cook-off that's sponsored by the Winchendon Kiwanis for about 33 years and served as president for close to 25 years until handing over the reins this past October. Kiwanis gives on average at least \$10,000 a year into the community to help with kids having proper clothing, opportunities to attend camp, scholarships and healthy food to eat on the weekends. When you consider that Murdock graduates roughly 70 kids per year, over 30 years his work has touched at least 2,100 and his work with Kiwanis is responsible for well over \$250,000 of charity giving into Winchendon. They meet for about 2-3 hours a month which is 900+ hours of meetings and he is always there to man the concession tent and they do that about three times a year as well equaling another 750 hours of work. All he's asked for in return is for the help of other people to do good work alongside him."

Mr. Cloutier stated he is not resigning from the Kiwanis, simply passing the title of President on. He thanked the Board for their recognition.

**2. PUBLIC COMMENTS AND ANNOUNCEMENTS:** There were none this evening.

**3. PUBLIC HEARINGS:** There were none this evening.

**4. APPOINTMENTS/RESIGNATIONS:** There were none this evening.

*Anderson moved to take 5.1 Hawker's Peddler's/ Solicitation Permit out of order, seconded by Barbaro with a vote of all ayes.*

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

6.1 Conservation of Land and Grant Requirements for the Gardner and Winchendon Wetlands Protection Project- The Town Manager informed the Board that Janet Morrison is here this evening to answer any questions the Board may have on what is needed for this grant and project. He explained this is a housekeeping issue with specific documents that need to be signed by the Board of Selectmen and one by him. This is a federal North American Wetlands Conservation Act, Small Grants Program. Land Conservation Consultant Janet Morrison came forward and noted that the land being discussed was conveyed to the Conservation Commission in 2017 and is specifically known as the Town Forest, located on Town Farm Road. Conveyance of the Town Forest to the Conservation Commission was a match or cost share for two grant programs used to conserve four Winchendon properties that are now owned by the Mass. Dept. of Fish and Game. The land is considered to be a \$235,000 donation to match grant funding. Its only purpose shall be for protected open space conservation and as conservation land is permanently protected under the amendment to the Massachusetts Constitution. The action being requested of the Board is a typical requirement.

*Barbaro moved the Board accept the United States and Wildlife Service North American Wetlands Conservation Act Notice of Grant Requirements, seconded by Anderson with a vote of all ayes.*

*Barbaro moved to sign the Certificate page of the Willing Sellers letter, seconded by Anderson with a vote of all ayes.*



*Barbaro moved to approve the Bargain Sale Letter for Conservation purpose, seconded by Anderson with a vote of all ayes.*

**7. NEW BUSINESS:**

7.1 Request to Discharge a 1996 Housing Rehabilitation Lien at 25 Fairbanks Street- Hickey noted that the lien being requested for discharge goes back to a 1996 housing rehabilitation loan. A 5 year loan forgiveness period was set for the loan, but a discharge was never filed. Current owners John and Clorinda Riley are looking to sell their home and unable to with the lien on their home. Hickey asked the Board to release the lien, allowing the current owners to sell the property free and clear of the lien.

*Barbaro moved to discharge the lien at 25 Fairbanks Street of the owners John and Clorinda Riley, seconded by Anderson with a vote of all ayes.*

7.2 Consideration to Change the Town of Winchendon's Health Insurance Provider to the Massachusetts Interlocal Insurance Association (MIIA) - Hickey stated that as the Board is aware, the Town's agreement with the GIC expires next year. Over the past few months, the Insurance Advisory Committee made up of representatives from the School, Town Hall, Public Works, Police Station and Fire Station have been meeting to compare a handful of insurance proposals for the Town to consider at their time of renewal. Additionally, this Committee met with Sue Shillue who has background in insurance and assisted the Town with obtaining insurance. During the review period, a number of state wide regional health insurance organizations made presentations to the committee, as well as MIIA, who in the end the Committee decided would be the best option.

MIIA has provided prices effective July 2019; the year two premium increases are no more than the overall average cost of each group. The Collector's office looked at plans that employees are currently enrolled in and tried to match them to where they believe the individuals would be moving to if we do use MIIA as our insurance provider. If their assumptions are right, the Town will save \$156,000 next year; Hickey stated he estimates to save about \$100,000. Hickey stated he will not have the rates for the GIC until December or January, but they have looked at the GIC increases and applied them to plans currently on the GIC. With all of the unions at the table apart from the Fire Department and Department of Public Works, it was a unanimous decision to move to MIIA for insurance. Hickey said he is excited about the opportunity to have Blue Cross Blue Shield as insurance; the plans offer more flexibility and offers healthcare to those who want to seek out of state care. He asked that the Board authorize him to notify the GIC that the Town will no longer use them to provide insurance effective June 30, 2019.

Hickey thanked the group of employees he worked with; they were great to deal with and understood that the Town is looking for insurance that meets the needs of employees and retirees in a responsible manner. Everyone wanted to look for options and worked together to address concerns they had and to bring the presentation forward to the Board for consideration tonight.

Anderson asked if they chose to adopt this plan and one of the Board members might benefit from it, does the ethics disclosure done a few months ago cover this as a Board of four? Hickey replied he believes it would but cannot say 100%. He suggested a five minute recess to pull out Town Counsel's opinion.

*Barbaro moved for five minute recess, seconded by Anderson with a vote of all ayes. 7:03 PM.*

*Meeting was called back to order at 7:08 PM.*

LaBrie explained before the recess that the Board was discussing whether there was a conflict in changing the insurance plan for the Town of Winchendon if it was beneficial to one or more of the Board members. Shortly after the resignation of Charles Husselbee, the Board invoked the rule of necessity to allow herself and Barbaro, both affected by the School Payroll Warrant, to sign said warrants as they were only a Board of four. Over the recess, we have found that the Board can make a motion to invoke the rule of necessity to consider the change of health insurance for the Town.



*Anderson moved to invoke the rule of necessity when considering the change of health care providers for the Town of Winchendon and to allow Barbaro and LaBrie to participate in selection of the health insurance providers. Motion seconded by Cyganiewicz with a vote of all ayes.*

*Anderson moved to change the health care provider for the Town of Winchendon from the GIC to MHA effective July 1, 2019, seconded by Cyganiewicz with a vote of all ayes.*

**8. OLD BUSINESS:**

8.1 Update on Town of Winchendon's Role in the Demolition of a Dilapidated Building at 283 Lincoln Ave. Extension- Hickey stated on Thursday afternoon the court authorized the Town to demolish the building and address the rodent problem at 283 Lincoln Avenue Extension. The Town Manager applied for and received a waiver of the bidding requirements for the demolition of the building. The Town is required to obtain three written quotes for demolition costs but does not need to formally advertise the project. Geoff Newton, Building Inspector, has the names of three demolition contractors that would be contacted for a price to demolish the property when the Town receives authority to do so. Hickey has looked into getting some procurement regulations relieved to speed the process along, specifically asking to not have to go through a written bid process. Since looking into the procurement relief, Al Gallant, DPW Director, notified Hickey of a Town Employee who is licensed, capable and willing to demolish the building and catwalk at 283 Lincoln Avenue Extension. This would save the town somewhere around \$40,000 as the Town would only need to rent equipment needed for an estimated total of \$10,000 rather than \$50,000 to hire an outside company to do the work. Hickey said he spoke with the Town's insurance company to ensure we would be covered for this project and the DPW employee doing the work to which they ensured us we would be. Some correspondence needs to be had with the Fire Department as they will have to hose down the materials as they are being demolished as well. Hickey stated he is happy things are moving forward, even if it may not be at the pace we would like. We are hopeful that the building and catwalk will be demolished and fenced off before the end of the calendar year. The rodent issue will be handled prior to the demolition. The property owners will be lienied in the amount of costs to demolish the building and the police department has made the care takers and property owner aware that they are no longer allowed on the property.

Anderson asked if the caretaker and owners have been notified of the decision to which Hickey replied the caretaker was in court and the decision was mailed to the property owners.

Anderson then stated her concerns with the gray building next door to the property being discussed as it is in as equally as bad shape. Hickey stated he believes the Town owns it, and if the Board is comfortable allowing staff to take the building down it can be taken down as well and cleaned up. Anderson then voiced concerns about the rodent issue to which Hickey replied the rodent situation will be addressed prior to the demolition of the building to ensure they aren't seeking new places to live. It has proved to be a bit of a process to get prices and we are looking to get the best price possible to take care of the issue. The rodent population has grown this year which doesn't make it any better for those dealing with them.

Anderson then asked in the case of a need for plowing what will be done if the Public Works employees on site are needed? Hickey stated the project should only take a couple days, and in the case that the employees on site are needed for plowing, they will leave the site to do so.

After further discussion, LaBrie said she would like to get the demolition done. Hickey asked if there were any objections to his proposal. With none heard he stated he will keep the Board updated and by next week hopes to have a better sense as to how the building will be torn down.

8.2 Establish 2019 Town Manager Goals- Labrie noted that one of the concerns Anderson had is the Goals are not detailed enough. Anderson added that she would like to see Winchendon's downtown be beautified more with the reconstruction of Central Street quickly approaching and to attract more businesses. She also wishes for more updates from the Police and Fire Departments regarding the marijuana facilities that will begin opening tomorrow; it is important to keep in contact to address their needs. Additionally, Anderson stated the Communication Committee could better communicate with the public, and she would also like to have the department heads meet with the Board more frequently for updates.

Hickey noted that he is sure the Police and Fire Chiefs as well as department heads would be happy to come in as often as needed to discuss whatever is necessary.

Cyganiewicz said he would also like to see more updates from the Town Accountant as they had been provided in the past. Daigle noted that more frequent updates were provided when the Town was in debt. Hickey said he can have the financial reports that are supplied for the Finance Committee on a monthly basis also be provided for the Board as well.

LaBrie asked that the goals and objectives be prepared for finalization for the meeting to be held on December 3<sup>rd</sup>.

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

**1. Financial Updates-**

- a. Tony Roselli presented the draft FY18 Management Letter to the Audit Committee on November 8<sup>th</sup>. The Audit Committee will present the audit at the December 10<sup>th</sup> Quad-Board meeting.

**2. Personnel Updates-**

- a. Officer James Maynard graduated from six months of Academy Training last week. He is a lifelong resident of Winchendon. Officer Maynard will begin field training shortly and be available for patrol shifts in January. Chief Walsh plans to bring Officer Maynard to a December Board meeting to introduce him to the Selectmen. Officer Brandon Lucier will begin his Academy Training in March.

**3. Project Updates-**

- a. Public Works is working to complete the final two dozen street light conversions. The remaining street lights need high tension wires or tree limbs removed. Dagle Electric, the company who upgraded the street lights to date, has proposed a cost of \$2,200 per fixture to complete the work. Al Gallant and I thought the price was high so Al approached the Templeton Municipal Light for a price to do the same work along with repairs to street light fixtures as needed moving forward. The following is their response.

In 2019 for two (2) lineman (one up, one down) and one (1) aerial lift truck we would charge the Town of Winchendon \$191 per hour plus any materials we would use. For 2020 and 2021 the \$191 rate would increase consistent with our operating costs but this is an OK figure for the calendar year 2019. We can typically change 1-2 lights out per hour, depending on location and setup time, so we could get 16 or so done on a good day. So \$1,416 per day would get you 12-16 fixtures replaced.

Al and I have requested a contract from Templeton Municipal Light to complete the street lighting project this fall.

The Town was notified by National Grid that upon completion of the project National Grid will receive an Energy Initiative Rebate of \$43,972. Tanko Lighting is updating the project financial analysis to reflect the rebate and will forward that to me in the near future.



Hickey added that payback will be made from the upgrade in just over two years and thanked all for their help.

#### 4. Miscellaneous Updates –

- a. Tracy Murphy has been working with representatives from Mass Development and the owners of the RHI building about redeveloping the building. Mass Development believes the redevelopment of this building is the type of project they like to finance and for the right project they will finance up to 90%. Tracy will continue to work with the building owners and Mass Development.

Tracy also discussed grant funding opportunities for other projects in town with Mass Development. There are "out of cycle" funds for worthy projects such as the Lincoln Ave. Extension building demolition, Poland/Streeter housing and the potential for over 55 housing in one of our vacant buildings. The Mass Development representative suggested applying for area wide assessment monies for Phase 1 & 2 environmental studies on the properties. They also suggested that we inform Senator Gobi about potential projects in town and get her on Board and then invite Secretary Ashe back to town to show him.

Additionally, Hickey noted that MassWorks are looking into projects that will help with job creation at Hillview Business Park to attract some businesses to locate out there. Currently a marijuana growing facility is being developed for that site.

Tracy, Al Gallant and I met with Senator Gobi on Tuesday and she was very enthusiastic about working with the town to move these opportunities forward. Senator Gobi is also going to meet with state officials to determine if the Whitney Pond dam could be funded with recently approved environmental funding. I have shared the pertinent sections of the 2015 Montachusett Regional Natural Hazard Mitigation Plan which outlines the impact current condition of the dam.

- b. The Town received two bids to manage the Wastewater Department. The two firms will be interviewed during the week of November 19<sup>th</sup>. A recommendation to award the bid will be brought to the Board at your December 3<sup>rd</sup> meeting.

Suez and Veolia were the only two bidders, and were interviewed today. Both companies proposed prices that are about what is expected to break even with what our costs were previously. Additionally both bidders made us aware that by making modifications to the way the Waste Water Facility is currently used the town will benefit from some pretty significant savings.

Hickey reminded everyone that Town Hall will close at 12:00PM on Wednesday November 22<sup>nd</sup> and all day November 23<sup>rd</sup> for Thanksgiving. The Transfer Station will be closed Thursday the 22<sup>nd</sup> and Friday the 23<sup>rd</sup>, reopening for regular business hours Saturday.

#### 5. **PERMIT/LICENSE APPLICATIONS:**

Hawker's Peddler's / Solicitation Permit – Lorenzo Leonardo, Trinity Solar- After discussion, the Board requested the Town Manager's office reach out to Mr. Leonardo of Trinity Solar to attend a meeting before they will grant him his license.

*Barbaro moved to table the Hawker's Peddler's / Solicitation Permit for Lorenzo Leonardo of Trinity Solar to the next meeting, seconded by Anderson with a vote of all ayes.*

10. **MINUTES:**

*10.1 Monday, November 5, 2018 Regular Meeting – Barbaro moved to approve the minutes of the November 5<sup>th</sup> Regular Meeting, seconded by Cyganiewicz with a vote of all ayes.*

11. **COMMUNICATIONS:** LaBrie noted that upcoming meetings will be held on Monday December 3<sup>rd</sup>, a Quad Board meeting between the Board of Selectmen, Finance Committee, School Committee and Audit Committee on Monday December 10<sup>th</sup>, and a regular meeting on December 17<sup>th</sup>.

Hickey added that he will have the agreement for the new insurance provider and asked that the Board come in before closing on Wednesday to get the proper signatures.

12. **AGENDA ITEMS:**

13. **EXECUTIVE SESSION:** There was 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 7:56pm.*

Respectfully Submitted,



Lindsay Kuchta  
Recording Secretary

