

TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
INCLUDES JOINT MEETING WITH THE PLANNING BOARD
MONDAY, OCTOBER 30, 2017
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.

Present:

Barbara Anderson, Chairwoman
Audrey LaBrie, Vice-Chairwoman
Charles Husselbee

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

Absent:

Michael Barbaro
Austin Cyganiewicz

List of Documents Presented at Meeting:

- FY16 CDBG Status (attached)
- Liquor License Change of Manager Application, Nouria Energy Retail, d/b/a Winchendon Irving (filed)
- Liquor License Change of Manager Application, VinLozano Imports Inc., d/b/a Event Wines (filed)
- Letter of Interest from Arthur Amenta, Jr. to Switch from Planning Board Alternate Member to Regular Member(filed)
- Letter of Interest from James McCrohon to Switch from Planning Board Regular Member to Alternate Member(filed)
- Notice of Vacancies, October 2017 (filed)
- Permit Application from Jason and Lisa Dodge to Sell Christmas Trees (filed)
- DRAFT Tighe & Bond Functional Design Report for Central Street and Power Point Presentation Slides (filed)
- Quitclaim Deed of Barkley Maple Street Realty LLC, Open Space Lots A, N, C, D and E, Bayberry Circle (filed)
- Town Manager's Report (attached)
- Minutes Approved:
 - o Wednesday, Special Meeting Regarding Shared Town Meeting Services - September 20, 2017
 - o Monday, Regular Meeting - September 25, 2017

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

Announce audio/video recording disclosure – No one disclosed they would be audio or video recording the meeting this evening when asked by the Chair.

1. SPECIAL GUESTS:

Dept. of Revenue's Comments on the Status of Deficit Legislation – Special Guests Zach Blake, Mary Jane Handy, and Deb Wagner from the Department of Revenue came forward and thanked the Board of Selectmen for

having them present this evening. Mr. Blake said that the Department of Revenue (DOR) wanted to formally mark what could only be described as a remarkable turnaround for the Town of Winchendon, and congratulate the collaborative efforts of the Board of Selectmen, the School Committee, the Finance Committee, Department Heads, the Town Manager and others in their efforts made collectively in this turnaround. About two and a half years ago, in May 2015, the Department of Revenue laid out significant operating deficits, cash overdrafts, borrowing internally from stabilization fund, a need for local aid for payments, reconciliations and budget oversight issues, and a tremendous amount of turnout in financial offices. The Town needed a strong financial team and leadership. The DOR also wanted to show gratitude for the community. In July 2015, the DOR provided a thirty-six page review with twenty-six recommendations. The Board of Selectmen hired the confident and experienced Town Manager Keith Hickey and has worked as a team and has stabilized the finances of the community. The Town of Winchendon was looking at paying off a debt over the course of ten years, but it is now slated to pay off that debt in just four years. The Capital Improvement Plan is very impressive. It is the second year in a row that the Town marks over a million dollars in free cash versus a negative two point five previously. The DOR commended everyone involved for the difficult situation the Town was in. It's amazing and is something to be celebrated that it has been overcome in four years.

Ms. Handy noted that on July 1, 2015, the Town's inability to pay any deficits resulted in negative free cash balances in previous years. In 2015, ways were addressed to help the Town turn around. Personnel and other changes have helped that in 2016. Every year since, \$73,000 has been acquired in free cash, and the amount of \$1,372,558.00 of free cash has been going through to pay off debt. As a result of this practice, the Town had the ability to produce excess revenues and retain \$550,000 of FY18 free cash subject to appropriation at Town Meeting, per the Town Manager's request.

Anderson stated that on behalf of the Board of Selectmen she would like to extend thanks to the DOR. She appreciates the support and encouragement. Hickey stated that he, William Schlosstein, the Town Accountant, and Steven Haddad, the Winchendon Public Schools Superintendent, all worked together and couldn't do it without the DOR.

Hickey mentioned when he was called by Zach, Mary Jane, and Deb who recognized the changes and positive things that have happened, it was nice to have this positive spin. He wanted to recognize people behind the scenes. Steve Haddad and he have had a lot of positive accolades come their way due to financial improvements. The Board of Selectmen, the voters, the Finance Committee, and the School Committee have all played a part in the improvements that have happened. Bill Schlosstein and Joanne Goguen, the Assistant Town Accountant, do a great job at bringing an improved skillset to the team. They were hired a year and a half ago. Donna Spellman, the Town Treasurer, was inspired to be more aggressive to improve the amounts outstanding, along with Jillian Lopez, Assistant Treasurer, and Kelly Wood, the Treasury Clerk. Supt. Haddad and I get a lot of kudos, while Rich Ikonen, Winchendon Public School's Business Manager, and everyone else is working behind the scenes to make it possible. Hickey thanked them for all of the hard work they've done.

2. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:

- 2.1. Trick or Treat is Tuesday, October 31st from 5:30 p.m. – 7:30 p.m. - Anderson noted the times for Trick or Treat in Winchendon.
- 2.2. Clyde Restoration Thank You - LaBrie gave many thanks to Sherman LaBarge and Dan Lambert for the work they did on restoring the Town Horse, Clyde.
- 2.3. Special Fall Town Meeting Monday, Nov. 13, 2017 at 7:00 P.M. - Husselbee noted the date and time for Special Town Meeting and encouraged all to attend.

LaBrie asked when the warrant would be in the newspaper, and Hickey noted that the warrant is on the Town's website now, and will be in the paper November 3rd.

Anderson noted that Smith's Country Cheese's Cheesefest 2.0 was a wonderful time with a good turnout. She expected a larger crowd, but the weather decreased the volume. Anderson got to judge Halloween costumes at the festival.

3. PUBLIC COMMENTS AND ANNOUNCEMENTS:

Hickey informed the Board that the Community Action Committee Director could not come this evening due to a family issue.

Bud Fletcher, a Trustee of the Clark Memorial, came forward to note there is a groundbreaking ceremony for the new gymnastics building that will be built soon at the Clark YMCA for preschool and afterschool. The Groundbreaking ceremony is Saturday at 1:00p.m. All are invited.

4. 6:30 P.M. PUBLIC HEARINGS :

4.1 CDBG Public Hearing Regarding Extension of FY16 Grant - LaBrie read the Public Hearing notice.

Husselbee made a motion to open the Public Hearing for the Extension of the FY 16 Grant. Motion was seconded by LaBrie with a vote of all ayes.

Tracy Murphy, Director of Planning and Development, came forward to give a quick update on the FY16 Community Development Block Grant (CDBG) and ask for an extension on the grant. She noted that twenty-five of the thirty-three fuel assistance grants have been given out. Of the thirteen housing rehab projects, six are complete and four are in process. She asked for an extension to June of 2018, and noted there are still eight \$500 fuel assistant grants available, and tomorrow is the last day, as the money must be spent by October 31st. Any leftover money will be brought to the Board of Selectmen to be moved into the rehab program. Fuel assistance started late this past fiscal year, but we are hopeful this time around for FY17 the grant will start in a month and will not have a problem using it in the winter months.

Brian Keaton of Massachusetts Regional Planning Commission came forward and noted that the last two years have been warmer winters, and residents are eligible for federal help. CDBG funds cannot be utilized until other funds are exhausted. People generally need additional assistance around March or April.

LaBrie moved to extend the FY16 Community Development Block Grant to June 30, 2018, and was seconded by Husselbee with a vote of all ayes.

4.2 Liquor License Change of Manager Application for Nouria Energy Retail, Inc. d/b/a Winchendon Irving, 93 Gardner Rd. - Anderson asked why the business was changing managers, to which John DeAngelis replied that the previous manager left. LaBrie stated she had no questions, nor did Husselbee.

LaBrie moved to approve the change of manager application and license change, seconded by Husselbee with a vote of all ayes.

4.3 Liquor License Change of Manager Application for VinLozano Imports Inc., d/b/a Event Wines, 2 Juniper Street - Andrew Graff came forward and noted that the business was changing managers as their previous manager moved to South Carolina, and is working as more of a salesperson. Stacey Ricard, whom will be the new manager, has been with the business for eleven years or so.

Husselbee asked why the application says beer and wine off premise, to which Linda Daigle replied that it is like a package store.

LaBrie moved to approve manager application for VinLozano Imports Inc., seconded by Husselbee with a vote of all ayes.

5. APPOINTMENTS/RESIGNATIONS:

5.1 Planning Board Appointment – Arthur Amenta, Jr., and Planning Board Alternate Appointment – James McCrohon – Art Amenta and James McCrohon were looking to switch titles on the Planning Board. Therefore James would become an alternate, and Art would become a regular member.

LaBrie moved to appoint Art Amenta as a full Planning Board member, and James McCrohon as an alternate member of the Planning Board, seconded by Husselbee with a vote of all ayes.

5.2 Appointment of Board of Selectmen member to the Shared Revenue Committee- The Department of Local Services had the Shared Revenue Committee as its last criteria for the Town. It was brought up at the Tri-Board meeting held with the School and Finance Committees along with the Board of Selectmen.

With a full Board not present this evening, Husselbee made a motion to postpone the nomination of a Board of Selectmen member to the Shared Revenue Committee, seconded by LaBrie with a vote of all ayes.

The Committee will consist of a School Committee member, a Finance Committee member, a Board of Selectmen member, and staff.

5.3 Notice of Vacancies - LaBrie read off the notice of Vacancies for the month of October.

6. PERMIT/LICENSE APPLICATIONS:

6.1 Christmas Tree Permit, 350 Baldwinville St. Rd. – Jason & Lisa Dodge - Jason and Lisa Dodge came forward and noted that it was their third year selling Christmas trees located at 50 Baldwinville State Road in Winchendon. Anderson asked if the Board had any issues regarding the permit. Husselbee asked if the hours would be 8:00a.m. to 8:00p.m., to which the Dodge's replied their hours are mainly during the weekend. They begin selling trees the day after Thanksgiving.

A motion was made by Husselbee to approve the applicant as presented, and seconded by LaBrie with a vote of all ayes.

A motion was made by Husselbee to take the agenda out of order until 7:15 p.m. and to move to the Bike Path Donation agenda item; LaBrie seconded. Vote was all ayes.

8. NEW BUSINESS:

8.1 Donation of Bench for Bike Path - Hickey noted that a resident, who wishes to remain anonymous, would like to donate a bench on the bike path for their family who uses the path regularly. The Department of Public Works and Town Manager's office are working on getting a spot ready at the bike path and getting prices. Because the donor would like this to remain anonymous and her parents watch the meetings, she asked it remain as generic as possible and the Board accept her donation. Anderson asked where the location of the bench would be to which Hickey replied the people who need to know will know and there will be a dedication for the family.

Labrie moved to accept the donation for the additional bench to the bike path, seconded by Husselbee with a vote of all ayes.

8.2 Application for Sewer Abatement from Rite Aid Pharmacy - *LaBrie moved to pass over the agenda item as it will be moved to a different meeting, seconded by Husselbee with a vote of all ayes.*

Husselbee moved for a five minute recess, seconded by LaBrie with a vote of all ayes the Board recessed at 7:07 p.m.

The meeting reconvened at 7:17 p.m.

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

7.1 JOINT MEETING WITH PLANNING BOARD - Central Street Improvements Project Presentation -

Planning Board members present were Chairman Guy Corboseiro, Bob O'Keefe, Cailte Kelley, and Art Amenta. Corboseiro called the Special Joint Meeting with the Planning Board and Board of Selectmen to order at 7:17p.m.

David Loring, Principal of Tighe and Bond, and Alex Fagnand, the Project Engineer from Tighe and Bond were in attendance to give a presentation on the potential Central Street Reconstruction. The project was accepted through Massachusetts Department of Transportation (Mass DOT) Federal Funds, and the project itself is two thousand six hundred linear feet, starting at Front Street and heading towards Maple Street, but does not include intersections. The project will be a bottom up reconstruction, including storm drainage, sewer, and water main reconstruction. Funds are coming from the Transportation Improvement Program (TIP) Federal funds, in the highway association. The Town would be responsible for paying for the transportation water and sanitary sewer work that needs to be addressed.

Loring gave a slideshow presentation of the project's layout at this time.

Tighe and Bond opened the floor for questions and comments following the presentation.

Guy Corboseiro, Chair of the Planning Board, asked if the travel lanes would be large enough for trucks to pass through, and noted that currently the lanes are at a fifteen foot width and was concerned the reduction to eleven feet would cause issues. In response, Loring noted that the problem with having the pavement width being so extensive is it leads to conflict with vehicles. Reducing the lane width to single lane traffic flow is safer and helps to avoid cars swooping around.

LaBrie asked if with the sidewalks and streetscapes would there be enough room to add benches with a safe pedestrian area. Loring noted that the widths differ at different parts of the street, and perhaps it can be worked out with a business owner to have a shared space for benches.

Corboseiro asked how the underground infrastructure would work if the project stops at Blair Square. Loring noted that with the layout of Blair Square, the infrastructure will match up as they are designed now allowing for a seamless tie in.

Husselbee asked how the project will address controlling speed. Loring replied that with a narrow traffic lane, the traffic generally tends to slow down. A bike lane, as well as other traffic calming measures like some possible curb extensions will be implemented.

Anderson mentioned the elimination of parking on the east side of Central Street. Loring commented that standard parking spaces are necessary, and when state funding is accepted, it creates rules that need to be utilized. There are one hundred twelve parking spots, and with safety measures being considered, forty are being lost.

Hickey noted that if the Town does not accept the funding, and at some point decides to reconstruct Central Street with local funding instead, we would have it designed and engineered, with a loss of at least some parking spaces. Tighe and Bond came to staff to talk about the impact, and parking is a huge issue. People are in and out of businesses in short periods of times, and there is parking off of Central Street as well. There is property owned behind the police station to expand parking off of Central Street. There are opportunities to help alleviate the impact somewhat. If the Board decides to accept funding in the future, we are still going to lose parking spaces.

Corbosiero asked what the logic was, and if the east side of the road's safety lane can be eliminated. Loring replied that two feet is a shoulder for safety, and could be a bench space or street-scaping rather than additional parking.

Bob O'Keefe, member of the Planning Board, asked where the ten feet is. Are the driving lanes or sidewalks larger? Loring answered that the travel lanes and bike lanes will be uniform, buffers will start to taper off closer to Blair Square.

LaBrie asked when the Town will see full specifics of the project, and Tighe and Bond replied they are willing to work with the Town however it is necessary.

Corbosiero noted that Winchendon has a historic background and they would like to keep that flavor to the Town. He wanted to ensure that this was considered into the design. Tighe and Bond assured him that can happen.

Corey Bohan, Chair of the Winchendon Historic Commission, asked at what point would other Town Boards and Commissions be reached out to. Loring replied that when they are at the twenty-five percent design phase they will send a mailing out in mid-November. Bohan noted that downtown is registered as an historic district. He said the Commission is happy to see this move forward to ensure it remains so. Mass Historic also has other grants that could go into the funding of the project. Tighe and Bond replied the liability would be the Town is looking at \$750,000 to \$1,000,000 for the sewer and other work undercover. It can, however be organized that the Historic Commission has input.

DPW Director Al Gallant noted that we have already paid for twenty-five percent of the design. There is no need to spend \$300,000 more. He would like to let the seed grow and to come back and discuss the problems and suggestions before another large chunk of money is spent. Hickey, reiterating Gallant's point, noted that when we get to presenting the twenty-five percent plan, we will have a better sense of the layout. A picture is worth a thousand words, the twenty-five percent presentation will give a better idea to those who are interested.

Anderson noted that with everything Tighe and Bond has done, as well as Al and Tracy, that sometimes change isn't always easy; questions that might be coming towards Tighe and Bond are just to preserve what the Town can, as we have the best intentions for our Town.

Jane LaPointe, member of the Ingleside Utilization Committee, stated that she liked the proposal to provide the Town with information to help them better understand why the improvements are good for the Town. She also asked what the material of the sidewalks will be, to which Tighe and Bond Replied concrete. Additionally, she noted that it will be helpful to see the visual of Central and Maple Street. People come at a good speed down Central and she is hopeful the traffic will slow down.

Beth Hunt, a business owner on Central Street, asked if people can anticipate five meetings to plan. She stated it causes people to live on edge. Hunt also noted that Winchendon has a high population of elderly people. She wants to ensure that their needs are taken care of. She also brought to attention the water issue for businesses on Central Street, and that what's underneath the roads needs to be taken care of. Anderson noted that the sidewalks will be ADA (Americans with Disabilities Act) compliant. Hunt was concerned about the steps up into the buildings.

Hickey asked Tighe and Bond if handicap parking spots were incorporated into the plan, to which they replied ADA is written for buildings. Hickey also noted he respects Hunt's concerns. The road drainage that will be engineered and installed will be a better product than what is in place now. It should improve the drainage on and around Central Street to benefit the property owners.

Bud Fletcher, Trustee of the Clark Memorial, noted that the Clark YMCA is considering to allow a bus stop and kiosk on their property.

Hickey stated that at twenty-five percent there will not be plans for the ramp. The Town would like to help address issues as they can, and in 2019, Hickey suspects that the Town will be looking at ways to appropriate moneys for additional engineering. The Town will be working with property owners to address the situations. There are strict regulations to pump basements into sewer drainage. There may be laws to preclude us from doing that. He would like this to be a collaborative project with everyone moving forward. Hunt asked who would be coordinating. Hickey replied staff is working with Tighe and Bond and will tell us what we can do legally. It is the staff's responsibility to work with Boards and bring to committees and bring final design to Tighe and Bond. He offered Ms. Hunt to contact him.

LaBrie asked how can we create the database as to what can be done. The Winchendon Business group could maybe contact people on Central Street and work with the Board to gather information regarding businesses and their needs. Not that all of them can be addressed but it will allow for a better understanding of their thoughts and needs. Hickey agrees it is a good idea, and Anderson noted that she doesn't believe there is a store on Central Street that doesn't have water issues.

Marc Brouillette, property owner on Central Street, noted that it is priority to take care of pedestrians, and he is happy to keep parking on the west side. He has four private parking spaces in front of his building. It has not been a problem lately but in the past it has. He questioned what the provision in the Federal and State standards are for truck unloading. There are a few businesses next to his building and the trucks park at the curb stop. Tighe and Bond noted that it is all about how it is addressed and managed, though there are no provisions for it. Due to the bike lane standards, he is in the fifty foot standard.

Corbosiero thanked the staff for coming and also Hickey for ordering this presentation ahead of schedule to allow time for thought and discussion. He also thanked the Planning staff and AI for all of the work they have done.

O'Keefe made a motion to close the Planning Board meeting, motion was seconded by Kelley. By a vote of all aye, the joint meeting adjourned at 8:30 p.m.

Husselbee moved for a five minute recess, seconded by LaBrie with a vote of all ayes the meeting recessed at 8:30p.m.

The meeting reconvened at 8:35 p.m.

8. NEW BUSINESS:

8.1 Donation of Bench for Bike Path – This agenda item was addressed earlier this evening.

8.2 Application for Sewer Abatement from Rite Aid Pharmacy – Passed over.

8.3 Board of Selectmen Approval of Conservation Commission's Acceptance of Quitclaim Deed of Open Space Lots off Bayberry Circle - Lionel Cloutier and David Whitaker of the Board of Health came forward with pictures taken at the property at Millers Run, and discussed the issues that need to be addressed before the area can be accepted. Whitaker has been to the property, and is familiar with it. It consists of somewhere between eight and ten acres, with access to the Miller's River. There is also a flat field in the area as well as a yarding area to keep equipment. The area is required to be cleaned out thoroughly under the direction of the Conservation Commission. It was asked what is buried at the site, to which Whitaker replied mostly construction pieces, debris and pipes. There is also a large pile of loam or mixed gravel and dirt. We do not want to accept any liabilities, but there is just a small section that needs cleaning.

LaBrie noted that looking at the plot plan of the development she recognized it is a large space, containing five parcels for the Town to take. She also stated she would want it looked over by the Conservation Commission.

Hickey noted that the Conservation Commission brought it up at their last meeting and voted to approve the acceptance of the piece of property. Between the Conservation Commission meeting and tonight, the staff is not looking to accept the property. Hickey felt there is no need for a playing field in this community or a need in the future. His suggestion to the Board was the Town not accept this property.

Husselbee asked how much was paid annually on taxes for the property. Hickey replied it is not a tremendous amount if the property was to be acquired, probably \$1000 to \$2000 a year but it can add up year after year. This land was gifted to the Town thirteen years ago but at this time the Town doesn't have a need and to say thank you but no thanks.

LaBrie asked about the Special Permit and if the Town decides not to accept the land, does it have any effect on the completion of the subdivision plan and wondered if it would cause a problem. Hickey stated it wouldn't be a problem if the Town chose to not accept the property. He believes the Board and Conservation Commission should have another conversation regarding the property. He is unsure of the appropriate way to address it, but can reach out to legal counsel for guidance. LaBrie agreed that would be beneficial.

Whitaker agreed with the Town Manager and noted that the Conservation Commission obviously wants to see it a not developable piece of property and a condition could be put on the agreement if the Planning Board states it needs to be cleaned up whether we accept it or not. Anderson asked what benefit the property would be to the Town; is it necessary to go through the subdivision to get to it. Whitaker replied it is a good open space for sportsmen.

Hickey noted this conservation land is good for fishing, and he understands and respects the charge of the Conservation Commission to obtain the property that is connected with other conservation land rather than slivers of land, but larger spaces can be utilized and we need to be more selective.

Tracy Murphy came forward and noted that typically, in a situation such as this, the land would be deeded to a homeowner rather than a town. In 2004 the decision read otherwise and as it sits now the land cannot be further subdivided. Anderson thanked Tracy, and noted the open space belongs to the subdivision, and not the Town.

Husselbee moved the Board not accept the property as presented this evening as part of Bayberry Subdivision and that we instruct the Town Manager to work with legal counsel to address any issues not accepting the land would bring forward in regards to the approved sub-division plan. Motion was seconded by LaBrie, with a vote of all ayes.

8.4 Discussion on Schedule to Update the Board's Policies and Procedures - LaBrie made a motion to postpone the updating of the Board's Policies and Procedures until a full board is present, seconded by Husselbee with a vote of all ayes.

9. OLD BUSINESS: N/A

10. TOWN MANAGER'S REPORT:

Hickey opened his report stating that with significant rain amount, the Lake Monomonac Dam spillway and the Great Dam are now overflowing. The Public Works Director is focusing on the dams multiple times a day. The Lake association asked for more boards to be pulled out of the Great Dam to decrease the level of Lake Monomonoc. There has been damage to some docks. The Town understands and respects that and appreciates the concern but if we open up that even more it can risk downstream damage. The Brandywine Dam is close to breaching. If we pull more boards, we are just causing more problems downstream. He wanted to let everyone know, including the public, that we are sensitive to concerns but have to balance over all community safety.

Anderson asked when the Town begins removing boards from the dam. Hickey replied that the Town received authorization to remove the boards two weeks ago. There hasn't been as much of a drop in the water level as people are used to with the great deal of rainfall.

Hickey notified the Board that someone had reached out to him about the condition of the Verizon line over the internet. He's reached out to Verizon to ask what if anything could be done to improve the service customers are getting. He was told from the resident that the Town has the ability to reach out to Verizon and strongly encourage them to replace old lines that are not reliable. He is trying to work through Verizon to continue until he gets an answer.

1. Financial Updates-

- a. The Audit Committee has scheduled a meeting for Wednesday, November 1st to review the audit findings.
- b. I made a mistake on the Fall Town Meeting Warrant. In Article 10, which is seeking voter approval to sell/trade town land, I used the wrong lot number in the article. When the Board makes the motion at Town Meeting, the correct lot number must be used. I have included the correct lot number in the proposed motion. I have also posted notice of the mistake on the Town website.

2. Personnel Updates-

- a. Bryan Vaine was promoted to Fire Lieutenant.
- b. Brian Hart has been hired by Public Works as the Assistant Mechanic.
- c. Mark Breau has been hired by Public Works as an Operator 1.

3. Project Updates-

- a. MassDOT notified the Public Works Department that they will not be awarding the Royalston Road North Bridge until near the end of the calendar year. MASSDOT will then issue their Notice to Proceed within 120 days of award. Based on this new information, there is no way that a temporary bridge will be in place before the spring of 2018.
- b. The new LED streetlight supplies have been ordered. The cost was under the estimated budget. I do not have an installation start date yet but am hoping to have for you prior to the end of the calendar year. Went out to bid for installation hoping to install by end of calendar year.

4. Miscellaneous Updates -

- a. I was approached by the Clark Memorial YMCA to waive the building permit fee for their new building project. The permit fee for the project would be \$12,952. I have proposed waiving all but \$1,000, which represents the Building Commissioner's cost to perform the necessary inspections. The reason for the minimal cost for the Building Commissioner is the architect and engineer will certify that the building has been built according to plan and generally accepted construction standards. The main reason he has waived the fee is because the Clark is working with the Town to have a portion of Summer St. repaved at their expense and a bus stop structure is going to be allowed to be installed on the property to better identify there is a bus stop on Central St. for regional transportation.

Hickey also mentioned that the Town received free cash confirmation tonight. It was nice the Board was recognized and we benefited from working with the DOR. Deb Wagner, Zach Blair, and Mary Jane

Handy have provided much guidance and support and he appreciates what they have done for the community.

11. **MINUTES:**

11.1 Wednesday, September 20, 2017 Special Meeting regarding Shared Town Manager Services – Anderson noted a correction under comments. *Motion to approve minutes as amended made by LaBrie, and seconded by Husselbee with a vote of all ayes.*

11.2 Monday, September 25, 2017 Regular Meeting - *Motion to approve minutes made by LaBrie and seconded by Husselbee with a vote of all ayes.*

12. **COMMUNICATIONS:**

The next meeting is scheduled to be held on November 13th prior to Special Town Meeting. The Town Manager would inform the Board of the time.

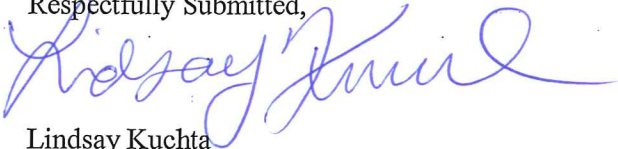
13. **AGENDA ITEMS:**

14. **ADJOURNMENT:**

15. **EXECUTIVE SESSION:**

LaBrie moved to enter into executive session under exemption No. 5 to investigate charges of criminal misconduct or to consider the filing of criminal complaints and to reconvene into public session for the sole purpose of adjournment; seconded by Husselbee. With a roll call vote of all ayes, the meeting adjourned into Executive Session at 9:09 p.m.

Respectfully Submitted,



Lindsay Kuchta
Administrative Assistant
Town Manager's Office