

**TOWN OF WINCHENDON
BOARD OF SELECTMEN SPECIAL MEETING MINUTES
WEDNESDAY, FEBRUARY 28, 2018
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Chairwoman
Audrey LaBrie, Vice Chairwoman
Austin Cyganiewicz
Charles Husselbee

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

Absent:

Mike Barbaro

List of Documents Presented at Meeting:

- Town of Winchendon Board of Selectmen Policies & Procedures; Policy Review 2018- BOS 2/15/18 Town Counsel's Review (filed)
 - Town of Winchendon Board of Selectmen Policies & Procedures; Policy Review 2018- BOS 2/15/18, clean mode (filed)
 - Minutes
 - February 12, 2018 Minutes including Joint Meeting with Conservation Commission
-

Anderson called the Board of Selectmen meeting to order at 6:30 P.M. followed by the Pledge of Allegiance.

No one announced that they were recording tonight's meeting.

1. SELECTMEN'S COMMENTS:

There were no Selectmen's comments this evening.

2. PUBLIC COMMENTS AND ANNOUNCEMENTS:

There were no public comments this evening.

3. NEW BUSINESS:

3.1. Board of Selectmen Policies and Procedures Review and Amendment

Hickey noted that Town Counsel has reviewed their policies and procedures and provided their suggested amendments for the Board's packet this evening. The document was in "clean mode" and in "track changes mode" for the Board's review.

Note from Recording Secretary - If a policy number is not noted below or an amendment not spoken about, the Board agreed to the proposed amendments.

Article 400-01: Purpose

After discussion, the Board decided to change the language from "staff" to "Executive Office Staff" and to do the same throughout the policy.

Article 400-02: Nature of Policies & Procedures

After discussion, the Board decided to change the word "format" to "document."

Article 400-03: Authority and Role of Board of Selectmen

LaBrie would like to see the word “harmony” in the last sentence of the first paragraph changed out with another word or reworded to say “strive to bring harmony.” There was discussion on the statement that the Board “shall” not become involved in the day-to-day administration of any Town agency. Anderson had a concern if an employee had a grievance with the Town Manager, they should be able to talk to them. The Board decided to put this policy on hold while the Town Manager did a little research on it.

Article 400-04: Authority and Role of the Town Manager

After discussion, the Board decided to hold this policy as well, with concerns of using the word “shall” or “should.” LaBrie also noted that the last line needs a coma after “suggestions for improvements.”

Article 400-05: Board Communication with Staff

After discussion, the Board decided that language in the last paragraph be changed from “Board members shall maintain positive working relationships...” to “Board members shall strive to maintain positive working relationships...”

Article 400-07: Organization of the Board

After discussion, the Board decided to change the language in the first sentence to “in the first regular meeting in July” replacing “following the Annual Town Election.”

Article 400-11: Special and Emergency Board Meetings

After discussion, the Board suggested that the Vice-Chair have authority to call for special board meetings and that a Charter Revision would be needed to allow this.

Article 400-12: Meeting Procedures

After discussion, the Board decided to add the following language to the last line of the article; “Board members may request the Chair to recognize a member of the public and press. Should the Chair decline recognition, the Chair may be overruled by a majority vote of the Board.”

Article 400-16: Appointments

After discussion, the Board decided to change the language of “support staff” to Executive Office Staff”.

Article 400-17: Advisory Committees of the Board of Selectmen

After discussion, the Board decided to strike the phrases “The Selectmen’s office shall be sent copies of all committee agendas and minutes,” and “In addition, each committee shall be provided with a Committee Handbook addressing issues such as conduct and law.” The Board added “Each Committee shall make all agendas and minutes available on the Town’s website.”

Article 400-19: Relations with Residents

After discussion the Board decided to add the word “additional” before “background information from staff,” and the sentence “The Chair’s decision may be overruled as referenced in 400-12 by a majority vote of the Board.”

Article 400-21: Original and Renewed License

The Board decided to strike and replace the language “support staff” with “Executive Office Staff.”

Article 400-24: Server Training Requirements for Liquor License Holders

The Board decided to strike and replace “Town Manager Office Staff” with “Executive Office Staff.”

Article 400-24-02: Liquor License Violation Penalty Guidelines

After discussion, the Board decided to strike the word “periodically” from the last line of the first paragraph.

Article 400-25: Parade and Demonstration Permits

The Board decided to remove the phrase “and offer alternative date or dates” in the last sentence.

Article 400-26: Toll Booth/ Voluntary Boot Drive Policy

The Board passed over this policy as a new policy had been adopted last year. They asked for it to be replaced with this one for the next meeting. LaBrie commented it might be a good idea to have the applicant attend a follow-up meeting after the permitted Boot Drive for review and feedback.

Article 400-28: Citations and Proclamations

After discussion the Board decided to hold the review of this policy to check with other communities to see how they handle citations and proclamations.

Article 400-33: Policy Adoption Review and Appeal

After discussion it was asked to replace the words "support staff" with "Executive Office Staff" throughout this policy.

Under Section 5 Annual Policy Review, it was decided that the language "annually in the month of October" be deleted and replaced with "from time to time or at the request of a Board Member."

LaBrie moved the Board accept the Board of Selectmen Policies and Procedures as the first reading with the changes approved this evening. Motion was seconded by Cyganiewicz with a vote of all ayes.

4. **MINUTES:**

Monday, February 12, 2018 Regular Meeting - Includes Joint BOS/CONCOM Meeting

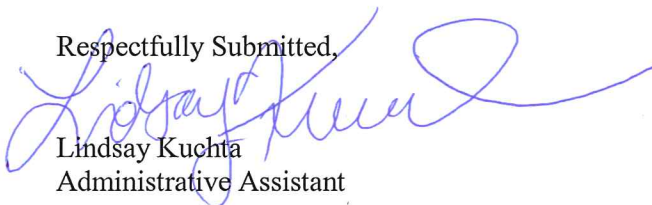
LaBrie moved to approve the minutes from February 12, 2018 Regular Meeting including the joint Board of Selectmen and Conservation Commission meeting. Motion seconded by Husselbee with a vote of all ayes.

The next meeting will be Wednesday, March 7th followed by a meeting on Monday, March 12, 2018.

5. **ADJOURNMENT:**

Husselbee made a motion to adjourn, seconded by LaBrie with a vote of all ayes. Meeting adjourned at 8:25 P.M.

Respectfully Submitted,



Lindsay Kuchta
Administrative Assistant

