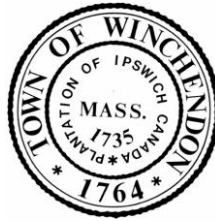


TOWN OF WINCHENDON



Finance Committee

Telephone (978)-297-5419

Regular Meeting/Public Hearing

Finance Committee Minutes

October 9, 2019

Town Hall 2nd Floor Auditorium

Present: Chairman Thomas J. Kane Jr., Charles C. Corts, Douglas Delay, Keith Kent, & Maureen Ward
Brianna Roberts: Recording Secretary

List of Documents Presented at Meeting:

- YTD Budget Report
- Special Town Meeting Warrant Presentation October 28, 2019

6:30PM: Chairman Thomas Kane called the Finance Committee meeting to order followed by the Pledge of Allegiance.

Approval of Minutes: 9/16/19 – Finance Meeting & Tri-Board Meeting

Finance Meeting- Doug Delay motioned, seconded by Keith Kent. Charles Corts abstained.
Corts (A) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 4-0-1 Abstention

Tri-Board Meeting- Maureen Ward motioned, seconded by Doug Delay. Charles Corts abstained.
Corts (A) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 4-0-1 Abstention

Review of YTD Reports:

Dr. Ward mentioned the school committee was aware of the negative balances and was working on the adjustments. She wanted to know if Mr. Kane had contacted them about it. Mr. Kane replied that he had spoke with the Superintendent that morning. In the absence of a full time business manager, the town has a consultant from Narragansett Regional working with the school business office. Winchendon also has a new assistant accountant and the accountant office has taken over the payroll responsibilities for the school department. Incorrect balances in the salary accounts have been a problem in the past but are being addressed. Mr. Kane didn't have a chance to talk to the assistant accountant regarding the revenue report.

Member Comments: Mr. Kane announced that a few residents expressed their interest in joining the committee.

Over the last couple of years, the committee visited the different departments to see the needs in person, and it had been very insightful. Mr. Kane wanted to propose a different plan for this year. He would like to revisit the financial policies that were endorsed 3 years ago by the Board of Selectmen. The town had been focused on paying off the debt and now that it has been paid, there should be focus on stabilization, free cash, and maintaining healthy balances.

Recess- 6:50PM

Dr. Ward motioned to recess, seconded by Mr. Corts. The board unanimously voted aye to recess.

Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

7:00PM: Call to Order- Public Hearing

Chairman Thomas Kane called the Finance Committee public hearing to order, followed by the Pledge of Allegiance.

Dr. Ward requested taking the articles out of order, with article 10 first so the Superintendent could get home earlier.

Dr. Ward motioned to take the articles out of the order, seconded by Mr. Corts.
The board unanimously voted aye.

Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 10- To see if the Town will vote to transfer from Free Cash a sum of \$124,024 to the School Department Out of District Placement Account or take any action relative thereto.

Superintendent Landers explained that most of the grant money was used this year to move the District ahead with professional development and training/services for the students. The plan for the budget season was to use grant money for the consultants, but the money is no longer in the budget.

Regarding the school choice account, there was a question if there was money in school choice for the expenses and not request the 124,000. There is a middle school Title 1 reading teacher, and has historically been included in the Title 1 grant. When the Title 1 grant is written, there has to be a percentage of Title 1 funds that is allocated for each school. The pre-school department is the only one not funded by Title 1. The middle school Title 1 teacher is \$82,113 and could not be put in the Title 1 grant due to allocation percentages being off. In the budget process, it was planned that a high school guidance secretary would be paid out of school choice, with the amount being \$45,926. Also in school choice was an art teacher for \$48,525. A job coach for \$10,000 and central office secretary for \$55,929 were also included. The new dean of students position at the middle school was \$6,000 and the special education salary allocation was \$9,800. All together \$256,000 is in the school choice account that's already accounted for and was planned for during the budget process.

For outside placement, there was an addition of \$71,610. During the budget process, the director of special education was told to use FY19 funds to pay for the some of the consultants. The teacher of deaf, vision specialist, physical therapist, and BCBA were all included in the grant before but the funding is no longer available.

Article 1- To see if the Town will vote to hear and act on the reports of the Finance Committee, and any other Board or Committee, or act in relation thereto. (usual and customary article)

This article will be discussed at the end of the public hearing.

Article 2- To see if the Town will vote to fix the maximum amount that be spent during fiscal year 2020 beginning on July 1, 2019 for the revolving funds established in town by-laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E1/2, or take any other action relative thereto.

There were no comments from the members or public.

Article 3- To see if the Town will vote to raise and appropriate, transfer from available funds. (Water Enterprise Fund and Wastewater Fund), and/or borrow up to the sum of \$1,000,000, for the replacement of existing water and sewer lines on Central Street as part of the Central Street Reconstruction Project, and to pay all incidental costs related thereto; and that to meet this appropriation the Treasurer with the approval of the Select Board is authorized to borrow said amount under and pursuant to Chapter 44, Section 7 (1) of the General Laws or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds to notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any action relative thereto.

Mr. Hickey expected free cash to be certified tomorrow. The FY18 Free Cash Balance was \$285,886 and the FY19 Free Cash was \$1,524,023 for a total of \$1,809,909.

\$200,000- Fire Station Upgrade OPM
\$280,000- Robbins Road Culvert
Central Street:
\$514,500- Test Borings- \$14,500, Water Sewer- \$500,000
\$91,393- Cost Sharing for Excavation and Type C Manhole
\$15,000- Police Station Furnace Replacement
\$24,000- Senior Center
\$20,000- DPW Highway Supplies
\$124,024- School Department Out of District Placement
Total- \$1,268,917
Free Cash Balance- \$540,992

The Commonwealth of Massachusetts is going to pay for the reconstruction of Central Street and placed it on a 10 year plan starting in the summer of 2021. The states share of the work is estimated at \$4.7M, which would include paving, new sidewalks, a bike lane, and reconfiguring the parking. The water and

sewer pipes are over 100 years old so it would make sense to replace them while the construction is taking place. The total cost to replace the water and sewer lines is \$1.5M, and the Town Manager is asking for \$1M in bonding and the other half in Free Cash. In the future, the manager will request \$160,000 from Robinson Broadhurst to replace the existing street lights with ornamental lights to spruce up the look of Central Street. Mr. Kane commented that the storm drains currently drain into the sewer and have been causing problems and higher costs when there are heavy rain storms. The reconstruction would include a Class C manhole to separate the sewer and stormwater.

Mr. Hickey suggested funding the \$550,000 for water and \$450,000 for sewer over a 20 year period.

Fred Lucier of 236 Maple St. expressed his opinion on the wording of the article and also suggested separating the Residential and Commercial rates.

Barbara Anderson commented that the water rates did increase starting in July 2017.

Article 4- To see if the Town will vote to appropriate the sum of \$853,200 for the costs of schematic design, design developments, construction documentation, bidding and negotiation for upgrades to the Fire Department building, including all costs incidental and related thereto; and as funding therefor, that the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow said sum and issue bonds and notes therefor pursuant to G.I. c.44, S7 or any other enabling authority; provided, however, that the amounts appropriated hereunder shall be expressly contingent upon approval by the voters of a Proposition 2 ½, so called, debt exclusion question pursuant, to G.I. c. 59, S21C (k), or take any action relative thereto.

- \$853,200 – funding to be used for schematic design, design development, construction documentation, bidding, and negotiation for upgrades to the Fire Department building, including all costs incidental and related thereto.

Owners Project Manager (based on 2% of projected cost)- \$200,000

Schematic Design, Design Development, Construction Documents, Bidding, & Negotiation- \$853,200

Construction- \$10,800,000

Total Anticipated Project Cost- \$11,853,200

Mr. Kent expressed his support in Article 4 and women's rights. There has been an increase country wide in female fire-fighters and the town's fire department does not have adequate female facilities.

Dr. Ward asked what were the biggest deficits in the fire department. There has been concern regarding cancer due to the inadequate segregation of equipment. The redesign plan would include "hot" zones with washing machines to de-suit after fires and not contaminate other areas of the station with cancer-causing particles. The bays would be changed to enter/exit on the side street vs central street.

Chief Smith stated they originally looked at relocating to a different lot but the current location was the best choice due to cost and response time. They were quoted around \$500/sq. ft., which would be almost \$17M to build new, and the cost to relocate for 16 months during the renovation would cost almost \$1M. The cost to renovate would be around \$350/sq. ft.

Mr. Kane commented that he did not believe the Capital planning committee has been involved yet. He believes they should be involved with this discussion first.

Dr. Ward asked if they could separate the project in pieces. Mr. Hickey replied that they could but it would be more expensive that way and all the issues are really important mainly due to the safety of the fire-fighters. The redesign would include red pressured areas to keep hazardous particles out of the cold/safe zones/rooms. Currently, diesel exhaust is contaminating equipment and the only way to the one shower is through the bunk room or kitchen. The reconstruction would also include a triage room to address walk ins. It would be able to store all the trucks inside, which would extend the life and decrease maintenance. The pavement would be leveled in process. Mr. Hickey expressed that these changes were needed not just wanted. The reason the Articles are separated is due to not knowing the exact cost of the project.

Article 5- To see if the Town will vote to transfer from Free Cash the sum of \$200,000 to the Fire Station Upgrade Capital Account for costs related to contracting with an Owners Project Manager, any action relative thereto.

Article 6- To see if the Town will vote to transfer from Free Cash the sum of \$280,000 to the Robbins Road Capital Account for the Town's share of the cost to replace a culvert on Robbins Road, or take any action relative thereto.

Preliminary Design- \$105,000
MASSDOT Grant- \$500,000
Town Share through Free Cash- \$285,000
Total- \$890,000

Article 7- To see if the Town will vote to transfer from Free Cash the sum of \$606,393 to the Central Street Capital Account for the Town's share of the Central Street reconstruction project or take action relative thereto.

Article 8- To see if the Town will vote to transfer from Free Cash the additional sum of \$20,000 to be added to the Department of Public Works Highway and Material Account voted under Article 6 of the May 20, 2019 Annual Town Meeting, for a total appropriation for FY2020 of \$125,000, or act in relation thereto.

Mr. Kane stated that the total should be \$135,000 as the balance was \$115,000.

Article 9- To see if the Town will vote to transfer from Free Cash the sum of \$15,000 to the Police Station Boiler Replacement Capital Account for the Town's share of the boiler replacement project or take any action relative thereto.

The total cost of the replacement was \$84,000 and the required town share to make it a viable purchase is \$15,000, which is the requested amount.

Article 11- To see if the Town will vote to transfer from Free Cash the sum of money to the Senior Center Repair Capital Project Account for the costs associated with determining the necessary repairs to the Old Murdock Senior Center or take any action relative thereto.

The reason the warrant was written with the phrase “sum of money” is because when the warrant closed, Tighe & Bond had not provided a cost yet. The cost would be \$24,000. Dr. Ward asked if they had started yet. Mr. Hickey replied no and did not have a date yet.

Article 12- To see if the Town will vote to amend the FY20 Wastewater Budget as voted under Article 8 of the May 20, 2019 Annual Town Meeting by making the following changes:

Decrease Wastewater Electricity Expense (\$27,000)
Decrease Wastewater Contracted Services (\$13,000)
Increase Capital Improvement Plans (\$40,000)
Or act in relation thereto.

Article 13- To see if the Town will vote to authorize the Board of Selectmen to convey property located on Oak Street for the sole purpose of redevelopment for low income veteran housing, shown as Assessors Map 5B2, Parcel 118, for such consideration, and on such terms and conditions as the Board of Selectmen deems in the best interest of the Town, and to take such additional action as may be needed to effectuate the purposes of this vote, including but not limited to execution of instruments and documents to convey said property; or act in relation thereto.

Article 14- To see if the Town will vote to authorize the Board of Selectmen to acquire by gift a certain parcel of land on Maple Street adjacent to the Winchendon Community Park and shown on the assessor’s map as map 5A4-0-69 or take any action relative thereto.

The town applied to Robinson Broadhurst to purchase the parcel on Maple Street and was gifted the grant. The parcel would extend the community park.

General Business Articles
(Majority Vote Required)

Article 15- To see if the Town will vote pursuant to Massachusetts General Laws Chapter 41, Section 110A, that any public office of the Town may remain closed on any or all Saturdays, and where the last day for performance of any act in any such office falls on a Saturday when said office is closed, the act may be performed on the next succeeding business day, or act in relation thereto.

Article 16- To see if the Town will vote to rescind the following bond authorizations approved by previous Town Meetings as follows, or act in relation thereto.

Purpose	Date of Vote	Article Number	Amount Authorized	Amount Requested to be Recinded
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Maintenance Garage Septic System	5/20/13	16	\$25,000	\$25,000
Toy Town School Generator	5/12/14	25	\$75,000	\$75,000
Water Tank Improvements	5/16/16	13	\$180,000	\$40,000
Sally Port at Police Station	5/15/17	7	\$691,000	\$380,000

Zoning Bylaw Articles

Article 17- To see if the Town will vote to amend Article 4.6 Special Zoning Districts to eliminate the Golf/Residential Overlay District (GROD), or act in relation thereto.
The overlay was originally for a golf course & residential development but there are now 2 solar fields in that area so the golf course overlay is no longer necessary.

Article 18- To see if the Town will vote to amend Article 4.6 Special Zoning Districts to create the following: **Lake Monomonac Overlay District (LMOD)** and amend the Town's Zoning Map to include the Lake Monomonac Overlay District as depicted on the plan on file with the Town Clerk.

4.6 Lake Monomonac Overlay District (LMOD)

4.6.1 Purpose. Recognizing that the parcels in this area of Town do not meet the requirements of the R40 zone in which they are located, the purpose of the Lake Monomonac Overlay District is to allow owners reasonable use of their properties without detriment to abutters and the general community.

4.6.2 District Delineation. The Lake Monomonac Overlay District is established as an overlay district to all other districts. All development, including structural and non-structural activities, whether permitting by right or by Special Permit must be in compliance with Chapter 131, Section 40 of the General Laws and with the requirements of the Massachusetts State Building Code.

4.6.4 Modifications to the Underlying Districts

1. Permissible setbacks from property lines within the Lake Monomonac Overlay District shall match those of the R10 zoning district.
2. No other property regulations, dimensional or otherwise, shall be altered by the Lake Monomonac Overlay District.
3. All commercial occupancies within the Lake Monomonac Overlay District shall require full site plan review; or act in relation thereto.

Dr. Ward mentioned at the Planning Board Public Hearing, setbacks on the undeveloped lots were brought up and questioned why they would not be included and there was no direct answer. She suggested included them as it might make the lots more attractive for buyers.

Article 19- To see if the Town will vote to amend the Zoning Bylaw by deleting all references to the "Zoning Board of Appeals" as the Special Permit Granting Authority and inserting in place thereof the

“Planning Board” as the Special Permit Granting Authority for all special permits required under the Zoning Bylaw, and further, by amending, the following Articles as shown in Appendix A to the Warrant.

Article 5.1 Basic Requirements to designate the Winchendon Planning Board as Special Permit Granting Authority (SPGA)

Article 13.6.3B to remove The Zoning Board of Appeals as Special Permit Granting Authority (SPGA)

Article 13.10 – 13.10.4 to provide for the Special Permit Granting Authority duties of the Winchendon Planning Board, or act in relation thereto.

Article 20- To see if the Town will vote to amend Article 6.12.5.2 Adult Use/Medical Marijuana Facilities Retail Overlay District and the Town’s Zoning Map to eliminate “E. Stuffin ’Things” overlay and extend the existing “C.Hillview Business Park/Rte. 140” overlay to the Route 12/Route 140 intersection to include surrounding properties as specified on the proposed Winchendon Zoning Map on file with the Town Clerk, or act in relation thereto.

Dr. Ward motioned to close the public hearing, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Dr. Ward motioned to recess for 5 minutes, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

9:08PM- Chairman Kane called the meeting back to order.

Article 1- Mr. Kane stated he would like to take a look at free cash, stabilization, and identify target goals. Dr. Ward motioned to recommend article 1 as discussed, seconded by Mr. Corts. The board unanimously voted aye.

Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 2- Dr. Ward motioned to recommend, seconded by Mr. Delay. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 3- Dr. Ward motioned to recommend, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 4- Dr. Ward motioned to not recommend, seconded by Mr. Delay.

Dr. Ward commented that they need to discuss the reconstruction with the Capital Planning Committee and have it be considered along with all the other needs of the town. Mr. Delay recognized the need of the reconstruction but it needed to be addressed with the Capital Planning Committee first. Mr. Corts agreed.
Corts (Y) Delay (Y) Kent (N) Ward (Y) Kane (Y) 4-1

Article 5- Dr. Ward motioned to not take action, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 6- Dr. Ward motioned to recommend, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 7- Dr. Ward motioned to recommend, seconded by Mr. Delay. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 8- Dr. Ward motioned to recommend, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 9- Dr. Ward motioned to recommend, seconded by Mr. Delay. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 10- Dr. Ward motioned to recommend, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 11- Dr. Ward motioned to recommend, seconded by Mr. Delay. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 12- Dr. Ward motioned to recommend, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 13- Dr. Ward motioned to recommend, seconded by Mr. Kent. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 14- Dr. Ward motioned to recommend, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 15- Dr. Ward motioned to recommend, seconded by Mr. Delay. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 16- Dr. Ward motioned to recommend, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 17- Dr. Ward motioned to recommend, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 18- Dr. Ward motioned to recommend, seconded by Mr. Delay. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 19- Dr. Ward motioned to recommend, seconded by Mr. Corts. The board unanimously voted aye.
Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

Article 20- Dr. Ward motioned to recommend, seconded by Mr. Corts.

Mr. Kent was concerned with moving the location after it had already been approved. Mr. Kane agreed.

Dr. Ward stated there was a huge concern from residents regarding the original location.

Corts (Y) Delay (N) Kent (N) Ward (Y) Kane (N) 2-3: The motion failed.

Mr. Delay motioned to not recommend Article 20, seconded by Mr. Kent.

Corts (N) Delay (Y) Kent (Y) Ward (N) Kane (Y) 3-2

9:30PM- Dr. Ward motioned to adjourn, seconded by Mr. Corts. The board unanimously voted aye.

Corts (Y) Delay (Y) Kent (Y) Ward (Y) Kane (Y) 5-0

The meeting adjourned at 9:30PM.

Respectfully submitted:



Brianna Roberts, Finance Committee Recording Secretary

Tom Kane, Chairman

Maureen Ward, Vice-Chair

Charles C. Corts

Douglas Delay

Keith Kent