

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, JULY 18, 2011 - 7:00 P.M.
Town Hall Auditorium, 2ND Floor**

Present: Robert M. O'Keefe, Chairman
Elizabeth R. Hunt, Vice-Chairwoman
Robert L. Zbikowski
Keith R. Barrows

James M. Kreidler, Jr., Town Manager
Linda A. Daigle, Executive Assistant

Absent: C. Jackson Blair

List of Documents Presented at Meeting:

- Senior Work-off Program announcement (filed)
- Retirement Proclamations for Lois Abare, Town Clerk and Barbara Lafrennie, Assistant Town Accountant (filed)
- Report of Town Manager December 6, 2010 addressing Santino's Restaurant Water and Sewer Bill
 - Board of Selectmen Minutes of December 6, 2010 regarding the water/sewer abatement hearing for Santino's Restaurant (filed)
- Winchendon's 250th Anniversary Committee Boards and Commissions page, handout regarding members, financial balance, events planned and facts on the town's upcoming celebration (filed)
- Janet Corbosiero's email of interest to join the Winchendon 250th Anniversary Committee (filed)
- Joe Snow's letter of interest to be appointed to the Zoning Board of Appeals (filed)
- Garret Davieau's email of interest to sit on the Conservation Commission (filed)
- Michael Fearing's letter resigning from the Zoning Board of Appeals (filed)
- FY12 Board of Selectmen Vacancy Notice (filed)
- Discharge of Mortgages: 57 Maple Street and 36 Linden Street (filed)
- Release Deeds: 11 East Street Map 5A3 0 164 and Baldwinville State Road, Map 10B4 0 17 (filed)
- Town Accountant's memo regarding authorized signatures (filed)
- Kopelman and Paige opinion letter regarding collaborative contract for Student Transportation Services (filed)
- Town Manager's Report (attached)
 - Carlene Bailey's letter of interest and resume for Assistant Town Accountant's position
 - Revised Water Meter replacement letter
 - List of water meters needing replacement and receiving above letter
 - Moody's bond rating for the Town of Winchendon

Chairman O'Keefe called the meeting to order at 7:04 p.m. with the Pledge of Allegiance to the Flag of the United States of America and welcomed everyone present. The meeting aired live on local cable access channel 8. No response came forth from the audience when O'Keefe asked if anyone would be recording the meeting this evening.

Public Comments and Announcements: None

Selectmen's Comments: Selectman Barrows read the Senior Work-off Program announcement mentioning one spot still remains.

Zbikowski gave thanks to Henry Finch who he witnessed picking up trash along River Street on his way to the Transfer Station and also Ray Harris who also takes care of the road by picking up trash that people drop off. He said there are a lot of unsung heroes doing good work for the Town of Winchendon and encouraged more people to be like them. He gave Mr. Finch and Mr. Harris kudos for a great job they were doing.

Hunt announced that Comcast's standard cable contract expires August 4, 2011 and asked the Board to see if the Town Manager could get more involved with this hoping he would have conversation and feedback from them. She stated she

has received several phone calls from people with concerns their channels changed and not able to get their favorite shows anymore. Kreidler agreed to get involved and have an update at the next meeting.

Proclamations:

Zbikowski moved to approve the enclosed retirement proclamations for Lois Abare, our Town Clerk and Barbara Lafrennie our Assistant Town Accountant who both will be retiring on July 31, 2011; Barrows seconded. By roll call vote of all aye, the motion carried unanimously. Hunt read the proclamation for Ms. Abare naming July 31, 2011 “*Lois Abare Day*” and added that she always pointed folks in the right direction and she will be missed. All stood in applause for Ms. Abare who said thank you.

Barrows read the proclamation for Mrs. Lafrennie naming August 1, 2011 as “*Barbara Lafrennie Day*” and added thanks to both Barbara and Lois for the work they have done for the community and stated how they will be sorely missed and that there will be some big shoes to fill for the dedication, commitment and longevity of these two people. All stood in applause for Ms. Lafrennie.

Permit/License Applications, Hearings:

Boot Drive, July 23, 2011: Veteran Muster Association – Mr. Corey Bohan was present on his application for what he hoped would be an annual event to raise money for the Annual Tub Muster to be held on August 20th. Hunt stated this is a popular event and asked Mr. Bohan to explain a bit. He said it is a contest to see how far the water muster cannons can shoot water. The fee was not waived at the applicant’s request. Hunt motioned to approve with the fee; Zbikowski seconded. Barrows mentioned the date and that it would be held at Front St. in between Academy St. & Lincoln Ave. By roll call vote of all aye, the motion carried by unanimous vote.

Live Entertainment/Parade Permit, August 20, 2011: Veteran Muster Association – O’Keefe explained this is the parade for the Hand Muster starting at 11:00 a.m. traveling down Central St., Front St. and School St. ending at the American Legion. Barrows moved for the applicant; Zbikowski seconded. By roll call vote of all aye, the motion carried unanimously. A fee was not charged for this type of parade.

Boot Drive, Sept. 3, 2011: Winchendon 250th Anniversary Committee: Chairman David LaDeau was present on behalf of the Committee on this application and told the Board last year they successfully raised \$1,300.00 which helped them get a good start for the celebration to be held in 2014. Hunt moved to approve waiving the fee; Zbikowski seconded. By roll call vote of all aye the motion carried unanimously.

Solicitation Permit: Kelli Schmitt – Hunt moved to pass over until next month due to the applicant not being present; Zbikowski seconded. By roll call vote of all aye, the motion carried unanimously.

Junk Dealer: Second Hand Articles Name Change Only – Razzle Dazzle Jewelry & Clothing Boutique. Ms. Suzanne King and Ms. Jennifer McClellan were present on their application to change the name of their business from Sisters’ Jewelry and Designer Clothing Co. to Razzle Dazzle Jewelry & Clothing Boutique stating they prefer this name. The past due taxes were paid but applied to a different account with the same name stated the Executive Assistant but will be applied to this business address, 306 School Street. Hunt moved to approve the name change with no condition changes from the prior license. Barrows seconded reiterating the intention of the Board is just to approve the name change and that all the conditions apply and inquired about the business certificate being updated as well. The sisters said they would take care of that. By roll call vote of all aye, the motion carried unanimously.

Boot Drive: Ahimsa Haven, Saturday, August 27, 2011 9:00 a.m. – 12:00 noon: Ms. Kathy Blouin came before the Board for their annual event which raises money for Ahimsa Haven. Barrows moved to approve request for the boot drive and to waive the fee; Zbikowski seconded. By roll call vote of all aye, the motion carried unanimously.

Woof Walk Permit - Ahimsa Haven, Sunday, Oct. 2, 2011 10:00 a.m. – 2:00 p.m. Ms. Kathy Blouin described the event which is a walk with your dog or by yourself beginning at the bike path behind the Clark to Glenallen St. and then returning. Funds are raised by pledges. There will be animal vendors present and a Halloween Pet Parade will take place where people dress their pets up for a contest. She estimated twenty-five people participated last year. Hunt moved to approve, waiving the fee; Barrows seconded. By roll call vote of all aye, the motion carried unanimously.

Water/Sewer Abatement Hearing continuance - Nik Rylee's Restaurant, 302 Spring St.: Mr. Bud Fletcher came fourth on his application for abatement. O'Keefe mentioned the Board decided to continue the hearing from last month to gather more information. He said he had a concern at last month's meeting stating he didn't want to open the flood gates and wanted to be careful that a situation where equipment that is owned by an individual or an entity that fails should become their problem not necessarily the Water Dept. or the towns. He still feels this to be true but said what we do for one, we should do for all. O'Keefe thinks the Board should approve this application for abatement; it's the same piece of equipment that the current owner received an adjustment for. However, after approving it, later this evening the Board will be taking up some policy changes and he would like to create a formal policy for the town when water abatements should be taken up and/or granted. Zbikowski moved to approve. Barrows seconded for discussion and asked for a recap because he was not present at the last meeting wondering what got us to this point. O'Keefe explained how the new restaurant owner noticed the water usage was quite high and realized the ice maker had a problem and used more water than it should have. The owner had the ice maker fixed and the town adjusted his water bill. O'Keefe said the town adjusted the meter for the water that was part of this problem. After that, Mr. Fletcher applied for the abatement because he learned an adjustment had been made and he would like the same consideration. Last month we also discussed Santinos who in the recent past came forward with a water abatement request, but their issue was different. Their problem was the town's equipment. Barrows followed up saying the new owner of Nik Rylee's did some research tracking the usage, identified it was high and corrected the problem. At the closing, O'Keefe said both the buyer and seller were shocked at the large amount due for the water bill but didn't have time to investigate. Barrows wanted to clarify that this was an adjustment to the new owner's bill prior to the bill going out; it was not an abatement. Kreidler further explained an adjustment can be made prior to the bill but once a bill is issued, the only action is an abatement after the bill has been paid. Kreidler said it does happen if there is a reason for adjustment before a bill is issued but, it is generally not the case for owner equipment failure. This is not a good example of what is common practice. O'Keefe said that's why we should establish a policy. Hunt said her vote is going to be no and wanted to explain. She said she's taking names out of it and thinking of business only. She feels the business owner has the responsibility to manage and do preventive maintenance on their equipment and the town shouldn't have to absorb what they missed. She doesn't like wasting water. O'Keefe said I agree with you and that is why I will speak of a policy later. Hunt added two wrongs don't make a right. Zbikowski felt that we should treat people the same but also believed in stopping this. Hunt feels we should challenge the day to day operation regarding adjustments given before the bill goes out. Barrows had a final thought and said he is not going to argue with Hunt because he agrees with her saying the buck stops here and make the decision. Right, wrong or indifferent on the town's behalf a decision was made to make an adjustment when it wasn't warranted. I don't want anyone to walk away with the decision being critical, we want to try and help those businesses out. Due to the fact we don't have a firm process in place and the adjustment was recently made in the past, I will vote in the affirmative and will make a follow-up motion after this vote to address the gap with the new policy being created. By roll call vote of Zbikowski aye, Hunt no, Barrows aye and O'Keefe aye, the motion carried by unanimous vote.

Mr. Fletcher announced the weather forecast states it's going to be brutal towards the end of the week and the Clark will be open as a cooling station from 5:00 a.m. until 8:00 p.m. If anyone needs it, they will be able to take care of them.

Barrows motioned that the Board of Selectmen refrain from addressing any matters relative to water abatements until such a time a water abatement policy is in place. Kreidler said it is legal and within your purview as Water Sewer Commissioners but cautioned them on making a blanket on adjustments stating there are some adjustments being made that are a convenience to the public. He suggested in the short period of time between now and that policy being in place, the Board delegate discretion to the Chair for any needs of adjustment in the meantime. Barrows said he will make that part of the motion until such a policy is created or Sept. 30th whichever is sooner. Zbikowski said we can get that policy for that next meeting as a first reading. Zbikowski seconded. By roll call vote of all aye, the motion carried unanimously.

Boards and Committees:

Winchendon's 250th Anniversary Committee: Mr. David LaDeau, Chairman of the 250th Anniversary Committee, passed out handouts for the Selectmen. He introduced the committee members that were present for the meeting: Rochelle LaFortune, Kris Provost, himself, Don O'Neil, Suzanne Rader and Cindy Darcy. He informed the Board that their financial balance in the account is \$2,145.66. He spoke about a possible Fanelli Bros. Carnival in August that will be discussed at their next meeting on Wednesday. He said he has done some preliminary work speaking with the Police and Fire Departments and would need permission from the Clark/YMCA. He stated Fanelli guarantees \$3,000 to the committee and would like to include a small mini-fireworks display. O'Keefe said you haven't brought forth the application for this carnival for next month yet and although it sounds interesting we can talk more about it next month. I

wanted to say thank you to the Board, but especially to you, Dave, because the 250th is going to be here soon and we need to do something now. Three years ago you came before us; how can this Board and the folks in town help? LaDeau said the town's birthdate is June 14, 2014 and something special will occur on that day. A parade is being planned for August 31, 2014 but the cost is expensive, around \$60,000.00. Most of the costs are for the bands participating in the parade. The UMass Minutemen alone charge \$12,000.00. He stated there are twenty-nine months left until the anniversary date and to raise that kind of money we need to have many fundraisers. He hopes to get sponsors from the town. We have a time capsule that is buried and we will raise and unveil it probably on the Charter Day. There are some interesting things that have been put away. Is there anything else planned throughout the year besides the parade and birthday celebration to be held on that day, asked O'Keefe. LaDeau said he is taking one thing at a time and mentioned the Apple Festival being planned. He said the overall projected budget they are looking at is \$80,000.00. He didn't have a detailed income list but most of the funding would come from sponsors, program books, street banners to be purchased by businesses, souvenir sales, memorabilia, fundraisers, a possible comedy show and golf ball event. LaDeau said he appreciates everything the Board does. O'Keefe wanted to give them air time so people could realize what's happening and give them publicity. He said a booklet the Town Manager shared with him for the 200th said there were fifty different committees formed. LaDeau said they would need a lot more volunteers. He expects 50,000 people saying that many attended the 200th Anniversary. We will need a traffic control plan to work. O'Keefe asked them to come back in three months, update us on their progress, bring more detail on the budget and use the Town Manager as the procurement officer to assist them in spending the money. LaDeau said the Applefest and Arts and Crafts Fair is being planned for October 15 and they are looking for some arts and crafts booths to sell on that day. Zbikowski said it's very important to promote and advertise and get excitement up and suggested having a sub-committee just for advertising. Barrows suggested if the Committee has anything to communicate on their behalf, they would be happy to announce it at their meetings that are held twice a month keeping the message fresh out there. The Board thanked Mr. LaDeau and the committee. The Committee is still looking for additional members.

Appointments/Resignations:

Cultural Council Re-appointment - Veronica Gomez – Hunt moved to reappoint; Barrows seconded the motion and added Ms. Gomez would like to continue service on this board. By roll call vote of all aye, the motion carried unanimously.

250th Anniversary Committee Appointment - Janet Corbosiero was present on her interest to serve on this Committee. O'Keefe stated the Committee expressed a favorable recommendation on her appointment. Barrows moved to approve; Hunt seconded. By roll call vote of all aye, the motion carried unanimously.

MART Advisory Board Appointment 2011-2012 – O'Keefe mentioned this is an annual appointment and looked for candidates. Those that might be interested should contact the Board. If no one comes forth, he will assume the seat.

Zoning Board of Appeals (ZBA) Appointment - Joe Snow: O'Keefe welcomed Mr. Snow with his letter of interest to serve on the ZBA. Zbikowski asked him about his background. Mr. Snow said he held a contractor's supervisor's license for about fifty years. He says he has a lot of experience in dirt and septic systems and can help Winchendon people. Hunt asked at some point I thought you wanted to be an alternate. No, he said, he is seeking a regular seat. O'Keefe said there have been vacancies for some time and if the alternates on the Board wanted to become a regular member they should have come forth. Zbikowski moved for the candidate. Hunt seconded for discussion. She questioned the ZBA's recommendation and it was clarified by the Executive Assistant that the ZBA was simply approving the letter from Mr. Snow be forwarded to the Board and that no vote to recommend or not recommend was taken. O'Keefe said he would like to address the appointment policy during policy renewal in October. By roll call vote of Zbikowski aye, Hunt aye, Barrows present and O'Keefe aye, the motion carried by majority vote.

Conservation Commission – Mr. Garrett Davieau was present on his interest to serve on the Commission. He would like to give back to the community and has some experience working on a project at home and took interest over the past year. Barrows moved for the applicant; Zbikowski seconded. Hunt asked him more about his interest. Mr. Davieau said he wants to help preserve what we still have and give additional input by looking at new bylaws and do his part. Hunt stated she has regretted putting individuals on boards just because there was a vacant seat and they now think they are the Sheriff and I am bothered by this because I supported it. She hopes he would look at the big picture. She doesn't want to put anyone on a board that will create havoc and chaos just for the balance of the board. He said he is a technology professional with a sound mind and an open mind. Barrows said I hope Ms. Hunt didn't scare you off and was curious about the project he had been working on and asked what his experience was like. He said it took over a year to get

permission to build a garage taking more effort than it should have and wanted to better that process. My situation was unique because I had a small piece of land. There are provisions in the bylaws but it's hard to get and would like to work for future balance with progress. He was pleased with the final outcome though. By roll call vote of all aye, the motion carried unanimously.

Montachusett Regional Planning Commission (MRPC) appointment - The town has two representatives on this Board, a BOS appointment and a Planning Board appointment which Mr. John White has been a member. Kreidler explained what this appointment is giving an example of the Rte. 140 task force which is looking into industrial/commercial land use. He said we have a bite at the table by having a community representative at the regional planning meetings. You have had a representative with Mr. White. O'Keefe mentioned Mr. White would bring detailed reports of the MRPC meetings and read them at the Planning Board meetings. Barrows moved the Town Manager to the MRPC; Hunt seconded. Kreidler said he would accept the appointment on an interim basis and if anyone came forward with more planning experience, he would step aside. By roll call vote of all aye, the motion carried unanimously.

BOS Vacancies:

Zoning Board of Appeals – Resignation letter, Michael Fearing: O'Keefe said Mr. Fearing is now an elected member of the Board of Health and has resigned because of our Charter which states he can't concurrently be a member of an elected Board and the ZBA. O'Keefe thanked him for the time he spent on the ZBA and said when the Charter is changed and fixed, we will look forward to him returning to the Board.

FY12 Vacancies – O'Keefe read through the vacancies noting now the Conservation Commission will be down to one vacancy and the ZBA is down to two vacancies. He asked those interested to please contact the Town Manager's office or Selectmen.

New Business:

Red Flag Policy and Identity Theft Prevention Program: O'Keefe spoke of the enclosed policy brought forth from Charlotte Noponen, our Town Accountant, at the advice of our auditors. O'Keefe said we have had time to read over and if all are unanimous in the vote, it could pass with the first reading. Hunt moved to approve; Zbikowski seconded for discussion. He inquired how long the policy would take to be put up on the website if approved. Two to three weeks was the expected time frame. Barrows was concerned of the town's obligations in case of a fraudulent charge; would the town be liable to reimburse Chase or Bank of America for instance. Zbikowski asked to consider this a first reading and ask the Town Accountant to come in for the second reading. Barrows agreed wanting reassurance from the Town Accountant. Hunt rescinded her motion and it was moved to take up the policy at the next meeting in August.

Discharge of Mortgages: 57 Maple Street, Theresa Sibley and 36 Linden Street, Susan Inferrera - Kreidler explained this is standard practice where the private property owners avail themselves to CDBG funds to do work on their homes. If homes are sold prior to the payback period, the loans will be paid back. Both of these discharges involve CVS projects and have been paid within the payback period and now we just need to discharge the mortgages. Hunt moved to approve; Barrows seconded and clarified the discharge is of the two mortgages and O'Keefe mentioned the two names for more clarification. Kreidler explained the money goes back into the CDBG program income. By roll call vote of all aye, the motion carried unanimously.

Release Deeds Granted to Winchendon Redevelopment Authority per Town Meeting vote 5/2/11: Kreidler explained at the most recent Town Meeting, the Town voted to transfer two parcels of land to the Redevelopment Authority. It is customary for the Board to release those deeds. Hunt moved to approve both deeds; Barrows seconded. By roll call vote of all aye, the motion carried unanimously to release the deeds of 11 East Street Map 5A3 0 164 and Baldwinville State Road, Map 10B4 0 17.

Approval of Board of Selectmen's' Bills and Invoices: O'Keefe spoke of the memo from the Town Accountant asking to designate the person(s) authorized to approve the Selectmen's bills/invoices. Zbikowski moved the Chairman to approve the bills; Barrows seconded. By roll call vote of all aye, the motion carried by unanimous vote.

Student Transportation Services Collaborative Contract Ratification – Kreidler explained the collaborative transportation contract between Winchendon and Gardner and told the Board he has already been before them to solicit the contract. He said he has the authority to execute a contract up to three years but anything over would need the Board of Selectmen's

approval as well. It is a three year contract with the opportunity to go an extra two years at our choice. All this contract addresses is regular school education, not special education or extra-curricular activities. Kreidler mentioned the Kopelman and Paige opinion letter has been addressed. Barrows moved to ratify the contract with the Town of Winchendon for Student Transportation Services with First Student Inc.; Hunt seconded. By roll call vote of all aye, the motion carried unanimously.

Town Manager's Goals and Objectives: O'Keefe mentioned that each member of the Board has given their evaluation to the Town Manager and at the next meeting we shall complete that evaluation. Tonight we would like to start goals and objectives for next year which we are already in. One thing he heard is the current form is a little old and doesn't handle the range needed. We need to arrange our goals and objectives to coincide with the evaluation form. O'Keefe passed Mr. Zbikowski his submitted list of goals and objectives for the Town Manager. He read the five items.

1. To revitalize Central St. and fill stores with businesses and make more attractive to the community so to attract more business and trade.
2. Recruit new businesses that would improve the tax base and create new jobs for our residents.
3. Provide the Selectboard with a weekly summary of what was worked on and what was accomplished during that period.
4. Participate and be seen at local events to demonstrate interest and concern about the town and its residents involved in local events.
5. Provide Selectboard with more detail of information about projects the town is planning or presently doing.

Hunt said she tries to use our state auditors and private auditors as part of her goals and objectives. One goal she has asked for years is written procedures she feels is lacking giving an example of people retiring and not having procedures written down to follow. It will be a problem she said and the Board needs to support it or it won't go. It could take outside resources. She didn't have her goals and objectives in front of her but recalls giving the Town Manager about five of them mentioning being green, energy efficient and solar trash. The Board talked about the past process of the goals and objectives and how conflicts are addressed. All the objectives would be slated and the Board would prioritize them and rank them in order. Zbikowski asked if anyone hasn't yet submitted their goals and objectives. Barrows said he hasn't sent them in but has a couple to offer. He has completed his evaluation but it is tentative because he has not been able to sit with the Town Manager to discuss. A couple goals he can share with them are: succession planning and development, how are we structured to develop folks internally who have committed their careers to public service so they can advance to these higher positions when they become available; develop conflict management, resolution training for Department Heads as well as members of appointed and elected boards or other issues like work place violence; see the balcony up to code so it can be utilized; have a "Meet Government Day," an open house where we welcome the public in just so they can get a glimpse for what their government is doing for them and lastly, possibly an online survey utilizing our town website asking folks what we do well and what we can improve on so we can generate goals from the community's feedback. O'Keefe said he would like to add tracking of customer service, how long for service, were you satisfied and how can we approve. The Chairman will take all of these goals and objectives, add Selectmen Blair's and put together a prioritized list for the next meeting and the top five will be selected. Hunt said there should be long and short term goals.

Old Business:

Board of Selectmen Policies and Procedures: Second Reading - 400-06 VACANCIES and 400-22 APPOINTMENTS: O'Keefe said we want to make our policies to be in line with the Town Charter and asked if anyone had any questions or suggestions on what he proposed last week. Hunt questioned the first sentence in the Appointment policy not believing age has any value. O'Keefe explained the goal is not to deal with somebody's age but to consider different ages involved on the committee. O'Keefe said we could cross off the whole sentence and just seek a variety of backgrounds. Zbikowski said it is just a general guideline and is the existing language. Hunt doesn't think it should be asked and would like the last sentence changed by removing the political merit reference. Kreidler described another town's application process that used a "Talent Bank" where any interest was put in a data bank for future vacancies. There was a "Talent Bank" but there could be still vacancies depending on if you can cultivate and fill a particular seat. If it's helpful, let's do it, replied O'Keefe, but he wanted to fix the discrepancies between the policy and the Charter. Hunt asked if the Town Manager could pull up the form for the next meeting. Barrows offered a suggestion on the first sentence in the first paragraph on how to make it work and communicate what we are intending without inadvertently offending anyone. He said it would read "Whenever possible the Board will strive to assure committees represent a true cross section of the community." That's what we're striving for. O'Keefe brought up the proposal to strike out Policy #400-06 Vacancies completely due

to the Town Charter and Bylaws which already dictate this policy. Zbikowski then brought up the second paragraph again in the Appointment Policy questioning why we need the second to the motion stated. He said he couldn't find anywhere in the Charter or Bylaws where a second is required and wondered why we require the second on all our motions. O'Keefe explained this Board is not required to have a second but has chosen to not accept an original motion without a second. It has been the past practice so this Board defaults to always get a second. Kreidler said there is another take on this and stated this Board, as policy, functions under Robert's and nominations actually do not require a second under Robert's. However, the Board felt at that time nominations should get a second. Zbikowski didn't think that there had ever been a time the Board didn't have a second. The Town Manager said he'd take the challenge because it has happened in the past. Barrows moved the policy with the revisions; Zbikowski seconded. By roll call vote of all aye, the motion carried unanimously.

Town Manager's Report:

1. Personnel Updates

- a. Town Clerk Position – Kreidler reported he received thirty resumes for this position and has narrowed the field to two candidates. He has not made an offer as of yet. It would be premature to speak about the two candidates.
- b. Assistant Accountant – Kreidler reported that on the strong recommendation of our Town Accountant, he has appointed local resident Carlene Bailey to the position. She is enormously qualified for the position and she and Charlotte have built a good rapport already. Hunt moved to affirm; Barrows seconded. By roll call vote of all aye, the motion carried unanimously.

2. Financial Updates:

- a. FY12 Budgets – Kreidler announced the Governor has signed the FY12 Budget and we are scheduled to receive the exact amount of Local Aid for the town as was budgeted in both the House and Senate's budgets. He spoke of a provision that was included in the final budget that would apply any unspent funds at the end of the year, called "reversions," back to the cities and towns in an effort at wiping out the earlier proposed FY12 \$65 million dollar cut to unrestricted general government local aid. If this pans out, he said, it would provide a bit of breathing room in our budget by increasing our local aid by \$100K+/- for this current fiscal year. He explained any excess funds that exist at the end of the day, a portion will go back to the local aid formula for cities and towns. For us, we will refill that \$100,000.00 cut. He also hoped that with this additional funding it might be used to fund the portion the town needs to put forth to receive the support from the Robinson-Broadhurst Foundation for a new ambulance. He informed the Board that the Police Chief is pursuing an opportunity to purchase a new cruiser that is needed. Lastly, Kreidler informed the Board that the \$4,000.00 for the server was funded by the town government, not the Finance Committee reserves.

3. Project Updates:

- a. Kreidler informed the Board there are now 224 meters requiring replacement, down from 442 last reported. The letter to be sent to those property owners was amended from the last meeting and is included in your packet. He suggested this first batch of letters to go out should not be certified because we will see a response and the cost for certified registered mail would be around \$1,500.00. If we actually are going to shut off the water, those letters will be sent certified. Okeefe agreed. It was decided the letter would be mailed within seven to ten days. Zbikowski asked to have the spreadsheet updated with those that have changed their meter, maybe crossing them off. It is now a public document. Barrows said given this is an ongoing issue for quite some time, first discussing the letter in May, moved the Board approve issuing the letter striking the certified register receipt on top; Hunt seconded. The letter is to be executed by the Chair. By roll call vote of all aye, the motion carried by unanimous vote.
- b. Solar Farm: Kreidler announced he had the first meeting with the representatives from Sun Edison, the company that purchased Axio Power and everything is proceeding as originally scheduled. In fact since this report, we have our Department of Environmental Protection Landfill Post Closure Use Permit. O'Keefe asked about a construction deadline. Kreidler replied there wasn't a deadline set for the construction on the ground, but the commissioning date is in December. We can back-up typically two to three months from there.

4. Miscellaneous Updates:

- a. Fletcher Water/Sewer Abatement Request – This section was already taken up earlier in the meeting.
- b. Moody's Investment – Kreidler informed the Board that our Moody's bond rating has been made public and has included a copy for their packets. It's great news that the bumped up rating of A1 from the last

review held firm, the bad news is that the assigned “outlook” was rated “negative.” The Accountant and him poked at the Analyst feeling it to be a disconnect but was told that they should be satisfied that the Town held their rating because in most cases the rating had been lowered. O’Keefe stated he had done some research and found Moody’s is giving a negative outlook almost fully across the board to other municipalities. Kreidler suggested to the Analyst to work a little harder and research instead of using generalizations. He thinks Standard and Poors has done that; we still have a stable and positive outlook with them.

Zbikowski asked the Town Manager for an update on the Rt. 140 project; specifically one or two businesses he heard on the street are now not building. Kreidler said the reports both in The Gardner News and the Winchendon Courier is as accurate an understanding as he has. The two parcels shown on the map he gave him, Roots Gymnastics and Sage Engineering, have been tied to a Memorandum of Understanding (MOU) by their respective owners which are two people jointly under Olympic Realty Trust. They have signed with the state if they contribute this amount of money to the roadway through an EFD grant, they will commit to growing this many jobs. Given the economy, neither of those two projects are going to happen anytime soon. What does it mean to the terms of the commitment made to the Commonwealth in their MOU? They did not sign that they were going to produce x number of gymnastic jobs or x number of Sage Engineering jobs. They are fulltime equivalent jobs, fifty-one percent or more need to be low to moderate income. The clock starts ticking when the road is complete and runs for one year and then to two years. What we have right now, whether it’s Root’s or Sage’s or someone else, there is an obligation for jobs, not specifically those businesses.

Zbikowski asked when he expected the road to be finished. Kreidler replied late fall, early winter explaining they were asked not to do that work because heavy equipment was going to go back and forth to those lots. An agreement was entered into with the Redevelopment Authority to hold off and that they would pay for any damages done to the road until it was ready to be paved. That damage amounted to around \$10,000.00. Once received, the work will be done. He guessed outside of a month, we should see it done.

Kreidler had a point to offer regarding his evaluation and his meeting with Selectman Zbikowski. Most times, he said, his experience with Selectman Zbikowski has been jousting, gut rot and nothing positive, but he wanted to share with the Board that he is happy to report they had a productive meeting that day. While they disagreed respectfully with things in his evaluation report, they took away “that is what was” and he wants to focus on “what will be.” There hasn’t been a time this past year that Mr. Zbikowski has been seated that I’ve said anything nice about him, Kreidler added. I want to publicly thank you, he said to Mr. Zbikowski, because I thought the way things were handled today were better than I had anticipated, far better than I had hoped, and hope it will be in the future. Zbikowski replied, “I’ll get you next year.”

Minutes:

Monday, June 6, 2011 Regular Meeting and Thursday, June 9, 2011 Special Meeting: Hunt moved to accept both minutes; Zbikowski seconded. With Hunt voting aye, Zbikowski aye, Barrows abstain and O’Keefe aye, the motion carried by majority vote.

Hunt commented she would like to ensure the Town Manager assist in the creation of a procurement policy in the future.

Communications: N/A

Agenda Items: The next meeting is scheduled for August 8, 2011.

Adjournment: At 10:14 p.m. Barrows moved to adjourn; Hunt seconded. By roll call vote of all aye, the meeting adjourned.

Respectfully submitted,

Linda Daigle, Executive Assistant