

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, MARCH 12, 2012 7:00 P.M.
4th Floor Robinson-Broadhurst Conference Room
109 Front Street, Winchendon, Mass.**

Present: Robert M. O’Keefe, Chairman
Elizabeth R. Hunt, Vice-Chairwoman
Keith R. Barrows
C. Jackson Blair

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

List of Documents Presented at Meeting:

- Permit Applications with Dept. Head Responses:
 - Entertainment – Harbour Restaurant (filed)
 - Voluntary Toll Booth – Greater Gardner Area Relay for Life “Charlie’s Angels” (filed)
 - Water Sewer Abatement Draft Policy Amendment (attached)
 - Town Manager’s Report(attached)
 - DRAFT Remote Participation Policy (attached)
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Chairman O’Keefe called the meeting to order at 7:01 p.m. with the Pledge of Allegiance to the Flag of the United States of America. The meeting aired live on local cable access channel 8. No response came forth from the audience when the Chairman asked if anyone else would be audio or video recording the meeting this evening besides the Board.

PUBLIC COMMENTS AND ANNOUNCEMENTS: There were none.

SELECTMEN’S COMMENTS AND ANNOUNCEMENTS: Hunt stated that Mr. Lionel Cloutier had mentioned to her over the weekend that Comcast is going door to door soliciting for business and asked if they should have a license. Kreidler said we have a Hawkers/Peddlers bylaw that stipulate they would need to go by. It does not pertain to Churches though. The Town Manager would inquire with Mr. Kelley, his contact at Comcast.

APPOINTMENTS/RESIGNATIONS: n/a

PERMIT/LICENSE APPLICATIONS, HEARINGS:

Entertainment Permit – Harbour Restaurant - 1st Annual Harbour Shamrock Shuffle 5 Mile Race, Saturday, March 17, 2012. The race starts at 9:00 a.m. Mr. Mark Hagemeyer, owner of Harbour Restaurant, came before the Board on his application to run a 5 Mile run on St. Patrick’s Day. He mentioned the route that would begin and end at the restaurant. Barrows moved in favor of the applicant; Blair seconded. Hunt inquired where all the proceeds would go to. Mr. Hagemeyer and Veronika Patty of the Clark/YMCA stated they will all go towards the Clark/YMCA. Hunt would like to amend the motion to waive the \$50.00 fee. Barrows said he would include her amendment as part of the original motion; Blair seconded. By roll call vote of all aye, the motion carried unanimously. Hunt had a concern about liability and was told by Mr. Hagemeyer and Ms. Patty that everyone who participates in the race will sign a waiver.

Voluntary Toll Booth – Greater Gardner Area Relay For Life Benefit April 28th – Mary Hasselmann, co-chairman on the Charlie’s Angles team, was present on her application. She stated all proceeds will benefit the Greater Gardner Area Relay for Life. She said the Board of Selectmen for the past five years have granted permission for the voluntary toll booth. She mentioned the hours from 8:00 a.m. until 1:00 p.m. and the location on Front St. just past the intersection at Lincoln. Last year they raised over \$1,300.00. Concerns with safety issues are addressed. They have red and green florescent color signs placed in advance of toll booths warning motorists of the toll booth itself; three foot high safety cones will alert drivers and protect team members; team members wear team shirts with bright yellow or orange vests. All team members have been instructed to stop collecting and step aside in the event an emergency vehicle comes by. The Hasselmann’s thanked the Board for granting the toll booth for the last five years. Blair thanked them for their presentation and thoroughness. Blair moved to grant and waive the fee; Barrows seconded the motion. By roll call vote of all aye, the motion carried unanimously.

Hunt commented she liked the thoroughness of their presentation and looked at a protocol to be set for all our toll booths and boot drives. The Board thought it was a good idea with precautions being taken. Barrows said we now have a blueprint; let’s make a requirement to have signs in advance, safety cones in the general vicinity, personnel will wear fluorescent orange vests and a procedure of what to do when an emergency vehicle comes through. Kreidler will prepare a draft policy for their next meeting. Blair suggested the Board consider a policy that all non-profit organizations’ fees for these permits be waived since they typically do it anyway. Kreidler offered to simply modify the application to check a box, non-profit or profit. Discussion was had on defining the non-profit as a 501C3.

NEW BUSINESS: n/a

OLD BUSINESS:

Authorize Remote Meeting Participation – The Town Manager presented a draft policy to the Board in his Town Manager’s report. The reasons allowing remote participation were read from the draft policy. The long distance call into the meeting would be borne by the remote participant, not the town. Blair explained to those watching at home that this is becoming quite common and he had learned about this at the MMA conference. It can be utilized by any Board/Committee, not just the Selectboard. A member can participate with voice on any issue but cannot count as part of a quorum. All votes will be done by roll call. Blair moved to adopt Remote Participation M.G.L. c. 4, sec. 7 for use by the Town of Winchendon; Barrows seconded for discussion. Hunt inquired about scanning packet information in for the person who will be away. Kreidler suggested adding a line if the remote participant wanted to introduce any documents to the meeting, they would need to send a hard copy twenty-four hours in advance. By roll call vote of all aye, the motion carried unanimously.

O’Keefe then asked the Board if they wanted to amend the draft policy to include the words in section e) under “Procedure for Remote Participation” by adding “if the remote participant wishes to introduce any new documents, they must be sent to the Board prior to the meeting.” Blair moved the policy as amended; Hunt seconded. By roll call vote of all aye, the Board approved the policy unanimously waiving the need for a second reading.

O’Keefe inquired from the Executive Assistant how soon before the meeting rooms would be ready and the phone purchased. Daigle said this room should be ready at your next meeting, just needed to purchase a phone and asked for permission to do so using the Selectmen’s account. Permission was granted. She stated the auditorium still needed the phone line activated and would work to get that done within two weeks.

Water/Sewer Abatement Policy Review – O’Keefe said he just wrote a draft to this policy today and suggested a change to Section 2) Abatements. He read the current policy section and then his recommended change. The Town Manager felt the DPW Superintendent would be pleased to work with this new policy. Kreidler clarifying for the Board gave the example of someone coming in for an abatement because of their ice machine or hot water heater being broken, the DPW Supt. would rule that this is not beyond their control because that should not happen and he would not recommend in favor of their application. Blair moved to approve the draft Water/Sewer

Abatement Policy; Barrows seconded. With a unanimous roll call vote of all aye, the policy went into effect immediately.

Blair inquired of the Streetlight Committee's meeting. Kreidler said they are targeting a fall meeting presentation to give ample time to do a job well done and it will also be a safe time to see revenue coming from the solar farm.

TOWN MANAGER'S REPORT:

1. Personnel Updates – The Fire Chief's position advertisement had a deadline of March 8, 2012. He received twenty-five resumes. Interviews will happen over the next week with Chief Lafrennie. He mentioned the process will remain open until it is complete and we could still accept more applications.
2. Financial Updates – FY13 Budgets: The first pass at balance is complete and we are hovering at a projected working deficit of \$250,000. He offered that that number has been significantly worse off in prior years and has faith in his staff and municipal finance team to wrestle this to the ground and present a balanced budget. Hunt asked about the Quinn bill. Kreidler refreshed their recollection that the Board, a year ago, put the whole 100% on the table in FY13 hoping to avert three years of back wages and triple damages if the case went a certain way. He mentioned the state is currently set to kick in 2% but doesn't think the state will even put that in. Kreidler concluded that there is no savings for us.
3. Project Updates – Kreidler said he does have an update for them today. He received a call from the engineering firm that has the design work for the solar farm. They will be on site doing some preliminary site work this week and some borings. They are taking advantage of this weather.
4. Miscellaneous Updates:
 - a. Remote Participation – Already addressed.
 - b. Draft Cable Contract – Kreidler announced we were scheduling the legally required public hearing on the DRAFT contract for April 9, 2012.

Kreidler told the Chairman that there is an outstanding issue on a draft warrant article and that he would have that for him tomorrow.

MINUTES:

February 27, 2012, Regular Meeting – Daigle informed the Board the minutes were not ready for tonight's meeting. They will be placed on the agenda at the next meeting.

Hunt asked if the auditors and the Town Accountant could be scheduled to come to a Selectmen's meeting. The Executive Assistant agreed to inquire with them. O'Keefe asked to place an annual reminder on the Selectmen's calendar. Hunt would like to see corrective action found in the audits. Blair agreed and wanted to get more information from the Town Accountant and or the Finance Committee and see what extra cost would be incurred. The Town Manger was not sure what the Accountant could or could not request from the audit.

COMMUNICATIONS: n/a

AGENDA ITEMS:

ADJOURNMENT: Blair moved to adjourn; Barrows seconded. By roll call vote of all aye, the meeting adjourned at 7:52 p.m.

EXECUTIVE SESSION: None.

Respectfully submitted,

Linda Daigle
Executive Assistant