

TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, JULY 16, 2012 7:00 P.M.
109 Front Street, Winchendon
4th Floor Robinson-Broadhurst Conference Room

Approved: August 13, 2012

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

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

List of Documents Presented at Meeting:

- Special Election Ballot July 21, 2012 (attached)
 - Supt. Deline's email regarding water ban (attached)
 - Open Meeting Law Complaint 2012 OML – 51 – Attorney General's Finding (attached)
 - Devin Berndt's letter of interest in serving on the Parks and Recreation Committee as a Student representative (filed)
 - Becky Hupfeld email of interest to serve on Conservation Commission (filed)
 - Board of Selectmen Vacancy List July 2012 (attached)
 - FY11 Town Manager's Goals and Objectives (attached)
 - Town Manager's Report (attached)
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Chairman O'Keefe called the meeting to order at 7:03 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.

SELECTMEN'S COMMENTS:

Chairman O'Keefe announced the Special Election will be held this Saturday, July 21st, 10:00 a.m. to 2:00 p.m. and there will be eleven different questions on the ballot. Copies have been published in the Winchendon Courier and are available in various locations around town.

The Dept. of Public Works would like us to make the announcement that we are under the odd/even water ban. On odd days, if your house is an odd number, it is okay to water your lawn and on even days it would be the even numbered homes.

Senior Property Tax Work-off Program FY13 Announcement – O'Keefe announced that we have thirteen slots available and so far we have received ten applications. He encouraged any senior interested to contact the Town Manager's office.

Open Meeting Law Complaint 2012 OML – 51 – Finding – O'Keefe stated back in January there was an Open Meeting Law complaint filed against himself and the Board of Health Chairman. He informed us that they received a response back from the Attorney General's Office that no violation had occurred for both him and the Board of Health Chairman.

PUBLIC COMMENTS AND ANNOUNCEMENTS: There were none.

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O’Keefe stated he was going to take one item out of order on the agenda under New Business.

NEW BUSINESS: Presentation of Picture for Bike Trail Kiosk – Cindy Boucher came before the Board and stated they have a picture that was painted by Joe Gemborys for the kiosk for the bike trail in Winchendon located at the Intersection of Rt. 12 and Glenallan St. She introduced members of the bike trail committee who were present this evening Ludger J. Robichaud and Dave Antaya. The picture of Clyde, the Toy Town Horse, was unveiled and presented to the Board for the Town. Everyone applauded. Barrows sincerely thanked Mr. Gemborys for his donation of time and talent to the community. This is fantastic. The Town of Winchendon is fortunate to have people as caring as you. He then thanked Cindy for her work on the bike trail committee and commented that it is packed on a daily basis and stated it is a treasure to the community. He also thanked the committee for showering the community with these types of gifts. He wanted them to know how much it was appreciated.

APPOINTMENTS:

Parks and Recreation Student Representative - Devin Berndt – Daigle informed the Board that she had received a favorable response from the Chair. Mr. Berndt stated he wanted to help the community in some way. Barrows moved to approve the appointment of Devin Berndt to the Parks and Recreation Student position; Hunt seconded. By roll call vote of all aye, the motion carried unanimously.

Conservation Commission Appointment – Becky Hupfeld: O’Keefe told Ms. Hufeld he appreciated her interest to serve on the Commission. She told the Board that she saw the vacancy online and is interested in serving on this committee. She is a horse person and does therapeutic horse instruction and said she knows a lot about land. She is interested in protecting land and enjoys nature and trail riding. Blair moved the appointment; Barrows seconded. By roll call vote of all aye, the motion carried unanimously.

Board of Selectmen Appointment Renewals

MRPC (alternate) – Jim Kreidler reappointment: Blair moved the reappointment; Barrows seconded. By roll call vote of all aye, the motion carried unanimously.

Environmental Certifying Officer – Jim Kreidler, Jr.: Blair moved the appointment; Corbosiero seconded. Kreidler explained the position stating its a narrow thing having to do with certain federal grants with certain forms that have to be filled out that speak to any environmental impacts the projects the town is seeking to do whether there are wetland or historical issues. The work gets done, letters are received by state agencies that are appropriate that he has to certify that there is an application before it goes out. By roll call vote of all aye, the motion carried unanimously.

Vacancies- O’Keefe announced the vacancies the Board currently has and asked that it be re-announced each month.

PERMIT/LICENSE APPLICATIONS, HEARINGS: N/A.

NEW BUSINESS:

Presentation of Picture for Bike Trail Kiosk: This was taken up earlier in the meeting.

Town Manager Goals and Objectives: O’Keefe explained the change of the procedure for setting the Goals and Objectives for the Town Manager until after the election so the new Board can participate. O’Keefe asked if anyone had a change to the current Goals and Objectives. Hunt stated she listed the Goals and Objectives several weeks ago and thought normally we would put all of ours together and make suggestions. O’Keefe asked Hunt to send her list to him for the next meeting and the Board can then set them. Kreidler offered that if any other Selectmen had any they would like to bring to the table, to do so.

OLD BUSINESS: N/A

TOWN MANAGER’S REPORT:

1.

Personnel Updates

- a. Treasurer/Collector – Kreidler read from his report announcing the retirement at the end of August of our long time Treasurer Collector, Joan Bousquet. She has been a rock of stability and a core to our finance team and is saddened to see her leave but happy for her retirement. He said how she has put in more than what is customary in terms of time in years; and more, a testament to Joan's public service, she's put in more than has been expected in hours in a day sometimes working late into the night making sure everything she has set to get done for the day is done. He said sincerely he will miss her.
- b. Public Works Employees – Kreidler informed the Board of his appointments to the DPW asking, as a courtesy, the Board's consideration to affirm the following candidates:
 - Randy Paul – Working Foreman Highway Dept. (promoted within to fill resignation)
 - Scott Beddia – Working Foreman Highway Department (to fill resignation)
 - Michael Antonellis – Operator 1 Highway Department (promoted from within to fill now vacant position)
 - David Zbikowski – Operator 1 Highway Department (to fill resignation)
 - Matthew Connor – Operator 2 Transfer Station (to fill now vacant position)Hunt moved to affirm the candidates; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously.
- c. Public Works Employees - Kreidler gave kudos to John Deline, the DPW Superintendent, for scheduling an Employee Team Building meeting through the Employee Assistance Program (EAP), a division of our insurance carrier MIIA. Kreidler stated the feedback has been great with the employees appreciating the opportunity to interact with one another and learn how to communicate better with one another.
- d. Public Works Mechanic – Kreidler announced that the DPW Superintendent and he have reviewed the applications recently submitted for the position of Mechanic. They are discussing the merits of either filling this position or the most recent advertised and vacant Operator 1 position.

2. Financial Updates

- a. FY12 Budget - Kreidler informed the Board that the Town Accountant is wrapping up the year-end closing on FY12 which proved to be a very difficult budget year and FY13 will be no different.
- b. FY13 Budget – The House and Senate sent a FY13 budget to the Governor with the additional general government local aid in it. It is official and means an additional \$102,888 in local aid for the general government that is available but not yet allocated to any particular use. Kreidler suggested that we don't rush out and spend it stating it will be good to have that cushion throughout the year in case we need it. He reminded them that it would have to go before Town Meeting for authorization to do so.
- c. School Department Student Activity Funds Audit - Kreidler ask the Board for their direction, since he has no jurisdiction in the school budget, in whether or not to engage the newly appointed Superintendent and the Business Manager in regards to the auditing firm's suggestion of an audit of the school's student activity funds be done this year instead of next year. The Board discussed the regulations and some irregularities in last year's audit. Kreidler said he would reach out to the new Superintendent and asked if one of the Selectmen could speak with the Chairman of the School Committee. Hunt volunteered to contact Chairman Barbaro. Barrows stated we just want to make sure the intent is one of a disarming discussion; there is no reason to be accusatory. What we have here is a recommendation of an auditing firm, an audit long overdue, questions around some irregularities and a lack of a meritorious response as to why it should be put off another year. O'Keefe asked if one of the Selectmen would like to make a motion that it is the sense of this Board that the school should follow the direction of the auditing firm and have the three year audit conducted this year. Barrows so moved; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously.
- d. Municipal Bond Rating – Kreidler informed the Board the Town Accountant, the Treasurer and himself participated in a series of conference calls with analysts from Standard and Poor's, our

chief bond rating agency. After a thorough review and analysis, he was pleased to report that the bond rating of “A+” was affirmed and importantly we were provided an additional rating of “Stable.” He spoke how exceptional this was in light of other communities that have been downgraded and put on watch. He said it will also have a significant impact on the rates we would receive and the associated interest we would pay if we were to go out to borrow for any capital items in the near future. He said in the last twelve years plus, while other community’s ratings were being kept flat, ours was increasing and more recently while other community ratings were being lowered, ours held strong. A nod of appreciation was given to all the individuals involved for this great result.

3. Project Updates
 - a. Solar Farm – Kreidler stated the site work has begun with landscape grading and that all the equipment is accounted for and in state ready to go. All things considered, we should see electricity being made in the fall.
4. Miscellaneous Updates:
 - a. Comcast Contract – Kreidler informed the Board the newly negotiated ten year license/lease has been approved by Comcast legal and management and is ready for your signatures this evening. Barrows moved to execute the contract; Hunt seconded. By roll call vote of all aye, the motion carried unanimously.
 - b. Recent Main Line Water Break – Kreidler explained to the Board the recent water main line break and the DPW Supt. John Deline’s decision to give users information about the break and to refrain from unnecessary water usage until the repair could be made. It was the first time we used the 911 system. People liked the notice but the one concern was why they weren’t notified when they could start using the water again. The message sent out was there was a water main line break, to curtail water usage and you could use 211(the local emergency management number) to get the update. Regularly updates were offered on the 211 line until the leak was repaired. We have a situation where it wasn’t made clear enough and need more focus on the 211 line. With this being a new system, Barrows said we need to promote it better. O’Keefe thanked the residents that curtailed water usage and thanked DPW and all those involved.
 - c. Public Authority Towing Contract - Kreidler read that it has been three years since the last award with the current contract expiring the end of August. He explained the Police Department has the authority to tow a car for a number of reasons. Three years ago we had an interesting time going out to bid. A Request For Proposal (RFP) will be going out shortly. It will be advertised in the Winchendon Courier, posted on the bulletin board and if anyone believes they can perform this function, call the office and we will get a packet out to them. Any business registered through the Clerk’s office, will get a packet. Kreidler explained that this service should be bid out and not operated through a rotation basis. He also explained the application process.
 - d. Planning Board Associate Member – In regards to Joe Snow’s inquiry at the last meeting of how many associate members are allowed to serve on the Planning Board, the Town Manager learned the Zoning Bylaw amendment of Dec. 12, 2011 to include not more than three associate members was turned down by the Attorney General’s office. Not more than one is allowed by statue. Kreidler then asked does Mr. Shea, who was reappointed for a three year term when this bylaw was operable, stand or do we downgrade him to a one year appointment or is he grandfathered in. Blair moved to vacate the appointment that was improper and illegal and nominate him for a one year term. Corbosiero stated it was legal when it was made but it isn’t now. Hunt seconded. The Board discussed this action was being done for procedural clarification. By roll call vote of Barrows aye, Hunt aye, Blair aye, Corbosiero no and O’Keefe aye, the motion carried by unanimous vote. Blair moved to appoint Mark Shea to a one year term as the alternate; Barrows seconded. By roll call vote of all aye, the motion carried unanimously.

Kreidler stated this is not included in his written report but not on the agenda is Town Meeting babysitting services. He said a registered voter brought to the Chairman’s attention that he was turned away at Town Meeting because he had a child with him. Kreidler stated the Moderator has the ability to turn away voters from a meeting but it can be challenged in court. The Moderator determines how a meeting will be conducted. The Moderator

believes it is potentially disrupting to have children in these meetings. Kreidler stated in the past we have had the Key Club provide babysitting services but it wasn't utilized much most likely because the meetings start at 7:00 p.m. and it gets close to bed time. It was a nice effort but not particularly helpful. The Board discussed the situation whether to provide inhouse service or not, liability issues, CORI checks and a possible RFP for daycare provider services. After some discussion they concluded not to look in to providing babysitting services at Town Meeting but to have better communication with registered voters by putting in the Town Warrant that per the ruling of the Town Moderator, no one under age eighteen is allowed at Town Meeting.

MINUTES:

Thursday, June 14, 2012 Special Meeting - Blair moved to approve; Hunt seconded. By roll call vote of Corbosiero aye, Blair aye, Hunt aye, Barrows abstain due to not being present and the Chair aye, the motion passed by majority vote.

Thursday, June 14, 2012 EXECUTIVE SESSION – Blair moved to approve and release; Corbosiero seconded. By roll call vote of Corbosiero aye, Blair aye, Hunt aye, Barrows abstain due to not being present and the Chair aye, the motion passed by majority vote.

Monday, June 18, 2012 Regular Meeting - Barrows moved to approve; Blair seconded. By roll call vote of all aye, the motion carried by majority vote.

Other Business:

Blair mentioned Mrs. Grout was coming home tomorrow.

Hunt wanted people to understand that Question one on the ballot is not only related to the building on Central St. but is open for anyone who can provide a Police Station for \$2,500,000. Kreidler said he recently heard someone say this simply: if the people want to buy a new Police Station, it should guarantee if you vote for it, a new police station. At a minimum, it ensures the courthouse should work for this price. It could be there is another location as good if not better for the same money or a nickel less but at a minimum if you vote for that, you should get a Police Station at the end of the day. O'Keefe said he also chaired the Public Safety Committee and worded the article specific not to put a location so property owners throughout Winchendon may be able to send us a bid. If they can get us a better Police Station or save us money, that's what we want to do.

COMMUNICATIONS:

AGENDA ITEMS:

ADJOURNMENT: With no Executive Session needed this evening, Blair moved to adjourn. Hunt seconded. By roll call vote of all aye, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Linda Daigle
Executive Assistant