

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, AUGUST 13, 2012 7:00 P.M.
109 Front Street, Winchendon
4th Floor Robinson-Broadhurst Conference Room**

Present: Robert M. O’Keefe, Chairman
Elizabeth R. Hunt, Vice-Chairwoman
Guy Corbosiero
James M. Kreidler, Jr., Town Manager
Linda A. Daigle, Executive Assistant

Remote Participation: C. Jackson Blair

Absent: Keith R. Barrows

List of Documents Presented at Meeting:

- Ehnstrom Family Gift of Land Proclamation (attached)
- Letter dated 7/10/12 from the WRA requesting Proclamation for the Ehnstrom family (filed)
- Rick Morin’s July 24, 2012 letter of positive observation (filed)
- Town Clerk’s letter with Election Warden/Deputy Clerk’s appointment recommendations (filed)
- Rick Morin’s letter of interest to serve as Deputy Clerk’ (filed)
- Class III Motor Vehicle Junk License Application – Warren Field, 401 School St. (filed)
- Entertainment Permit Application – 250th Anniversary Committee’s Harvest Festival (filed)
- Cemetery Fees Comparative look 2012 (attached)
- Cemetery Rules and Regulations (attached)
- DRAFT Block Party Rules & Regulations / Permit Application (attached)
- Town Manager’s Goals and Objectives – FY12 and Selectwoman Hunt’s draft FY13
- Town Manager’s Report (attached)
- Minutes: July 16, 2012 (filed); 2006 Executive Session Minutes (Held for next meeting)

Chairman O’Keefe called the meeting to order at 7:08 p.m. with the Pledge of Allegiance to the Flag of the United States of America. The delay in the meeting was due to moving it up to the air-conditioned 4th Floor Robinson-Broadhurst Conference Room because of the extreme heat that evening. The meeting aired live on local cable access channel 8. Chairman O’Keefe announced that Selectman Blair would be participating remotely this evening. No response came forth from the audience when the Chairman asked if anyone else would be audio or video recording the meeting this evening that it was okay to do so but it must be announced.

PUBLIC COMMENTS: None.

PROCLAMATION: Ehnstrom Family - Gift of Land – Selectwoman Hunt read the Proclamation for Alan and Maureen Ehnstrom recognizing their of gift of land donated to the Town of Winchendon through the Winchendon Redevelopment Authority in memory of Mrs. Ehnstrom’s father, Emmett Thomas Jeffers. The Ehnstroms donated two parcels of land located by the Toy Town Horse. Hunt moved approval of the Proclamation;

Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously. Mr. Dave Connor, Chairman of the Redevelopment Authority, also agreed to the signing of this Proclamation.

Mr. Ehnstrom said it makes him happy to give the land to the town. He mentioned the town will be celebrating its 250th anniversary soon and would like to donate \$250.00 in honor of the celebration to be used for landscaping to beautify the area around the horse. He said others might want to contribute as well. Those present applauded the Ehnstroms for their donations. Hunt, on behalf of the Redevelopment Authority which she is also a member, expressed their thankfulness along with David Connors. Mrs. Ehnstrom stated they appreciate it very much and that they appreciate Winchendon.

SELECTMEN’S COMMENTS:

Letter dated July 24, 2012 from Richard Morin, Sr. - O’Keefe read the letter containing positive comments regarding the Building Inspector/Zoning Enforcement Officer and acknowledged the assistance that was provided to this citizen and stated how nice it was to get a letter like this.

OLD BUSINESS:

FY11 Audit Review - Mike Barbaro, Chairman of the School Committee, introduced the new head of Winchendon Public Schools, Salah Khelfaoui. Also present was Bill Frangiamore, the Business Manager. O’Keefe asked what their thoughts were on the Auditor’s recommendations. Barbaro replied that they have contracted with Brad Clark from the auditing firm to review all student activity accounts. O’Keefe explained this is something somewhat new, something that needs to be done every three years and thanked the School Committee for fulfilling that request of the auditor. Barbaro then made the announcement that the Business Manager, Bill Frangiamore, is moving on to bigger and better things in Dracut at the end of the month. Kreidler quipped “bigger; better is arguable.” Barbaro wished him good luck and those in attendance applauded Mr. Frangiamore. O’Keefe wished him the best of luck.

PUBLIC COMMENTS AND ANNOUNCEMENTS: n/a

APPOINTMENTS/RESIGNATIONS/HEARINGS:

Election Warden Appointment – John Morris: O’Keefe mentioned we had a letter from the Town Clerk informing them that due to the resignation of Coral Grout she was recommending that the Deputy Clerk, John Morris, be moved up to the Warden’s position. Mr. Morris was in attendance and stated he has worked the polls for many years, possibly over thirty. Blair moved to accept Coral’s resignation with regret; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously. Corbosiero moved to appoint John Morris the new Warden; Blair seconded. By roll call vote of all aye, the motion carried unanimously.

Election Deputy Clerk Appointment – Rick Morin: O’Keefe explained that they had an interest from Mr. Morin to serve as the Deputy Clerk but because he is the Town’s Moderator he would not be able to serve in this capacity therefore there is a current vacancy in this spot.

Board of Health Appointments – O’Keefe informed the Board in order to consider an appointment to this Board, they would need a joint meeting held with the Board of Health and asked the Executive Secretary to arrange this for the next meeting in September.

MART Advisory Board Vacancy –Hunt moved to reappointed Blair; Corbosiero seconded. By roll call vote of Hunt aye, Corbosiero aye, Blair pass, and O’Keefe aye, the motion carried.

PERMIT/LICENSE APPLICATIONS, HEARINGS:

Class III Motor Vehicle Junk License – Warren Field, 401 School St.- Mr. Field came before the Board. O’Keefe stated for the audience that this is for a salvage yard. O’Keefe informed Mr. Field that the Fire Dept. was fine with this permit as long as correct procedures were followed to assure that hazardous materials were disposed of properly. The Special Permit was recorded at the Registry of Deeds, said Mr. Fields. Hunt asked about the Board of Health’s notice that he would have to register with DEP. Mr. Field said he has contacted them and basically

they want a paper trail. Hunt commented on the Brown's outfit and assumed he would be as conscious of the environment as they are. O'Keefe mentioned this Board grants the Class III license but you are required to be in full compliance with our departments, state departments, etc. Hunt moved to accept; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously.

Race Permit – Clark Memorial/YMCA Duathlon Race – Sept. 22, 2012 - Veronika Patty came before the Board representing this application and said it's the second annual race beginning at 9:00 a.m. that will include a three mile run, a fifteen mile bike race and a two mile run. Last year was a little bit smaller and shorter with sixty people participating. She hoped to see 100 this year. A few changes in the route will be going through Fitzwilliam and Rindge, New Hampshire. She said she has been in contact with both Chiefs in Fitzwilliam and Rindge and they will assist on the bike course. She has spoken with Lt. Walsh about the route and police detail will be present. Signs will be up warning automobiles and also cones will be set up. Hunt moved to approve; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously.

Entertainment Permit: 250th Anniversary Committee Harvest Festival Arts & Crafts Fair 9/29/12 – Janet Corbosiero came before the Board on behalf of the Anniversary Committee. Selectman Corbosiero disclosed that Ms. Corbosiero was his sister and a member of the 250th Anniversary Committee which the Selectmen appoint but there is no financial interest in this for him or his sister. Ms. Corbosiero stated the Harvest Festival will be held at the Clark Memorial/YMCA and will have no admission cost and hoped for a large turnout. She encouraged the community to come out and get involved with the coming of the 250th anniversary and parade in 2014. It will be a lot of fun with a pie eating contest, apple pie and dessert baking contest along with the band Deacon Express. The event will be held from 10:00 a.m. – 3:00 p.m. and will be held rain or shine. It will be held in the field house at the Clark if need be. Hunt moved to approve; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously. Ms. Corbosiero stated they are starting a capital campaign and is seeking donations.

NEW BUSINESS:

Cemetery Fees / Cemetery Rules and Regulations - Supt. John Deline came before the Board. The Board discussed the spreadsheet presented by Supt. Deline with a comparative look at fees for area cemeteries and his proposed changes. He explained the color code where the yellow included averaging in Fitchburg and Leominster and the green is without them. There were some questions regarding out of town buying us out. Deline said we don't have many burials because of the Veterans cemetery and feels comfortable not seeing a lot of out of town people. He is recommending increasing the full burial and cremation burials and leaving everything else the same. The full burial's average without Fitchburg and Leominster is \$507.27 and he is proposing increasing to \$500.00 for Winchendon. The cremation burial's average is \$180.91 and he is proposing \$200.00. Blair so moved. It was mentioned there would be no charge for infants. Hunt seconded. By roll call vote of all aye, the motion passed.

Cemetery Rules and Regulations – Supt. Deline said one of the most difficult things he has to do in his position with only a couple people is to maintain between seventy and eighty acres of cemeteries and parks. It's becoming a problem with people not following the rules and regulations even with those people who have been handed them. It's been difficult to maintain. John gave examples of shrubs that have overgrown and taken over other monuments. He said he will try and contact these people. He wanted the Board to be aware that he was going to start enforcing the rules and regulations adding that a lot of work needs to be done at the cemetery and it will take some time. He thought of getting the rules and regulations on the web-site and an article in the paper for awareness. He wants to work with people. The Board thanked Mr. Deline for the information.

DRAFT Block Party Rules & Regulations /Permit Application – Due to a recent applicant coming before the Board for a permit to do a Block Party (closing a road down for public use) a subcommittee met to discuss a policy. O'Keefe met with a representative from the Police Dept., Supt. Deline, and the Fire Chief and presented the enclosed draft policy. Corbosiero pointed out the discrepancy in the number of days on page 1 and 2 of the application and it was decided to change the policy to read in number 19 to be at least 45calendar days prior to the

event to submit the application and on page 3 to also change it to be “Applications must be submitted at least 45 calendar days prior to the event.” Corbosiero moved to approve as printed except for the change of 45 calendar days on pages 1 and 2; Hunt seconded. By roll call vote of all aye, the motion carried unanimously and the block party rules passed.

TM Goals and Objectives – The Board called for a brief recess at 8:10 p.m. for the Town Manager to get copies of Ms. Hunt’s submitted goals and objectives.

The Board reconvened at 8:15 p.m. Kreidler passed out Hunt’s goals and objectives. The Chairman read the eight items and Selectwoman Hunt talked about each of her goals and objectives. She would like to receive a quantitative measure of our water coming into and going out of town and see it reported quarterly. Kreidler spoke of the exceptional job Supt. Deline is doing with system monitoring, bi-directional metering and some maintenance work he has taken on. He feels a better number may be able to be provided with this information. O’Keefe asked if one of the Goals and Objectives could be to include quarterly a report in the Town Manager’s report. Kreidler agreed. O’Keefe asked to put together numbers 4, 5 and 6 on Hunts list. Kreidler spoke of the revitalization of the Capital Committee. It will be their goal not to just borrow but to manage what we borrow and how we borrow. He would hate to see this become a specific etched in stone goal that works counter to the Capital Planning Committee’s appropriate charge. O’Keefe ultimately would like to see the budget built more on capital projects than operating expenses. Hunt agreed to strike “Decrease debt and borrowing” and to combine numbers four and five. It will replace one of our current goals. Kreidler pointed out one of the goals, submit a balanced budget that he puts forward, could be changed at town meeting and would be out of his control. O’Keefe listed the discussed new goals and objectives for the Town Manager:

1. Manage 100% of our water coming into Town and going out of Town with quarterly reporting
2. Continuous Communication
3. Response time to complaints, concerns, etc.
4. Balance budget without using stabilization funds; increase stabilization
5. Continue to move forward thinking “Green”
6. Business Development

Hunt moved to accept the revised goals and objectives; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously. O’Keefe said to the Town Manager that he had his goals and objectives for the year recognizing that the year is partially over. Kreidler thanked the Board.

TOWN MANAGER’S REPORT:

1. Personnel Updates:

Public Works Employee – Jim read from his report appointing Mr. McCarthy to the Mechanic’s position in the Garage on the recommendation of the Supt. of Public Works. Mr. McCarthy has conditions of his employment and must obtain his CDL Permit within thirty days of employment, a Hoisting License within six months and a full CDL license within six months. It is understood if he fails to obtain these licenses by these timelines, unless extended by Supt. Deline for cause, his employment will be terminated. Discussion was had on the ten applicants, the license requirements and the rate of pay he will receive until he obtains the licenses. He will not operate the equipment until he obtains the licenses, unless it’s for training purposes with his permit. Discussion was had on finding the best person for the position, whether or not they live here in town. It is based on one’s merits and credentials but if all is equal, the local person would be hired. Hunt moved to affirm the appointment; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously.

2 Financial Updates

Solar Farm – Kreidler reported that the site work has progressed more quickly than anticipated. Right now the grading is done and waiting on the racking. The estimated date to turn the switch is still late fall understanding that there are still outside forces to bear in mind including the National Grid commissioning process.

MINUTES:

Monday, July 16, 2012 Regular Meeting - Hunt moved to approve; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously.

2006 EXECUTIVE SESSION MINUTES FOR RELEASE

The Board agreed to move these minutes to the next agenda where Selectman Barrows would be present to vote. He was a Selectman at that time.

COMMUNICATIONS:

O’Keefe notified those listening if they wanted to register to vote or make changes to their party status for the upcoming Primary Election, to come to Town Hall on Thursday due to Town Hall being closed on Friday.

Hunt asked to have an update on the status of the police station under communications on their agenda. O’Keefe asked the Executive Assistant to add a report of the Police Station to the next agenda and if there are any updates thereafter to place a report on the agenda.

Kreidler recognized that he had received an email today from Atty. Lauren Goldberg, Town Counsel, addressing a vote of language for the use of grant funds for the water system project going down to Hillview. One of the components was a \$300,000 MORE grant. In his mind it was a matter of accounting; once received and the project closed, it would apply to the balance voted to pay down the debt. He realized that hadn’t happened and needs to be done. It requires a vote of the Selectboard to pay down the debt. Kreidler read the email explaining the MORE grant and how the Town had to borrow for the project because during the time of closing with USDA, we had not received the grant funding. Once received, and with Town Meeting vote, this debt can now be paid down. Kreidler read the suggested motion by Attorney Goldberg:.

The Board hereby moves to authorize and approve, pursuant to G.L. c.44, §53A and Article 6 of the May 24, 2010 Special Town Meeting, use of the \$300,000 received as a Massachusetts Opportunity Relocation and Expansion (“MORE”) grant for the Water systems improvement project authorized under Article 5 of the May 24, 2010 Special Town Meeting to reduce the debt service on the borrowing undertaken for such purposes. Hunt moved as read the recommendation of Town Counsel and to reduce our debt by \$300,000; Selectmen Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously.

Kreidler informed those listening that might be wondering of the difference in time from the Town Meeting vote taken in 2010 and today that he stated the project didn’t actually close out officially with late payments and reconciliation with final balances until December of last year to January of this year. We are within several months of having everything settle out.

AGENDA ITEMS:

ADJOURNMENT: Blair moved to adjourn; Hunt seconded. By roll call vote of all aye, the meeting adjourned at 8:51 p.m.

EXECUTIVE SESSION: The Town Manager announced that Executive Session will not be held this evening.

Respectfully submitted,

Linda Daigle
Executive Assistant