

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MINUTES  
MONDAY, SEPTEMBER 10, 2012  
109 Front Street, Winchendon  
Town Hall, 2<sup>nd</sup> Floor Auditorium**

Present: Robert M. O’Keefe, Chairman  
Elizabeth R. Hunt, Vice-Chairwoman  
Guy Corbosiero

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

Remote Participation: C. Jackson Blair

Absent: Keith R. Barrows

**BOARD OF HEALTH MEMBERS:**

Present: Lionel Cloutier, Chairman  
John Shepardson, Vice-Chairman  
Michael Fearing

Absent: Kevin Bliss

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**List of Documents Presented**

- Letters of interest to serve on Board of Health – Christine Phelps/Joe Snow (filed)
- State Health Officials Announcement on Third Case of Eastern Equine Encephalitis (EEE) (attached)
- Proclamation – Joan Bousquet (attached)
- Letter from USPS regarding closing of Winchendon Springs Post Office (attached)
- Bob Mable Resignation Letter - Fence Viewer/Field Driver (filed)
- Board of Selectmen’s Vacancy Report (filed)
- Boot Drive application – Ahimsa Haven, Inc. (filed)
- Assignment of Mortgage – 103 Pleasant St. (attached)
- Discharge of Mortgage – 229 Lincoln Ave. (attached)
- Prepared Motion for Police Station procurement process (attached)
- Town Manager’s Report (attached)
  - Water Dept. Notice
  - Coliform Bacteria informational sheet
  - Fire Cadet Draft Program

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Chairman O’Keefe called the meeting to order at 7:07 p.m. welcoming the Board of Health members who would be joining them in a joint meeting this evening. Chairman Cloutier called the Board of Health meeting to order. All stood for the Pledge of Allegiance to the Flag of the United States of America. The meeting aired live on local cable access channel 8.

Selectwoman Hunt asked for all to stand for a moment of silence in honor of all those affected on September 11, 2001 recognizing it has now been eleven years.

Chairman O’Keefe announced that Selectman Blair would be participating remotely this evening and welcomed him. 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.

**BOARD OF HEALTH (BOH) APPOINTMENT:** BOH Chairman Cloutier announced that they received a letter of interest from Ms. Christine Phelps to serve on the Board and at their last meeting voted favorable to recommend her to the Board of Selectmen. He said they subsequently received a letter from Mr. Joe Snow also looking to fill this position. Both applicants were in attendance this evening. Ms. Phelps acknowledged her interested in serving on this Board. Mr. Snow stated he wanted to just help out by filling a vacancy and suggested the Board appoint Ms. Phelps. Ms. Phelps stated she would look to seek the ballot in May. Shepardson moved to elect (appoint) Christine Phelps to the Board of Health; Fearing seconded for discussion. Hunt brought up a question or concern from one of our citizens and informed those in attendance that we did seek legal counsel. Kreidler explained the Board of Health is an elected position pursuant to the Charter in Winchendon. What the Charter doesn’t specify is a vacancy midterm. When the Charter is silent you refer to Mass. General Law on point. Mass. General Law opts for the Board of Selectmen to call a special election as a way to address it, with an expense; or alternatively under Section 11, Chapter 41 members of the remaining elected Board and members of the Board of Selectman have joint convention and can cast votes for a candidate to fill the seat until the next election. The opinion of Counsel is in hand and you’re proceeding with option two. It has been done this way in the past Corbosiero commented. Kreidler added it is the way it is done with the School Committee as well. By roll call vote of all aye, the motion carried unanimously by both Boards. Ms. Phelps was welcomed to the Board of Health.

Chairman Cloutier had one more item of business for their Board. Fearing moved to pay the secretary; Shepardson seconded. By roll call vote of all aye, the motion carried unanimously.

Fearing read a State Health bulletin just received before the meeting announcing the third human case of Eastern Equine Encephalitis (EEE) in the state warning residents to take precautions against mosquito bites until the first hard frost.

Fearing moved to adjourn the Board of Health meeting with the Selectmen; Shepardson seconded. By roll call vote of all aye, the motion carried unanimously and the joint meeting was adjourned at 7:11 p.m.

Chairman O’Keefe called for a short recess.

The Selectmen’s meeting was called back to order at 7:19 p.m.

**SELECTMEN’S COMMENTS:**

**PROCLAMATION – Joan Bousquet:** Corbosiero read the proclamation for Joan Bousquet, our retiring Treasurer/Collector and moved to proclaim September 14, 2012 “Joan Bousquet Day” honoring her many years of service to the Town of Winchendon. Hunt seconded. By roll call vote of all aye, the motion carried unanimously. Joan was not able to attend the meeting this evening but all stood and applauded her for her service and wished her a happy retirement.

O’Keefe announced a letter was received by USPS informing us that the Winchendon Springs Post Office will be suspending operations located at 155 Mill Circle on Friday, September 21, 2012. The 117 customers who have post office boxes will be transferred to the main Post Office on Central Street. There are no plans at this time to eliminate the 01477 Zip Code

**PUBLIC COMMENTS AND ANNOUNCEMENTS:** There were none.

**APPOINTMENTS/RESIGNATIONS/HEARINGS:**

Resignation: Bob Mable Fence Viewer/Field Driver –O’Keefe announced they received a letter from Bob Mable resigning as Fence Viewer/Field Driver for the Town of Winchendon. He stated it was unfortunate and thanked him for his service. Hunt moved to accept his resignation; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously.

Vacancies: Monthly report – O’Keefe read the vacancies listed in the monthly report and also the description of the Fence Viewer/Field Driver position.

**PERMIT/LICENSE APPLICATIONS, HEARINGS:**

Boot Drive, Sat., Sept. 29, 2012 – Ahimsa Haven Inc. – Mr. and Mrs. Charlie Scanio were present for this request on behalf of Ahimsa Haven. Mrs. Scanio stated it was scheduled for 9:00 a.m. to noon and would be held in the usual spot on Front Street. It will be the same two people doing it. They are well acquainted with the rules and regulations and did receive the policy on Boot Drives. All monies will go to Ahimsa Haven. The Scanios gave the Board a status update for the new facility. Basically, they have been waiting a month for Verizon to get back to them; National Grid will have to supply electricity; the survey has been done; trees have been cut down with stumps removed; the architect plans are paid for; the septic design and the septic plan are done. They do need Board of Health permits. People have been good, they concluded. Corbosiero moved to grant the Boot Drive permit to Ahimsa Haven Inc.; Hunt seconded. By roll call vote of all aye, the motion carried unanimously.

**NEW BUSINESS:**

Assignment of Mortgage - 103 Pleasant Street: Hunt moved Assignment of Mortgage; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously.

Discharge of Mortgage - 229 Lincoln Avenue: O’Keefe asked if there were any questions. With none being heard, Hunt moved the Discharge of Mortgage; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously.

**OLD BUSINESS:** Police Station Report – O’Keefe stated he has spoken with Town Counsel and the first step is to formulate a Request For Proposal (RFP). Once the RFP goes out we will receive various responses from people in the town that have property to consider. From that, we will select the property and the next step would be an RFP for the engineering and then construction. Corbosiero moved that the Chairman of the Board of Selectmen work with Town Counsel to develop a Request for Proposal for the acquisition of a suitable parcel of land within the Town for a police station site and that said RFP contain evaluation criteria that will facilitate the selection of a site meeting the needs of the Town for a new police station based on the Space Need Assessment Report prepared by Jacunski Humes Architects dated September 2009, with the intent that, upon acquisition of a suitable site, the Town will undertake the necessary construction, remodeling, or renovations as a separate procurement under G.L. c. 149, it being the intent of the Board of Selectmen that the total cost of this project, including both land acquisition and construction work, not exceed the amount of \$2,750,000 appropriated by town meeting and approved by the voters in the Proposition 2 ½ debt exclusion vote. The final terms of the RFP shall be subject to review and approval by the Board of Selectmen before it is issued. Blair seconded. Hunt asked if there are specific newspapers we will use when the RFP comes out. Under the uniform Procurement Act, Kreidler said, regarding real estate, a notice is to be published in the Central Register, a Secretary of State publication. That needs to run for thirty days and within that thirty days it also runs two times in a paper in a local distribution at least one week apart. We would also post it internally on bulletin boards downstairs and put it on the Town’s web-site as well. O’Keefe thought with two local papers, it would help get the information out there and added if any individual shows interest, let him know and he will get a copy of the RFP to them right away. By roll call vote of all aye, the motion carried unanimously. O’Keefe planned on working with Town Counsel to have the RFP ready and brought before the Board’s first meeting in October.

**TOWN MANAGER’S REPORT:**

1. **Personnel Updates**

- a. Collector/Treasurer – Kreidler read from his report regarding the retirement of our longtime Collector/Treasurer Joan Bousquet and the huge void in her absence. Both Joan and he concurred that the void can be most ably filled by the appointment of Donna Spellman who has been the Town’s Assistant Treasurer Collector for the past seventeen years. Donna has received both the Collector and Treasurer’s state certifications. Kreidler asked the Board for a vote of affirmation of the appointment of Donna Spellman to the Collector/Treasurer’s position pending contract negotiations. Some discussion was had on why we have contracts for personnel. Kreidler replied that it affords the individual a sense of security when they rise and he feels it’s appropriate across the line for Department Heads. He said it is standard in the majority of communities. Kreidler added that the contracts will go before them for affirmation and has heard them loud and clear on sick leave buyback. Hunt moved to affirm; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously.
- b. Assistant Collector/Treasurer – Kreidler read from his report that he has conducted six interviews with the top candidates for the now vacant position of Assistant Collector/Treasurer. The position has been advertised and will remain open until filled. He hoped to have a candidate for your next meeting.

2. Financial Updates

- a. Special Town Meeting – Kreidler announced that there are several financial housekeeping matters that require our attention at our usual and customary fall Special Town Meeting and recommended the schedule to the Board. O’Keefe asked the Town Manager for an update on the Solar Farm because they are looking forward to covering some expense due to the Solar Farm. Kreidler skipped to his report No. 3 Project Updates: Solar Farm and informed the Board revisions to the layout, racking, inverter and installation plans is necessary for the project based upon different panels being sought because of the tariff situation. He doesn’t think we will be operational for fall town meeting and recommended not to hold off and have the special town meeting and take care of the necessary financial work that we need to do. Discussion was had on utilizing existing operational dollars to put more streetlights on when the time came without the need of a special town meeting. Hunt asked about the output with different panels being used. Kreidler replied the facility is designed for 2.4 megawatts. He’s not sure if the panels are smaller or bigger but we are still at 2.4 megawatts.

Corbosiero moved to set the date for the Special Town Meeting for October 29, 2012, opening the warrant today, September 10, 2012 and closing the warrant on October 8, 2012 with posting of the warrant on October 15, 2012. Hunt seconded. By roll call vote of all aye, the motion carried unanimously.

3. Project Updates

- a. Solar Farm – Addressed above in Financial Updates.

4. Miscellaneous:

- a. Water Department Notice - Kreidler spoke of the Water Department notice he had already informed them about regarding the total coliform bacteria hit on School St. and on Glenallan St. DPW Supt. John Deline was present to explain and answer any questions. He informed the Board that they collect nine coliform samples a month and on the August 7th sample, they had two positive samples; one on Glenallan St. and one on School Street. As a result of that, they had to notify DEP within twenty-four hours and do repeat sampling. No bacteria was found with the Glenallan Street second sample. They did have another positive the second time on School Street. Deline said they went through a series of flushing on that main, varied levels on the storage tanks in Ashburnham and increased the level of chlorine in the plant in Ashburnham. After a series of flushing and chlorine, we had a negative sampling. The test for E. Coli bacteria was negative too. He believed part of the reason for the positive test results was because of a warm summer and low precipitation causing bacteria growth. Discussion was had surrounding preventative

maintenance, keeping chemicals to a minimal and a hydraulic model he is looking into. Deline, in closing, stated the water is 100% safe to drink. Deline was thanked for his attendance as he handed out an informational sheet to the Board on Coliform Bacteria.

- b. Fire Department Cadet Program – Fire Chief Tom Smith came before the Board and informed them he had been approached by a junior at the High School which encouraged him to develop the program to groom young men and women between the ages of 14 and 18 for fire service. The program will draw from the community and will benefit students thinking of a career in the future. Kreidler commended Chief Smith for bringing this forward and having the foresight to recognize what Chief Lafrennie had done in fostering Brian Vaine and making it a more formal program in the department. The program was liked by the Selectmen. Chief Smith said a lot of work had gone into this by himself and Firefighter Medic, Mike Mullens. The School has told the student that the program would be approved if the Fire Department put it together. Town Counsel needed to review. Kreidler stated once the Selectmen have looked at it, he intends to send it to counsel for final review and blessing. O’Keefe asked if our insurance coverage is sufficient for our volunteer coverage. Kreidler stated that will be looked into. Chief Smith was thanked for his work.
- c. Robinson- Broadhurst Vehicles - Kreidler informed the Board of the two new vehicles the town now has possession in their fleet. This is due to the generosity of the Robinson-Broadhurst Foundation. The two vehicles are a new 2012 Ford F-150 4x4 pick-up truck for the Supt. of Public Works and a 2012 fully equipped ambulance. Lastly, he anticipates a fully equipped Police Expedition. Corbosiero said every day they should thank the Robinson-Broadhurst Foundation. O’Keefe agreed saying how grateful, for the municipality, for our schools, and many nonprofits in town. A “Thank-You” photo opportunity with the Foundation will be planned in the near future.
- d. Cable Contract – Kreidler stated it was brought to his attention that the 10% discount Comcast gives seniors will no longer be in effect with the new contract. After speaking with our Comcast account representative, he has learned that senior citizens currently enjoying the discount will not lose it as long as they don’t change their package. The new discount for seniors will be a flat \$2.00 or 3% per month for the basic digital starter package.

Lastly, Kreidler stated, a request for Executive Session under Exemption No. 3 regarding a recently renegotiated Public Works contract.

**MINUTES:**

Monday, August 13, 2012 Regular Meeting – Hunt moved to approve; Corbosiero seconded. By roll call vote of all aye, the motion carried unanimously.

**COMMUNICATIONS:** N/A

**AGENDA ITEMS:** N/A

**ADJOURNMENT:** Corbosiero moved to go into Executive Session under Exemption No. 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and to reconvene in regular session for the sole purpose of adjournment. Hunt seconded with the Chair so declaring. Kreidler informed the Board the specific issue addresses the Public Works Department. By roll call vote of all aye, the motion carried unanimously. The Board adjourned the Public Session at 8:29 p.m.

Respectfully submitted,

Linda Daigle  
Executive Assistant