

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MINUTES  
MONDAY, OCTOBER 15, 2012 7:00 P.M.  
4<sup>th</sup> Floor Conference Room  
109 Front Street, Winchendon, Mass.**

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

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List of Documents Presented at Meeting:

- Library Trustee Resignation Letter from David Susman (filed)
- Alcohol Licenses Fees Survey from Littleton (attached)
- Other Winchendon Board of Selectmen Permit/License Fees Survey (attached)
- Commercial Drive – Lay Out Way as Town Way (attached)
  - Letter of recommendation from Planning Board
  - Metes and Bounds
  - Map
  - List of abutters
- Town Manager’s Report (attached)
  - Draft Special Town Meeting Warrant
- CDBG Housing Rehab Subordination Agreement – 34 Vaine St (attached)
- Board of Selectmen’s Policies and Procedures (filed)
  - Sample Policy on Server Training Requirements for Liquor Licenses
- Minutes for Approval: September 24, 2012; March 20, 2008 (filed)

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Chairman O’Keefe called the meeting to order at 7:02 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. It was announced that Selectman Blair was participating remotely this evening.

**SELECTMEN’S COMMENTS:** O’Keefe reminded all that Halloween Trick or Treat hours were set at their last meeting for Halloween Day, October 31<sup>st</sup> with recommended hours from 5:00 p.m. to 7:00 p.m.

**PUBLIC COMMENTS AND ANNOUNCEMENTS:** None.

**APPOINTMENTS/RESIGNATIONS/HEARINGS:** Selectman Corbosiero moved to accept David Susman's letter of resignation as a member of the Library Trustees; Hunt seconded. By roll call vote of all aye, the motion carried unanimously. Mr. Susman was thanked for his service.

**PERMIT/LICENSE APPLICATIONS, HEARINGS:**

BOS License/Permits Fee Review - O'Keefe announced it's been awhile since the license and fees have been changed and included in their packets was a survey from Littleton of what area fees were. He read through the current fees for Winchendon and his recommendations after reviewing the survey. Corbosiero agreed with most of them but thought that the Off-Premises Package Store increase from \$350 to \$1,000 was quite dramatic, suggesting maybe \$750 instead. O'Keefe replied that it was bringing it in line with other communities. Hunt was disappointed more towns didn't participate; she would have liked more local towns listed for the comparison. Kreidler and O'Keefe felt Gardner was comparable to Winchendon. Kreidler added he didn't think the fees have been adjusted for the thirteen years he has been here that he could remember. Hunt moved to accept the Chairman's recommendations; Blair seconded. By roll call vote of Blair aye, Corbosiero no, Hunt aye and O'Keefe aye the fees for alcohol licenses were adjusted with the following increases: All Alcohol Pouring from \$700 to \$1,000; Beer and Wine Package from \$350 to \$1,000; All Alcohol Package Store from \$650 to \$1,200 and lastly All Alcohol Special 1-Day License from \$25 to \$50.

The Board next discussed the non-alcohol fees for licenses the Board issues. When asked for her recommendations, Daigle suggested increases to three license fees: Common Victualler from \$30 to \$50; Lodging from \$25 to \$50 and Mobile Vendor from \$25 to \$30. Corbosiero had reviewed the survey comparing it with research he did with Gardner's fees and thought the same with one addition. He recommended the taxi/livery fee would be \$50 for the first vehicle and \$25 for each additional vehicle. Guy moved to accept the four changes; Hunt seconded. By roll call vote of all aye, the motion carried unanimously.

**NEW BUSINESS:**

Lay Out Way as Town Way – Commercial Drive – O'Keefe mentioned at their last meeting the Selectmen voted their intent to layout Commercial Drive as a public way and that before them this evening is the layout with metes and bounds. Kreidler explained the next step was for the Board to officially vote to lay out Commercial Drive as a public way. He explained without Commercial Drive being a public way, Mass DOT, through Massachusetts Regional Planning, cannot do the traffic improvements on Rt. 140. Abutters received notice of this public meeting tonight. Hunt moved to accept Commercial Drive as a public way in the Town of Winchendon in accordance with the vote of the Planning Board and as further in accordance with the Metes and Bounds and Plan submitted in the Notice of Intent. Corbosiero seconded. By roll call vote of Blair aye, Corbosiero aye, Hunt aye and O'Keefe aye, the vote passed unanimously.

The Board moved to the Town Manager's Report to finalize the Special Town Meeting warrant for posting this evening.

**TOWN MANAGER'S REPORT:**

Special Town Meeting Warrant – O'Keefe said that each article would be reviewed at their meeting next week but tonight they needed to approve the warrant for posting this evening. Corbosiero moved to approve the warrant for the Special Town Meeting; Hunt seconded. By roll call vote of all aye, the motion carried unanimously.

**RECESS:** A recess was called at 7:30 p.m. to execute the warrant and hand it over to the Town Clerk and Town Constable for posting.

The meeting was called back to order at 7:36 p.m.

**Back to New Business:**

CDBG Housing Rehab Subordination Agreement – 34 Vaine St.- O’Keefe informed the Board they had before them a subordination agreement with the applicant looking to refinance their first mortgage for a lower interest rate which requires the Board to subordinate. Kreidler added that it was important to note that they took no cash out. If they took cash out, part of the program requirements would be that they would have to pay us. Corbosiero moved to subordinate; Hunt seconded. By roll call vote of all aye, the motion carried unanimously.

Board of Selectmen Policies and Procedures Annual Review – O’Keefe asked if any member had any policy that they would like to propose modifications to or somebody review it. With no suggestions offered, O’Keefe said copies of the policies are in your packets and it could be brought up within the next two meetings. The Board decided to separate the personnel employee type policies from the administrative policies. Daigle offered to create a table of contents. O’Keefe asked the Board members to review and forward any suggestions to Ms. Daigle.

**OLD BUSINESS:**

Police Station Update – Request For Proposal Update – O’Keefe said the law firm and himself have been working on the Request For Proposal (RFP) and he hoped the first draft would be presented at the next Board of Selectmen’s regular meeting for their consideration. He mentioned since it was his first time doing working on an RFP, he wanted to send it off for State approval having them sign off that they like the way the RFP has been prepared.

Back to the STM warrant, Kreidler invited the Board individually to meet with him face to face to go over the warrant. He added he had a document that he will make available to them explaining the warrant to them because it is a bit convoluted financially. It seeks to do two primary things; one to address the year end FY12 deficits which is normal for STM and; secondarily, to address the issue of the revised Cherry Sheet. He said we’ve been talking since spring of the \$102,888 in additional state aid for the government side of the house. The revised Cherry Sheet does give us the \$102,888 but the next breath this same revised Cherry Sheet also shows an increase in the assessments, basically an offset of the revenue. They gave us an additional \$102,888 and then took away about \$113,000 ending up with about a \$10,000 deficit with this Cherry Sheet. The chief drivers of this assessment that have increased are school choice and charter students tuitioning out of the school. Kreidler thought it important to make known that this isn’t a bill generated by the general government but it will be billed to the general government. There are sixteen articles in total; after the financial articles, it is straight forward, he concluded.

O’Keefe announced if any of the public is interested in hearing about or discussing these articles, he informed them the Planning Board would be having their hearing tomorrow evening at Town Hall at 7:00 p.m. and would be reviewing the three Planning Board articles. The Finance Committee’s Public Hearing is at 7:00 p.m. on Tuesday, October 23 and would be reviewing all the articles and then on Thursday, October 25 the Board will be reviewing them as well. Each individual Board would be making their recommendations for and against.

**MINUTES:**

Monday, September 24, 2012 Regular Meeting: Corbosiero moved to accept as printed; Hunt seconded. By roll call vote of all aye, the motion carried unanimously.

**PAST MINUTES:**

Thursday, March 20, 2008 Regular Meeting: Corbosiero moved to accept as printed; Hunt seconded. By roll call vote of all aye, the motion carried unanimously.

**COMMUNICATIONS:** N/A

**AGENDA ITEMS:** Set November meeting dates – With the regular first meeting for November falling on the Veteran’s Day Holiday, the Board cancelled the meeting for November 12<sup>th</sup> and will consider rescheduling if need be.

New Policy on Server Training Requirements for Liquor License Holders – Daigle mentioned we skipped over this above under New Business and offered a sample policy from another town for the Board to consider putting in writing their decision to require server training certification for their liquor license holders. The Board discussed briefly and asked Ms. Daigle to edit it for the Town and change the Manager training requirement listed under Section II to be “no later than three months.” Corbosiero moved this to be the first reading of the new policy; Hunt seconded. By roll call vote of all aye, the motion carried unanimously. O’Keefe asked this to be on the agenda for October 29<sup>th</sup> with the BOS complete policy review.

Kreidler mentioned one of the policies Selectwoman Hunt has an issue with is the agenda packets being ready on Tuesday prior to the meeting on Monday. He stated he didn’t think we were ever able to make that deadline and explained some of the cons of that policy. He acknowledged it needed to be better than Friday nights and it was decided the policy would be addressed on the 29<sup>th</sup>.

**ADJOURNMENT:** Hunt moved to adjourn; Corbosiero seconded. By roll call vote of all aye, the meeting adjourned at 7:58 p.m.

**EXECUTIVE SESSION:** There was no need for Executive Session this evening.

Respectfully submitted,

Linda Daigle  
Executive Assistant