

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, MARCH 25, 2013
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

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

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

List of Documents Presented at Meeting:

- MSBA Statement of Interest (SOI) Forms for each four schools (filed)
- School Committee FY14 Budget Outline (filed)
- Seasonal Liquor License Renewal Application – The Winchendon School (filed)
- Letter of Request from Scott Gauthier regarding WWII Memorial Brick Pathway Gift Account (attached)
- Nexamp PILOT assignment to Nexamp Winchendon Solar, LLC (attached)
- Town Accountant Job Description (attached)
- BYOB policy amendment (filed)
- Town Manager’s Report (attached)
- BOS Minutes for approval: March 11, 2013 Regular Meeting (filed)

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 meeting aired live on local cable access channel 8.

Disclosure of Audio/Video Recording: The Gardner Newspaper reporter disclosed he would be audio recording the meeting this evening.

SELECTMEN’S COMMENTS: There were none this evening.

PUBLIC COMMENTS AND ANNOUNCEMENTS: There were none this evening.

BOARDS/COMMITTEES/COMMISSIONS: O’Keefe welcomed the School Committee to the meeting. Chairman Barbaro called to order the Joint Meeting with the Board of Selectmen at 7:10 p.m. Members of the School Committee present were Chairman Mike Barbaro, Andrea Suhocki, Susan Burdsall, Supt. Salah Khelfaoui, School Business Administrator Melissa Dunnet, Secretary Barrie Martins and Facilities Director, Jim Murphy. School Committee member Mike Niles was absent.

MSBA Statement of Interest Form/Vote: Melissa Dunnet, School Business Administrator, explained the Mass. School Building Authority’s form needing the Selectmen’s and School Committee’s approval before forwarding to the state informing them of our interest in grant funding. There are four projects for each school that will be submitted but only one will be approved. The four projects are 1) replacing the Marvin Building roof, 2) replacing the boiler at Murdock Middle High School, 3) purchasing an emergency generator, switch panel and wiring for Toy Town Elementary School and 4) replacing the stone walls and railings at Memorial School. The program consists of the project being paid up front with the state reimbursing 60% with the grant. If the School couldn’t come up with the additional 40%, then the project wouldn’t happen. There is no commitment in sending out this Statement of Interest. It is just notification of our interest. The group discussed the projects briefly. Dunnet said they would get help from MSBA with the process and selecting the right project. Supt. Khelfaoui

stated he has a pilot program for an alternative school program that might be held in the Marvin Building. It was mentioned the four projects were listed on the capital plan on future dates but they didn't have the document with them listing the cost estimates. Supt. Khelfaoui stated there was no guarantee that MSBA will select any of their projects. The School's recommendation would be to prioritize the boiler project at MMHS.

O'Keefe read into the record the attached vote to authorize the Superintendent to submit to the MSBA the Statement of Interest Form in regards to the Marvin School to replace the roof. Blair so moved; Corbosiero seconded. By a vote of all aye, the motion carried unanimously.

O'Keefe stated the other three votes were similar for each specific project. Blair moved the vote to authorize the Superintendent to submit to the MSBA the Statement of Interest Form in regards to the MMHS boiler replacement; Corbosiero seconded. By a vote of all aye, the motion carried unanimously.

Blair moved the vote to authorize the Superintendent to submit to the MSBA the Statement of Interest Form in regards to the emergency generator, switch panel and wiring at Toy Town Elementary School; Corbosiero seconded. By a vote of all aye, the motion carried unanimously.

Blair moved the vote to authorize the Superintendent to submit to the MSBA the Statement of Interest Form in regards to the replacement of stone walls and railings at Memorial School; Corbosiero seconded. By a vote of all aye, the motion carried unanimously.

Ms. Burdsall, for the School Committee, moved to duplicate the exact four votes the Board of Selectmen just took. Ms. Suhocki seconded. By vote all aye, the School Committee also approved the four projects be forwarded to the MSBA.

FY14 Budget Outline - Barbaro began by thanking the FY14 School Budget Sub-Committee for working together and developing the draft budget that was before them this evening and for the additional detail it contained. Supt. Khelfaoui stated one of the goals in mind was transparency and invited the Board if any areas were not clear to them to please ask and the information will be supplied to them. A second goal was to see how they could become more efficient and not come back and ask for funds more than the minimum spending. The schools cannot continue to sustain a budget that is increasing while enrollment is decreasing. He then gave a detail report of the FY14 School Budget following along with the hand out given at the meeting. The two priorities focused on in the proposed budget were increased efficiency through reorganization and investing in initiatives to slow down student enrollment decline and improve student progress. The Board and the Town Manager gave kudos to the Superintendent for the outstanding presentation and format and for the best budget they have seen in a long time.

There was some discussion on the minimum local contribution to the schools and the goal to reverse school choice out. Supt. Khelfaoui stated there is a misconception in town that the town doesn't support the schools; the numbers show that is not true. The town values the school and the schools are thankful for the support.

Burdsall moved to adjourn the Joint Meeting; Suchocki seconded. By a vote of all aye, the joint meeting adjourned at 8:25 p.m.

The Board of Selectmen called for recess. The meeting reconvened at 8:39 p.m.

APPOINTMENTS/RESIGNATIONS: None this evening.

PERMIT/LICENSE APPLICATIONS, HEARINGS:

Seasonal Liquor License Renewal: The Winchendon School, All Alcohol Restaurant – Corbosiero moved to approve; Hunt seconded. By vote of all aye, the motion passed unanimously.

NEW BUSINESS:

WWII Memorial Brick Pathway Gift Account Approval – WWII Memorial Brick Pathway Committee - Adopt a Brick Program: Scott Gauthier was present on this request asking for approval to establish a revolving account to advertise and sell bricks to go around the WWII Monument. There will be a pathway around the monument itself and he's hoping to connect the walkway between the two other monuments in the park. He said the new monument is going exceptionally well in gathering the names for the honor roll to be listed. It will be beautiful and the initial plan is to unveil it on Saturday of Memorial Day weekend. He is exceptionally grateful for the support of the Robinson-Broadhurst Foundation for their support and funding for this new monument. Blair recommended approval and encouraged everyone to participate. Hunt seconded. By vote of all aye, the motion was unanimous.

Blair asked to return to the seasonal liquor license agenda item. He acknowledged his association with The Winchendon School stating it wouldn't affect his voting one way or another and meant to state that before the vote was taken.

Nexamp PILOT reassignment to Nexamp Winchendon Solar, LLC – Don Walters came before the Board on behalf of Nexamp. He explained that Nexamp and the Town has entered into a PILOT agreement for twenty years. Nexamp has taken all of their projects and has divided them into separate entities and has formed Nexamp Winchendon Solar, LLC. He asked the Board to consider reassigning the PILOT to that name by executing the enclosed document. O'Keefe informed the Board that the document before them has gone back and forth from Town Counsel and is now ready to execute. Hunt moved to approve; Corbosiero seconded. By vote of all aye, the motion carried unanimously. Mr. Walters hopes in six weeks, weather permitting, we would see something happening there.

Town Accountant Search Committee: The Board received a job description to review. After a brief discussion of members to be on the Search Committee, it was agreed to ask Supt. Khelfaoui, the Town Manager, the Town Accountant, the Town Treasurer, a member of the Finance Committee and Selectwoman Hunt as the Chair. Blair moved to create a Town Accountant Search Committee consisting of the above six members and to be chaired by Beth Hunt; Barrows seconded. By vote of all aye, the motion carried unanimously.

Capital purchases/expense: O'Keefe stated while this was not on the agenda, he included it in the addendum. He informed the Board that he also serves on the Capital Planning Committee. He said it is difficult to get a report on capital expenses because it occurs in many different accounts in Munis. He would like the Town Manager to create a new account code or line item for every department for whenever they make a capital expense. He defined a capital expense to be a durable good over \$10,000 to last three years or more. He said it could be included in the annual report at Town Meeting to see what we actually spend in capital purchases. Kreidler explained the current situation and said it would take some finessing. It was the wish of the Board that the Town Manager speak with the Town Accountant to create a prefix code for capital purchases.

OLD BUSINESS:

BYOB Policy Amendment: O'Keefe said we discussed this at our last meeting adding the word "entertainment" to the existing Common Victualler license within the BYOB policy. Since that meeting he learned that the specific license in Winchendon is an "amusement." The policy is back before you for the consideration of adding "or amusement license" to the policy. Blair so moved; Barrows seconded. By roll call vote of all aye, the motion passed unanimously and was approved without the need of a second reading.

Hunt inquired about the information sent out to our Liquor License holders (in regards to the Violation Penalty Guidelines). Her concern was the reference to Clubs and serving to the public. Kreidler stated the wording says "members" and maybe you're looking for it to say "members and/or invitees." The policy will be brought back before the Board for clarification at the next meeting.

O'Keefe was handed an announcement stating that due to the snow still being on the ground, the annual Easter egg hunt this year at Militia field is cancelled.

TOWN MANAGER'S REPORT:

1. **Personnel Updates-**

- a. **Animal Control-** The meeting with the successful bidder to discuss contract terms is set for tomorrow. We will finalize contract terms for the July 1st start for Wachusett Animal Control to take over our Animal Control and Animal Inspector Services for the Town.

2. **Financial Updates-**

- a. **FY 14 Budget-** As of late last night, the Town Manager reported he was about \$50,000 out of balance compared to the start of the week being about \$200,000 out. He credited DPW Supt. John Deline who spent considerable amount of time not rebudgeting his existing organization but wiping the table clean and building it as he thinks now that he has a year and a half under his belt. You will see an interesting reflection of a fresh set of eyes and John's initiative. We do have an RFP for water contract operations due this week and he suspects submittals. He will refer to Mr. Deline's opinion if he thinks he can fund the operation in house now by utilizing people differently. They are waiting for the bids later on this week.

Kreidler informed the Board that there will be an issue discussed this evening in Executive Session that involves contract work giving us an opportunity to do something entirely different. It involves a major important function in town hall that has demonstrated in other communities to run successfully. He feels comfortable now to pursue it. Due to contract sensitivity, it will be held in Executive Session.

Kreidler spoke about an email from the School Business Administrator regarding transportation. This is one of the expenditures that services are provided by the School Dept. but paid by general government. That number on more than one occasion hasn't been provided when it is required. We have handled it by putting in the number from the prior year and any amount over that, they are responsible for. The email today told me it is an additional \$50,000 in expense for transportation next year. If he can find a way to absorb it, he will try to. He has already told the Superintendent that he can't guarantee that and he should go forward planning on being responsible for it due to the late delivery of the information. It was agreed and understood.

3. **Project Updates-**

- a. Municipal Aggregation - Kreidler notified the Board that the initial discussion will take place tomorrow.

4. **Miscellaneous Updates-**

- a. None.

Executive Session – Kreidler stated he is calling for an Executive Session under Exemption #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. O'Keefe so declared.

MINUTES:

Monday, March 11, 2013 Regular Meeting: Daigle asked for a clerical correction on page 2, second paragraph, third line down by adding the word "call" after "By roll". Barrows moved to approve as corrected; Blair seconded. By a vote of all aye, the motion carried unanimously.

EXECUTIVE SESSION: Barrows moved to enter into Executive Session under Exemption No. 3 and that the Board reconvene publicly for the sole purpose of adjourning; Corbosiero seconded. By vote of all aye, the meeting adjourned into Executive Session at 9:17 p.m.

Respectfully submitted,
Linda Daigle, Executive Assistant