

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, JUNE 10, 2013 7:00 P.M.
2nd Floor Auditorium Town Hall
109 Front Street, Winchendon**

Present: Robert M. O’Keefe, Chairman
Elizabeth R. Hunt, Vice-Chairwoman
Fedor Berndt
Keith Barrows (7:25 p.m.)

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

Absent: C. Jackson Blair

List of Documents Presented at Meeting:

- Montachusett Regional Vocational Technical School District posting (filed)
- Town Accountant application (filed)
- Street Light Committee Member List (filed)
 - Chief Livingston’s recommendation (filed)
- 250th Anniversary Committee’s fundraising forms (filed)
- Permits/Licenses (all filed)
 - Junk Dealer – Second Hand Articles – Ed’s Scrap Metal
 - Mobile Vendor Permit – Fred’s
 - Entertainment Permit – Kiwanis Annual Family Fun Day/Chili Cook-off
 - Boot Drives: Sons of the American Legion, Winchendon’s Veteran Fireman’s Muster
- Letter of interest from Tomas Harriman to serve on ZBA (filed)
- FY14 Board of Selectmen Appointment Renewal List (attached)
- Town Manager’s Goals and Objectives for FY13 (attached)
- Town Manager’s report (attached)
- Minutes for approval: May 13, 2013, May 13, 2013 Executive Session, May 20, 2013 (filed)

Chairman O’Keefe called the meeting to order at 7:10 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.

Announce Remote Participation: O’Keefe announced that Selectman Blair may participate remotely.

Disclosure of Audio/Video Recording: No one disclosed audio/video recording this evening.

SELECTMEN’S COMMENTS: None.

PUBLIC COMMENTS AND ANNOUNCEMENTS: None.

SELECTMEN’S COMMENTS AND ANNOUNCEMENTS:

Moment of silence - The Chairman asked for a moment of silence for our Assistant Clerk, Barbara Ashline, who recently passed away. The meeting paused in memory of Barbara. O’Keefe said Barbara has worked for the town for over thirteen years and her family and friends here at town hall as well as all the citizens that interacted with her, will dearly miss her.

Announcement: Special Election June 25, 2013 - O'Keefe announced the Special Election for Senator in Congress will be held on June 25th from 7:00 a.m. until 8:00 p.m. and also on July 13th a Special Election will be held due to the Annual Town Meeting articles to be placed on a ballot. The hours are 9:00 a.m. until 1:00 p.m.

PUBLIC COMMENTS AND ANNOUNCEMENTS: There were none.

JOINT MEETING WITH SCHOOL COMMITTEE AND TOWN MODERATOR: Rick Morin, the Town Moderator, and the following School Committee members were present for this Joint Meeting: Chairman Mike Niles, Mike Barbaro, Andrea Suchocki, Susan Burdsall and Secretary Barrie Martin.

Appointment: Montachusett Regional Vocational Technical School District Representative – Chairman Niles called the School Committee Joint Meeting to order at 7:13 p.m. O'Keefe announced that we had only one applicant for this seat. Mr. Burton Gould came before the Joint Board/Committee. He stated he's been serving on this Committee since 1977 with only one short hiatus. Barbaro nominated Mr. Gould as the Monty Tech representative from Winchendon; Berndt seconded. Hunt thanked Mr. Gould sincerely for his service and commitment to the children in Winchendon. Niles moved to close nominations; Berndt seconded. By a vote of all aye, the motion carried unanimously. Mr. Gould thanked the members of the joint meeting.

Niles had a brief comment thanking those members of the Board of Selectmen and Finance Committee who attended the graduation ceremony at the School. Barbara moved to adjourn the School Committee meeting; Suchocki seconded. By vote of all aye, the School Committee adjourned at 7:13 p.m.

BOARDS/COMMITTEES/COMMISSIONS:

Town Accountant Search Committee – Hunt reported the Search Committee was represented by herself, the Town Manager, the School Supt. Dr. Khelfaoui, Finance Committee member Rob Guenther, the Town Accountant and the Town Treasurer. She informed the Board of the Committee's objectives. Out of the thirteen candidates that applied, the Board narrowed it down to three and then to the one they are presenting to the Board this evening who they felt strongly about. Hunt presented the nominee's application to the Board. The candidate is Donna Allard. She is currently the Town Accountant in Westminster. O'Keefe thanked the Committee for their work. It was decided to bring Ms. Allard in to the next Selectmen's meeting.

Street Light Review Working Group – The members of this committee that was formed a year ago are: Town Manager Jim Kreidler, Supt. John Deline, Selectman Blair, Chief Livingston, Chief Smith, Supt. Khelfaoui, Jim Murphy and Elaine Morz. Supt. Deline stated the committee has met a few times and a complete inventory of the street lights was done with the assistance of the Police Dept. It was found the street lights listed with National Grid are inaccurate. There are lights on poles that are not listed and poles that are supposed to have lights on them do not. Basically they went through the database and identified many more lights should be probably off. He stated thirty to forty lights should be off that are on and some lights are on that shouldn't be; others are being paid by individuals that we haven't been able to ascertain from National Grid.

(Selectman Barrows joined the meeting at 7:25p.m).

Kreidler offered that data Supt. Deline references is six months ago, a bit stale. It was done in advance of the Board seeking to turn lights back on. It serves as a good baseline. Your direction was to wait until after Town Meeting to reconvene that committee. Kreidler stated there is value in the committee members listed with two public safety officials who will chase those types of issues and a Toy Town Partnership member bringing the economics and the feel of the community. Kreidler stated the baseline data from National Grid is stale and needs to be updated and we are not focusing just on safety but on broader continuing issues. Deline stated National Grid, is going through a transitional period and a new person will be working in this area. O'Keefe gave Supt. Deline a list of recommendations for the committee to look at. They were briefly discussed and Supt. Deline was asked to prioritize in order which ones to turn on including those that residents are paying for today. Supt. Deline offered that the Police Dept. have determined some lights that are on aren't necessary and could be turned off. O'Keefe was concerned about turning lights off that were already on and wanted the Board and residents to be

informed first. Kreidler stated some of those lights were identified by the Police Dept. six months ago to be turned off but were not. The others come from the Police Department's perspective which is one of the things that is considered. O'Keefe stated with funds in place, you don't need approval from the committee to put on lights that you deem necessary; but, he asked the Board how they felt about seeking approval from the Board before any lights are shut off. Berndt moved no (street)lights will be turned off without Board approval; Hunt seconded for discussion. Kreidler, respective of the Board's wish that lights be turned on or off, cautioned that they get perilously close to the Board getting intimately involved in day to day operations. The authority vested in the Town Manager's position pursuant to the Charter today could allow him to turn off a light tomorrow. He stated he would take that direction from them and asked them to hesitate in putting it in the form of a motion; he would feel procedurally more comfortable. Discussion was had regarding the itemized list of National's Grid database but it is not completely accurate. Deline stated he sees himself working street by street with National Grid looking at each of the lights. This will give them the opportunity to correct their database. It was announced that residents could contact the Board of Selectmen's/Town Manager's office at 978-297-0085 to request a streetlight be turned back on or to voice their opinion. With a vote of all nay, the motion was defeated.

Barrows apologized for being late due to traffic and asked Supt. Deline how long will it take to validate the inventory, when will the criteria for turning on and off the streetlights be developed, and when will we be able to vet against the criteria. Deline stated it depended on National Grid. His goal was before the loss of daylight again. The issue was placed on the agenda for July and August for an update.

Winchendon's 250th Anniversary Committee – Janet Corbosiero, Cindy Darcy and Suzanne Radar, Treasurer of the Committee, came before the Board. Ms. Darcy read a statement from the Chair, Mr. David LaDeau, who was not able to attend the meeting this evening. He wrote how special these Anniversary celebrations are for him with this one being the third one and that he is honored to be the Chairman. He is very appreciative of those on the committee and looks forward to a memorable experience celebrating the history of the Town. Mrs. Corbosiero stated the committee has been working hard for two years now to bring a wonderful Anniversary in 2014. The year kickoffs in January with a Christmas tree bonfire, a gala ball in April, they will open a time capsule on June 14th and add to it and the Historical Society will sponsor a "Mid-Summer Night" that evening and the 4th Annual Harvest Festival will be held on September 2014. They are planning on more events and will be looking for community organizations to help. The big day is June 21, 2014 from 8:00a.m. -10:00 p.m. The day starts with the Morin 5K road race, the Clark/YMCA will hold a festival, a parade is scheduled for 4:00 p.m. and concerts with local bands will perform on the Clark field from 7:00 – 9:00 p.m. The day will end with spectacular fireworks displayed over the Clark/YMCA field. She spoke about the parade, the bands and floats they were seeking. The Committee is fundraising and has two new fundraisers; purchasing of banners to be hung on the poles along Central, Front and other streets for \$250; and secondly, they are selling commemorative bricks for \$50 that will replace the bricks in front of Town Hall. Forms can be obtained from locations around town, on the Town's web site, on Facebook or email Winchendon250th@aol.com. She stated their plan is to raise \$120,000 for the year round events with \$74,000 already collected from fundraising, events, donations and pledges. As time gets nearer, they will be asking people in Town for more help. Please let committee members know that you want to help or email them. June 21st is the Summer Solstice and it is within a week of our Charter date, that's why it was chosen. More discussion was had on the brick and banner fundraisers. It was mentioned that a small brick, a replica of the brick, can be purchased and used as a paperweight. It was announced that sponsorship opportunities are available and to please contact the committee if interested. They will continue to contact businesses on a one on one basis. Donations can be dropped off at the Town Manager's office. A booth will be set up at Summer Solstice and the Harvest Festival. They hoped to do a mailing so everyone in town gets the information. The Committee was thanked for coming in this evening.

PERMIT/LICENSE APPLICATIONS, HEARINGS:

Junk Dealer: Second Hand Articles - Ed's Scrap Metal, 64 Main St. – Ed Vaillancourt and Burt Gould came forward on this application. It was noted that ZBA had granted the variance and the appeal process has come and gone. Barrows moved in favor of the applicant; Berndt seconded. Motion approved unanimously.

Mobile Vendor Permit – Fred’s 660 Spring St. - Mr. Fred Hodgman came before the Board on his application. He said he will be located right at the Carriage House Restaurant. Berndt moved to accept his application request; Hunt seconded. By a vote of all aye, the motion carried unanimously.

Entertainment Permit August 3, 2013 – Kiwanis Annual Family Fun Day/Chili Cook-off, August 3, 2013 from 11:00 – 4:00 p.m. at Bentley Field: Bruce Cloutier came before the Board on this 29th annual event. Barrows moved to approve the Entertainment Permit; Berndt seconded. Motion passed unanimously. Mr. Cloutier said they generally raise about \$10,000 with \$2,000 going to the Masons Angel Fund benefiting Winchendon children which is 50% matched by the Masonic Grand Lodge in Boston. The money raised is for scholarships, the bicycle recycling program and for the girl and boy scouts in Town.

Boot Drive Sat., June 29, 2013– Sons of the American Legion - Curt Fitzmaurice, Treasure of the Sons, said they were doing the same thing now for ten years and 100% of the money collected goes to scholarships for the kids. He stated he will follow the boot drive policy. Barrows disclosed he was a member of the Sons of the American Legion and that he does not have a financial interest in the matter and does not feel that this will color or influence his decision making. Berndt seconded. Motion carried unanimously.

Boot Drive Sat., July 6, 2013 – Winchendon’s Veteran Fireman’s Muster - Corey Bohan , the applicant, arrived after the permit was granted with the Selectmen being ahead of schedule. Hunt commented on the actual muster stating it is quite intriguing how they compete and supported this application enthusiastically. Berndt moved to approve; Barrow seconded. Passed unanimously.

Common Victualler License – O’Keefe announced Lickety Splits came to us after the agenda was posted. Susan Hunt is the applicant and also wasn’t in attendance yet due to the timing of the meeting being ahead of schedule. Selectwoman Hunt disclosed she was a direct family member, doesn’t get anything out of it but for the purpose of presenting no conflict, recused herself from the discussion. Berndt moved to accept the application noting a Business Certificate needs to be obtained from the Town Clerk; Barrows seconded the motion noting that even though this is a new license, the applicants themselves are not new and they run a good respectable business for a number of years and supports the approval of the license. The motion passed 4-0. Selectwoman Hunt returned to the table at 8:13 p.m.

APPOINTMENTS/RESIGNATIONS:

ZBA Appointment - Tomas Harriman – Mr. Harriman came before the Board. O’Keefe commended him with the details of his application. Hunt asked what his personal interest was. Mr. Harriman stated he likes to serve his community, that he is a leader and also can learn something. He chose Zoning because it is geared towards law which is one of his passions. Barrows moved for the appointment; Hunt seconded. Passed unanimously.

BOS Annual Appointment Renewals:

It was noted that there were a couple Selectmen as well as the Town Manager on the list for renewal. Berndt noted his son was undecided on serving another term on Parks and Recreation due to not hearing from the Committee. The Chair asked that the Parks and Recreation Committee be invited to the Board’s next meeting to see what assistance they might need. He asked for anyone interested to come forward to assist this committee.

Barrows moved to approved all those who have requested renewal; Berndt seconded. Passed unanimously. Berndt moved to appoint those with questions marks waiting for their response; Barrows seconded. Passed unanimously.

Mr. Stephen Hunt of Lickey Splitz, came in to the meeting at 8:22 p.m. He learned his license was approved and informed the Board he hopes to be open in ten days stating it takes that long to make the ice cream and to get his inspections. Mr. Hunt was thanked.

MART Advisory Board - Barrows moved to appoint Robert O’Keefe to the MART Advisory Board; Berndt seconded. Motion passed.

NEW BUSINESS:

Annual Town Meeting Action Items - O'Keefe mentioned we have set the election date already for June 13th.

Kreidler updated the Board on the article at Town Meeting that authorized transfer of the parcel of land behind town hall for the garage. He said the market has cooled significantly since the time before Town Meeting. Authorization exists and if the interest picks back up again, we do have that authorization to move this expeditiously. Each of the players that has had interest, have pulled back some at this time. It will be available in the future if interest comes up again.

Street lights – Town Meeting did authorize the additional appropriation for street lights and we have already touched upon this tonight.

Debt Exclusion Articles– The Election has been set for July 13th.

Under the jurisdiction of the DPW that don't require the secondary vote, items are underway; one is getting the Water Dept. Truck which had a direct appropriation and the other is the work at the garage and the mower.

Lastly, Kreidler stated, is the Green Communities status with the passage of the Stretch Code. We have reached back out to Kelly Brown from DOER and Mr. Provost has reached out to us about taking the next steps. The remaining component of the five components is the Energy Baseline and ideally be targeted to be approved Green Community this fall.

Town Manager's Goals and Objectives:

O'Keefe explained the process for setting the Town Manager's Goals and Objectives. O'Keefe asked the Town Manager if he had received all reviews in yet. Kreidler stated one is outstanding and is forthcoming.

After some review and discussion, the Board amended the Goals and Objectives for the Town Manager for FY14 as follows:

- Add “Establish a Retirement Account (OPED) working towards putting something into the fund annually”
- Alter No. 2 to be “Continuous and better communication – Show project progress graphically”
- Add “Documentation of Management Systems”
- Remove No. 3 “Response time to complaints, concerns, etc.”

It was agreed the Town Manager, on a quarterly basis, would add a status update on his Goals and Objectives in his Town Manager's Report. Hunt suggested the Auditors give us more suggestions with their annual audit on how to improve things. Kreidler replied their function is not to show us how to better things but to show us deficiencies. A lack of recommendations from them is a positive. He suggested the Town Accountant would be someone to ask how things could be done better more efficiently, not the auditors. Barrows offered that there is an opportunity when the auditor is here to question them and maybe through their recommendations, ideas could be formed.

OLD BUSINESS:

3M Realty Trust – Settlement Agreement Update – Kreidler updated the Board stating officially, technically, the matter is done. The document was voted, executed and recorded. Except, he added, there is a project being done on the location on Spring St.; work is being done. Due to the great level of fiduciary responsibility, the company has asked that some document from the Town to say that the thing you voted, executed and recorded stating everything is good and the project is no longer encumbered by that enforcement order. There was that one loose piece regarding the planning of trees not being able to take place in the winter and would take place in the spring. He informed the Board that John Deline, Paul Blanchard and he were on site. The pine trees have been planted as asked. Paul's perspective is that they are scrawny and he would like to have seen more robust trees. The material has been spread on the banking and has been seeded. There is some sprouting happening now, but it will take

some time. Kreidler stated Supt. Deline and himself are satisfied that the intent and actual work that was required of the Board has been done and asked if it pleases the Board a vote to authorize him, on behalf of the Board, to send a letter to Nexamp indicating as much. O'Keefe stated if you are satisfied and the conditions have been met, he sees no problem. Barrows moved the Board authorize the Town Manager to send a letter to Nexamp indicating that all the required work pursuant to 3M Realty Trust has been addressed to the Town Manager's satisfaction; Hunt seconded. Motion passed unanimously.

TOWN MANAGER'S REPORT:

1. Personnel Updates:
 - a. Board of Assessors – Kreidler reported that a long-serving member of the Board of Assessors has declined to be reappointed. He is drafting up a notice for posting the vacancy.
 - b. Public Works – One of our new hires, Matt Connor, has resigned his position. An advertisement will run and the potential candidate will need to possess the required licenses.
2. Financial Updates:
 - a. FY13 Year End – The monthly expense report you all have received through the Town Accountant shows the fact that at 92.3% of the year passed we have expended 92.2% of the budget. Budgets are tight and more and more it is a struggle to come in at or under budget. A memorandum went out a couple months ago now that any expenditure that is not an emergency and in excess of more than \$250.00 has to be signed off on a form for that purpose.

Barrows inquired what 1% of the budget that figure represents. Kreidler stated he would call it even, but is about \$15,000, not a lot of wiggle room.

MINUTES:

Monday, May 13, 2013 Regular Meeting – Hunt moved to approve; Berndt seconded. By roll call vote of all aye, the motion carried unanimously.

Monday, May 13, 2013 - EXECUTIVE SESSION – Berndt moved to approve the Executive Session minutes as written; Barrows seconded if the maker of the motion would add also to release the minutes. Berndt agreed. By roll call vote of all aye, the motion carried unanimously.

O'Keefe asked the Executive Assistant to review the prior Executive Session minutes for those that were approved but not released and see which ones could be released and place them on the next Selectmen's agenda.

Monday, May 20, 2013 - Special Meeting - Evening of Annual Town Meeting: Hunt moved to approve; Berndt seconded. By roll call vote of all aye, the motion carried unanimously.

COMMUNICATIONS:

AGENDA ITEMS:

ADJOURNMENT: With no Executive Session being held this evening, Berndt moved to adjourn; Barrows seconded. By roll call vote of all aye, the meeting adjourned at 8:59 p.m.

Respectfully submitted,

Linda Daigle
Executive Assistant