

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

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

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

List of Documents Presented at Meeting:

- Verizon New England and Mass. Electric Co. (NGRID) Joint Pole Petitions: (all filed)
 - Spring St., Relocation of Pole
 - Elmwood Rd. – New Joint Owned Pole to be Placed
 - Baldwinville Road – New Joint Owned Pole to be Placed
 - Ash Street – New Joint Owned Pole to be Placed
- Use of Land License Application – 670 Spring St., Spring Realty Trust (filed)
- Mr. George’s letter of interest to serve on Conservation Commission and the Commission’s recommendation (filed)
- Board of Selectmen’s Policies and Procedures (attached)
- Town Manager’s Report (attached)
 - Employment Application, Assistant Accountant - Callie Beaton (filed)
- Police Station Building Purchase:
 - Kopelman and Paige “Summary of Designer Selection Procedures” Memo dated 10/7/13 (attached)
 - Draft “Designer Selection Procedures” (attached)
- Minutes for approval:
 - Monday, September 23, 2013 Regular Meeting (filed)
 - Monday, July 8, 2013 EXECUTIVE SESSION (filed)

Chairman O’Keefe called the meeting to order at 7:01 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: No one announced they would be audio recording the meeting this evening when asked by the Chairman.

SELECTMEN’S COMMENTS:

Halloween Trick or Treat Hours – O’Keefe recommended Trick or Treat be held on Thursday, October 31st. It was agreed upon with a recommended time from 5:00 p.m. to 7:00 p.m.

Open Meeting Law and Public Records Law Seminar – October 30, 2013, 7:00 p.m. – O’Keefe announced that the Selectmen will be hosting an Open Meeting Law and Public Records Law seminar at Town Hall in the 2nd floor auditorium. The seminar will be conducted by our Town Counsel. He encouraged all committees and boards in Town to attend and said everyone is welcomed.

PUBLIC COMMENTS AND ANNOUNCEMENTS:

Mr. Mike Hatzopoulos, from Westminster, came forward to announce a service he is offering. He stated he's been in the industry for twenty years and has formed a new oil company online. He runs a virtual office which allows him to discount the oil. He manages from his iPhone. He had flyers for anyone interested and said the price is \$3.379/gal. O'Keefe mentioned he found the company earlier today noting he was 13 cents less a gallon than other companies. He invited him to come to the meeting and introduce himself due to the savings residents in Winchendon could receive.

POLE PETITIONS PUBLIC HEARINGS:

Spring St.- Relocation of Pole – With the time being after 7:05 p.m., O'Keefe opened the Public Hearing by reading the notice posted and sent to abutters. Mr. John Walker came before the Board and was sworn in. He represents the United Parish at the North Congregational Church. He doesn't have qualms on the pole being removed because it is at an angle but is concerned about the guide wires. Mr. Paul Davis came forward representing UC Synergetic out of Sutherland, Mass. They are an engineering and design company contracted by Verizon and was here representing Verizon tonight. He was sworn in. He explained the current pole is leaning five to six feet towards the new location. That pole will be removed and the new pole will be placed back guying it towards the existing pole that is there now. Mr. Walker explained that a few months ago the church received notice from either the phone or electric company that they would have to cut the top of the tree off to make this change. They didn't think cutting the tree off would look good so they took it upon themselves to cut the tree down along with another tree on their lawn. Shortly thereafter, John Deline, the DPW Supt. came by and said they couldn't cut the tree down because it was a Town tree. They apologized not knowing and plan to landscape appropriately. They also heard that the tree was a marker for the geographic center for the Town of Winchendon. They were not aware of that either and suggested maybe the Town put some kind of marker or monument designating it the "center" of Town. Bob thought it would be a good idea and would seek the DPW Superintendent's opinion. In the future, before taking down a tree, it would be worthwhile to call the Superintendent, who is also the Tree Warden. Mr. Walker asked about the fire alarm wires that are on the current pole. Kreidler stated we are running wirelessly and that will be removed at some point. Blair moved to close the hearing at 7:20 p.m.; Berndt seconded. By a vote of all aye, the motion carried unanimously. Blair moved to accept the pole petition for Spring Street pole relocation as presented; Barrows second. By a vote of all aye, the motion carried unanimously.

Elmwood Rd. – New Joint Owned Pole to be Placed – O'Keefe opened the Public Hearing at 7:21 p.m. by reading the enclosed Public Hearing notice. Hunt inquired about a gentleman who had stopped by the Town Manager's office earlier today who lived on Elmwood Rd. He was concerned where the pole was going. The Town Manager showed him through the GIS system that the pole was not going to be put next to his driveway. Blair moved to close the hearing at 7:25 p.m.; Barrows seconded. By a vote of all aye, the motion carried unanimously. Blair moved to grant the petition as outlined; Hunt seconded. By a vote of all aye, the motion carried unanimously.

Baldwinville Road – New Joint Owned Pole to be Placed – O'Keefe opened the Public Hearing at 7:26 p.m. by reading the enclosed Public Hearing notice. With no one wishing to speak, Blair moved to close the hearing at 7:30 p.m. Barrows asked about the purpose of the pole. Mr. Paul Davis was sworn in again and stated he does not have this petition with him today and couldn't answer the question. Berndt seconded the motion. By a vote of all aye, the motion carried unanimously. Blair moved to grant the petition as outlined; Barrows seconded. The Board reviewed the documents they had in front of them and learned the reason was to provide for the distribution of intelligence and telecommunications and for the transmission of high and low voltage electric current. By a vote of all aye, the motion carried unanimously.

Ash Street – New Joint Owned Pole to be Placed – O'Keefe opened the public hearing at 7:32 p.m. by reading the Public Hearing notice. Mr. Mike Gromley, from The Winchendon School, was sworn in. He informed the Board the pole needs to be moved because it is right in the middle of their construction site. A new one will be erected to bring power back to the school. He didn't have any issues. Blair moved to close the hearing; Berndt seconded. By a vote of all aye, the hearing was closed at 7:35 p.m. Blair moved to grant the petition. Berndt seconded. By a vote of all aye, the motion carried unanimously.

PERMIT/LICENSE APPLICATIONS, HEARINGS:

PUBLIC HEARING - USE OF LAND LICENSE - 670 Spring Street - O'Keefe opened the Public Hearing at 7:37 p.m. by reading the notice. Mr. Paul Grasewicz, from Grasewicz Engineering, came before the Board representing the applicant, Spring Realty Trust. He was sworn in. He said a few years ago, they designed a site plan for a Convenience Store and gas station. They went through the ZBA, the Planning Board, the Conservation Commission, Mass Highway and basically, this was a step the owner and himself were not aware of. When they were getting ready to put the tanks in, they went to the Fire Department and decided to move the tanks which resulted in them going back to the Planning Board. He was here this evening to continue with the project and get the tank installed. Blair said he was delighted to see the new business here but had questions about some of the Department Head responses. The Fire Dept. commented all UST procedures must be followed and all permits obtained for the installation. The Conservation Commission stated the applicant has been advised several times there is a significant problem with erosion over the septic system. They have promised several times to repair but nothing has been done.

O'Keefe explained when we send the application to various departments we are asking if they have any input on this particular permit. Some choose to comment on the overall project. We are not granting any final approval for the project, just for this land use license. The comments are meant to make us and the applicant aware that these issues are a concern and that they may still need to acquire permits from other boards/committees. The Board discussed the application form and making some possible changes to include a comment section for items not specific to the project but information for them to be aware of. Kreidler stated he has in the past asked the Conservation Agent to not respond like this but understands Mr. Koonce wanting to bring attention to this and get the message to the applicant as well as inform the Board there are other issues with this project. The Conservation Commission has the ability to issue an enforcement order but now he's trying to get the information out to you tonight. It was suggested an addendum to the application form for additional comments would be a better way to address issues that are not related to the specific permit/license request. If you follow the Conservation Commission, you can follow this issue. Kreidler stated he didn't believe the Board could deny a permit on an issue that doesn't fall under their purview.

Hunt asked why this hasn't been addressed. He said he wasn't aware of it and not sure who the Conservation Agent spoke to. The project had a general Construction Manager who was handling everything but passed away a couple months ago. A new contractor is on site. Mr. Grasewicz stated he would speak to the owner and advise him. It was mentioned if food was to be prepared at the site for the public a Common Victualler license would be needed. A discussion was had on a way to advise applicants of what is needed for each type of permit/license. Kreidler stated it is part of his goals and objectives that he would be reporting and would have a draft for their next meeting. Blair moved to close the hearing. With Barrows having comments to make, Blair withdrew his motion. Barrows is concerned with a license request for installation of underground storage tanks that will be housing 30,000 gallons of flammable combustible liquids. He said this is a project with a complex nature and we have no information. He would feel a bit more comfortable if he had more information since the Board doesn't get requests of this nature often. We don't know the process. Who supervises the installation? Who gives final approval? He didn't want to hold things up but it is quite a significant task of this Board with little information and stated he couldn't support it tonight. Blair moved to close the hearing; Berndt seconded. O'Keefe addressing his fellow Selectmen said everything they have mentioned is legitimate and should be questioned. The Planning Board, when granting the original site plan approval, would have submitted them to their engineer who would ensure they conform to statute and to all local zoning regulations. That makes him confident in granting the license to put these tanks in the ground. Daigle informed the Board that the application is first approved by the Fire Chief before it comes to them and that he was available by cell phone this evening for any questions they might have. Berndt, who is also on the Planning Board, stated when it was brought before them it was asked to change the locations of the tanks. The same safeguards, same prior approval was going to pertain when it was originally approved. The only reason they were moving the tanks, according to the contractor, was for congestion of traffic coming into the lot. The Planning Board was confident to move forward. The concrete walls will be double walled, steel fiberglass coated, informed Mr. Grasewicz. With a roll call vote of all aye, the hearing was closed.

Barrows stated his concern about supervision and oversight of the project and asked about how much involvement our Fire Chief could have wanting a little more assurance to see what exactly can be done to prevent against unintentional mishap. Kreidler stated if it be the wish of the Board, he can see that the Fire Chief is engaged every step of the way. There was a brief discussion on these types of applications being reviewed and addressed by other departments. Berndt moved to accept the application with the Fire Chief's willingness to supervise. Barrows seconded for discussion and felt much better having the Fire Chief overseeing the project. Kreidler pointed out that there is some documentation in their packets from the Planning Board, a map and description sheet that indicates what they will be responsible to follow. With a vote of four ayes and Blair no, the motion carried by majority vote.

APPOINTMENTS/RESIGNATIONS:

Conservation Committee Appointment – Tony George – O'Keefe read the letter received from Mr. George regarding his interest to serve on the Commission as well as the letter of recommendation from the Conservation Commission. Blair moved to approve. With no second being heard, the motion failed. Mr. George came up to the Board and asked what their concerns were, why it wasn't approved mentioning he has never seen this happen before. O'Keefe stated one of the concerns is that you have a current Open Meeting Law complaint against this Board. We are not sure what the Atty. General's decision will be. If the Attorney General agrees with you, then you probably would be an asset because you noticed something that no one else noticed. On the other hand, if the Attorney General decides, as he believes, that it is a frivolous complaint, he's not sure they would want someone like that on any Board wasting the Town's time. He offered it could be taken up in the future once the decision is issued by the Attorney General. Mr. George felt the Board was holding this complaint against him. Blair commented that Mr. George and he differ on many things but they maintain a friendship and open channels of communication. He respects his colleagues and will not hold it against them. He sees how this could have the appearance of holding his filing a complaint against him and thereby preventing him from serving the Town in another capacity. He thanked Mr. George for offering his service. Once the complaint is resolved and if you uncovered and identified something we missed, that is a big plus. If your complaint is regarded as frivolous, you made a mistake. Does this then rise to the level of not being able to serve the Town on a Committee? He understands how this could be perceived as a penalty. He apologized to him that they were not able to accept the recommendation of the committee. Mr. George asked to hear from each Selectman. Hunt asked Mr. George why should she vote for him and what does he have to give to the Committee. Mr. George offered that he was an ex-union steward and believes in due process and believes in fairness. He stated he's retired and has time to learn from other Board members to see what his responsibilities would be to carry out his duties. Hunt doesn't believe being an ex-union steward has a value on this committee but being fair is very important. She has concerns that if it doesn't go his way, what he would do about it. She feels the public has put forward what they would like to see but certain people don't want to see it. It almost turns into a battle, us and them, you and me. There are times where she would like to see things go a different way but understands and will be supportive of that final decision and work as a team. She talked about respecting one another and to listen open-mindedly to each other. She feels he blocks things out if it is not what he wants to hear or thinks and loses it and then goes personal. Hunt also was concerned he didn't attend the meeting that his Open Meeting Law Complaint was addressed at. Mr. George said he received a phone call on after 5:00 p.m. Friday night that there was going to be a meeting on Monday. He went away to Maine for the weekend. O'Keefe reminded him that he sent a letter in to the office stating he was not going to attend that meeting because there was no requirement for him to do so. O'Keefe asked him how he would consider an issue involving the police station. There are times a Board has discretion and other times the Board must give a permit if its due. If you are on the Conservation Commission, would you just put a stop on permits just because you didn't like it? On a Board, we have to put our personal views aside and look at what is at the Town's best interest and what is the applicant's rights. Mr. George said wrong its wrong. You have to make a judgment on what the policy or regulations are. He's had experience as a union steward with difficult situations.

Barrows offered his feelings to Mr. George wanting to be more succinct and direct. He has to focus on the Police Station because that has been his experience with him. With two Town Meeting votes to approve the police station and a ballot vote, the Town overwhelming has supported this police station. He's concerned with how he is going to work with a Board. This is a decision that was made. There are at times decisions you don't like, but

you have to move forward with them. You've kind of kicked, scratched and clawed all along the way. Your Open Meeting Law complaint was a regurgitation of what the Inspector General wrote. You didn't like the fact that the IG did not submit their complaint correctly so you cut and pasted the information into your complaint and even indicted our Chairman who wasn't present at the meeting. There are issues with that he told Mr. George. You are asking me to appoint you to a Board; this is serious business. This is a frivolous complaint and you tried to indict someone that wasn't present at the meeting. This is why I didn't support your appointment tonight? Chairman O'Keefe put the item to rest.

Board of Selectmen Boards/Committees – Vacancies – O'Keefe stated never before, that he could remember, has an applicant not been accepted. It is a rare occurrence. Almost every applicant is accepted and he appreciates and wants volunteers to serve. He does appreciate the gentleman's consideration to serve. He read the current Board and Committee vacancies.

NEW BUSINESS:

Consideration of Employee Contracts – With the Town Manager's contract up a year and nine months, it was asked to re-visit and place on the agenda in July. Hunt added she was hoping the Select Board could give him some guidance on the employee contracts he negotiates. Kreidler stated he has received that guidance and has brought that to bear when at the table. After some discussion, it was agreed the Town Manager would supply the Board with the last three contracts of new employees and a matrix that shows by component, sick leave, vacation, personal, etc. including historical data that shows we have moved away from some of the things the Board had concerns with. Kreidler commented on situations where someone coming in from another Town with certain benefits and at times needing to negotiate differently so not to lose that person. O'Keefe added with the recent negotiations with the new Town Accountant, he saw how generous other communities are with the health benefits compared to Winchendon. He stated our benefits are not overly generous compared to other communities. Ours are a bit more conservative and pointed out that the Town Manager is watching out for the Town's money with our Department Heads.

Board of Selectmen Policies & Procedures - Annual Review – Fedor and Barrows agreed to review the document and have their initial review for the first meeting in November.

OLD BUSINESS: N/A

TOWN MANAGER'S REPORT:

1. Personnel Updates-

- a. **Board of Assessors-** Jim read from his report advising the new GIS and property card web application is now live and accessible to the public. It can be easily accessed via www.townofwinchendon.com, with links on the town website homepage and assessor's page. He encouraged folks to work with it and could possibly offer some training in the conference room if people want to come take a peek at it. The tool is powerful. O'Keefe pointed out the records are great to view but the official record is still obtained at the Registry of Deeds and plans filed in the Assessor's office. Kreidler expects some bugs still needing to be worked out with the software but that it is a big benefit for people, especially those in the real estate business, being able to access this data anywhere in the world.
- b. **Assistant Accountant-** Kreidler stated he regretfully accepts the resignation of our short tenured Assistant Accountant Laura Luoma. Given the critical nature of the position, particularly given the relatively recent start date of our Town Accountant Donna Allard, he has made an emergency appointment of Callie Beaton. Ms. Beaton has worked with Donna Allard as her assistant in Westminster and also has Munis experience as a result of her employment in Gardner. Callie has been coming in evenings to assist Donna and has a start date of October 10, 2013. Ms. Beaton is hired as a non-union, non-contract employee at will. Berndt moved to affirm the

appointment of Ms. Callie Beaton as the Assistant Accountant; Blair seconded. By a vote of all aye, the motion carried unanimously.

2. **Financial Updates-** None.

3. **Project Updates-**

- a. **Police Station Building Purchase** – The Town Manager stated pursuant to their voted direction that he facilitate the ministerial matters that remain involving the planned purchase of the former Winchendon Courthouse for the use as a new Police Station (this is the last time he will make that statement; from this point forward he will be the non-conflicted Town Manager affecting the next steps of the project), he reported the closing has taken place and the respective deeds have been recorded. The town is now the owner of the Courthouse property as well as the additional side lot and Athol Savings Bank driveway parcel.

Environmental – Kreidler reported Tighe and Bond, our consulting environmental engineers are onsite doing the first floor hazardous materials survey pursuant to the escrow holdback that you negotiated with the former owner. Once the samples are retrieved they will be processed by a lab to determine if there is any material of concern. If there is nothing detected, the balance of the escrow funds will be returned to the former owner. If there are positive samples, we will contract with a remediation company to conduct the remediation and once complete, we will return any balance of funds to the prior owner. Kreidler reported that certain areas were not visible under the ceramic tile and under the subfloor beneath the carpeting. Even though we have a letter stating no hazardous material is on the first floor we could not confirm that independently so we did an escrow agreement to do remediation if necessary. Any work down would be using prevailing wages. Kreidler reported the engineers would be in there tomorrow morning, there is a ten day window for the results. If anything needs remediation, we have a contractor standing by.

Moving Forward

Kreidler passed out Town Counsel’s road map “Designer Selection Procedures” in terms of procurement going forward and told them he would not be asking them for any votes this evening because of the detail of information. The law requires that we adopt such a document. He is airing on the side of being conservative with this project. For capital projects like this we would rely on the Designer Selection process. That is a procurement process under Mass. General Law that you put out a Request for Qualifications (RFQ) and select a designer to do the final design, bid ready specs, to put the project out on the street. If a project is expected to cost more than a million and a half in construction funds, we are also required to hire an Owner’s Project Manager (OPM). We have data from Jacunski Humes Architects estimating that the construction hard cost will come under \$1.3 million. However, Kreidler continued, he is erring on the side of caution and hiring an OPM. O’Keefe asked about the approximate cost. Kreidler explained the bidding process and said he does not know the hard number today. He feels the value realized in an OPM is that they can save us money managing the project as our representative as opposed to us doing the best as lay people. We must hire the OPM before awarding the designer, but you can procure them concurrently and that is his plan. Kreidler said before we can take any steps, there will be a need to adopt rules and regulations. He asked them to read through the document, digest it, stop by or call with any questions they may have. He will have a better handle on the procurement process regarding the OPM and Designer Selection process by their next meeting and will be seeking a vote on the Draft Designer Selection Procedures. He offered to email them an electronic copy.

Request for Qualifications (RFQ): Owner’s Project Manager (OPM)- Next we will be required to issue an RFQ to contract with an OPM. This will be our technical expert representing our interests throughout the construction. The Town Manager strongly recommends the hiring of an OPM.

Request for Qualifications (RFQ): Designer- Next we will issue an RFQ to contract with a design engineer to develop bid ready design specification plans. This can run concurrently but not before the selection of an OPM.

Request for Proposals (RFP): Construction Services- Lastly, we will issue an RFP for construction services to build out the project per the design specification plans.

O’Keefe questioned if the requirement to hire the OPM prior to the Designer is a requirement only if the project is over \$1.5 million. Kreidler stated when an OPM is hired, it is expected the project to be over \$1.5.

Kreidler concluded that we are proceeding with the remediation steps, if necessary, in accordance with the Purchase and Sale Agreement.

- b. **Route 140-** Paving is complete; the roadway traffic lining is underway. The curb cut reconfiguration at the gas station is nearly finished. The project is ahead of schedule and under budget.

4. **Miscellaneous Updates-**

- a. **Streetlights-** Supt. John Deline was unable to be here and this report is from him. The initial list of lights to be turned on (those with a request from the public along with the Police recommendations) has been submitted to National Grid. Many need repair (have been damaged, such as being shot with a BB gun) which may take a while to complete.

These are the numbers submitted to National Grid:

- 90 (temp. off) streetlights to be turned on
- 19 additional that are supposed to be on that require repair
- 1 turn-off - two other streetlights (more “strategically” located) at nearby intersections are being turned on instead

Also note that two lights reported as off by citizens are, in fact, on at this time (have to be monitored in case there is a problem with them that is intermittent).

Blair asked that the list be forward to him as a member of the committee.

We have still not received the list from National Grid of streetlights that are being paid for by private citizens (Deline continues to email requests to the National Grid contact).

The Streetlight Committee will be reconvened once the initial list of lights have been turned on so that we may review the remainder of requests and develop a consensus whether the Town should turn them on (or, if being paid for privately, take over). O’Keefe asked if anyone is paying privately for their streetlight, to please let them know. Blair wanted to highlight that 109 lights that were previously off, will be on for the Town of Winchendon.

Supt. Deline’s report continues: He is working on developing a highly visible marking system (such as metal tags) that is permanent/long lasting for utility poles with streetlights to identify which lights should be on so that we and the public can quickly identify a light that has burnt out or has been damaged and get it back into service more quickly. The sample metal tags would cost \$575 for a thousand of them, concluded the Town Manager. Blair stated that was an excellent idea.

- b. **Library Project-** Kreidler reported the Library Board of Trustees met last Tuesday night to follow up on their earlier meeting of the prior Friday with Gerry White. After consulting with

Julia White-Cardinal and the architect, the Board has decided that the library project should not be included in the Town's block grant application for this cycle. The Board determined that the restrictions on the amount available combined with the restrictions on the use of the block grant monies themselves make the execution of this plan very difficult. In addition, while they are willing to commit the library trust funds, they feel that they have an obligation to use them in the most effective way possible. The Board expressed appreciation for Gerry's efforts and all of his work on the project as well as his assistance to the Board collectively and to them each as individuals. They understand the difficult task that Gerry has of balancing the restrictions of the block grant with their desire to have a project that meets their needs. This decision did not come easily or happily to them.

Blair commended the Library Board of Trustees. They have wanted this for a long time and put the overall needs of the Town in perspective. It was a big move on their part. O'Keefe also commended Gerry White for his hard work. O'Keefe asked if there was any other funding that could contribute to this project. What can we as a community contribute? We finally have funds going into our capital account. He asked the Town Manager to start figuring out what revenue we project in that account and what would be a reasonable amount of that revenue to allocate towards paying a bond for a portion of the cost of the library project. It just celebrated its 100th anniversary and the requirements and needs of the library should be met by the town. Kreidler stated he and Gerry have begun to look at what other available funds are out there. While there is a decision not to utilize this block grant, there is still a real possibility it be forwarded to a subsequent block grant when there would be a greater number of dollars available to us. We still need to have that discussion and come to an understanding with the Library Board of Trustees of how we phase that project, so that the piece we put forth with the grant is just the bare bones accessibility, knowing there are other things that need to happen and can happen with their funds. He said a subsequent block grant is doable. O'Keefe was concerned about waiting another eighteen months for the next block grant process. Kreidler stated the thinking was to build the project in phases and go to Town Meeting and to the Library Trustees for their trust funds to do phases. There is a way to stage it such as the actual elevator shaft is done separately as a standalone project. We take \$475,000 in trust funds, match it with Town funds depending on what the debt service looks like and how it can be borne out by the money in the capital fund. Do the work that needs to get done and roll the next phase with block funds. Even if we have the money today, there are still a number of steps, a number of months, close to a year before putting a spade in the ground.

- c. **Municipal Electrical Aggregation**- Still no word from the Attorney General's office. Once case is still pending. Until this matter is resolved with the AG's office, it is not fruitful for us to go forward.

Hunt asked if the Town Manager could provide the Board with an update on the new water meters.

MINUTES:

Monday, September 23, 2013 - Regular Meeting - Barrows moved for approval; Blair seconded. By a vote of all aye, the motion carried unanimously.

Monday, July 8, 2013 EXECUTIVE SESSION – Barrows moved to release the minutes as they are no longer privileged; Berndt seconded. By a vote of all aye, the motion carried unanimously.

COMMUNICATIONS: N/A

AGENDA ITEMS:

O'Keefe asked the Town Manager to prepare a list to review the Board's various fees for their permits and licenses. He was thinking of finding a way to reduce first time fees encouraging businesses to come to Winchendon. Berndt suggested also considering those businesses having a hard time.

Blair is concerned with the School's MCAS scores and would like it on the agenda for the Joint meeting. O'Keefe said he would notify the School Committee Chairman.

Blair also asked to have a discussion at the Joint meeting regarding the recent notice blaming the Selectmen for not signing the warrants for vendors where people were led to believe it was due to lack of professionalism on the Board of Selectmen. He stated they respond to things and he doesn't like being blamed. O'Keefe stated he and the Town Manager have been discussing to firm up a procedure to list what date documents and figures need to be in to the Accountant and when the Accountant needs to get it to them. A draft process will be prepared for the Joint meeting.

Blair moved to adjourn but withdrew his motion with more to discuss.

Berndt asked to have the pilot program "Winchendon School of Success" on the agenda as well to inform people of what is going on there.

Blair moved to adjourn; Barrows seconded. By vote of all aye, the meeting adjourned at 9:13 p.m.

There was no Executive Session held this evening.

Respectfully submitted,

Linda Daigle
Executive Assistant