

TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, MARCH 10, 2014
4th Floor Robinson-Broadhurst Conference Room
Town Hall, 109 Front Street, Winchendon, MA

Present: Robert O'Keefe, Chairman
Elizabeth R. Hunt, Vice-Chair
Fedor Berndt

James M. Kreidler, Jr., Town Manager

Absent: C. Jackson Blair
Keith Barrows

Linda A. Daigle, Executive Assistant

List of Documents Presented at Meeting:

- March Notice of Vacancies (filed)
- Entertainment Permit - Winchendon 250th Anniversary Committee: Car Show May 18, 2014 at Clark Memorial/YMCA (filed)
- Entertainment Permit - Winchendon 250th Anniversary Committee: GALA Ball April 26, 2014 at Old Murdock Senior Center (filed)
- Letter dated March 10, 2014 for DLTA local assistance (filed)
- DRAFT Underground Storage Tank Bylaw (attached)
- Town Manager's Report (attached)
 - o Jillian Connor's Resume and Application (filed)
- Minutes for approval:
 - o Monday, February 24, 2014 Regular Meeting (filed)

Selectwoman Hunt was handed the Chairman's seat this evening. She 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.

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:

Berndt asked if the Rt. 140 Corridor was still in construction because there were still signs up near the Teel Road end. Kreidler noted that, and said he would check on it.

PUBLIC COMMENTS AND ANNOUNCEMENTS: None this evening.

APPOINTMENTS/RESIGNATIONS:

Resignation - Council on Aging Penny Maliska: Hunt thanked Ms. Maliska for everything she has done. She mentioned how Ms. Maliska was a big part of the sale they had at the Fire Station to raise money for defibrillators. O'Keefe moved to accept the resignation; Berndt seconded. By a vote of all aye, the motion carried unanimously.

March Vacancy Notice – Hunt read through the list of current vacancies on the Selectmen's appointed Boards and Committees. It was noted, with the resignation above, that there is now one vacancy on the Council on Aging. If anyone is interested in filling any of these vacancies, please contact the office.

PERMIT/LICENSES APPLICATIONS, HEARINGS:

*Board of Selectmen Minutes
March 10, 2014*

Entertainment Permit - Winchendon 250th Anniversary Committee: Car Show - May 18, 2014 at Clark Memorial/ YMCA - Ms. Janet Corbosiero came before the board and explained how Deb Adams, the person running the Car Show, could not be here this evening. She said the cars in the show have to be 25 years or older. The proceeds will benefit the Winchendon Little League. The show will run from 11:00 a.m. to 4:00 p.m. Berndt asked why they limited the show to cars only 25 years or older. Ms. Corbosiero replied that it just goes along with their decision to keep the theme of things old. O'Keefe questioned the 250th Committee of the Town, being a non-profit, raising money for another non-profit. Kreidler replied he's seen joint applications in the past, but as far as the Town doing this, he's not aware of one. Ms. Corbosiero explained this is not a fundraiser for the 250th; they are done with fundraising. We plan to charge minimally for the events planned, these are not fundraisers. Any amount left over was decided to go to those non-profits that have helped make the 250th a great event. Deb Adams plans to donate any proceeds to Winchendon Little League. O'Keefe asked if there were any expenses the 250th will incur with this. Ms. Corbosiero answered yes as will all the other events. O'Keefe said that since they are using Town money to benefit a private non-profit, he wanted to make sure before something was done that they could avoid a potential problem. Ms. Corbosiero wanted to make it clear that it is very little of Town money. It is donated money; it is raised money with very little being money the Town has given us. O'Keefe told her that once this money is donated to the 250th Committee and put in a Town account, it becomes Town money for the purpose of the 250th events. Kreidler asked what she thought the expense would be to the 250th and she estimated around a few hundred dollars. He suggested maybe before the proceeds go to Little League, that the Town's expense could be covered. He offered to put \$50.00 on the table to help cover the Town's expense, that way there if Little League doesn't reach its goal money, then people watching this may want to help out and donate. O'Keefe joined the Town Manager in offering to cover some costs and hoped other people would do the same. Ms. Corbosiero stated that Ms. Adams also seeks sponsors for the Car Show. O'Keefe moved to approve; Berndt seconded. By a vote of all aye, the motion carried unanimously.

Entertainment Permits Winchendon 250th Anniversary Committee: GALA Ball - April 26, 2014 at Old Murdock Senior Center. – The Ball will be held from 7:00 p.m. until midnight with dinner and dancing. Ms. Corbosiero stated there will be one police detail and the food will be provided by Four-Star Catering. Berndt moved to approve; O'Keefe seconded. By a vote of all aye, the motion carried unanimously.

Special One Day Liquor License April 26, 2014 – Winchendon 250th Anniversary Committee: GALA Ball at Old Murdock Senior Center – Application was passed over until the next Selectmen's meeting.

NEW BUSINESS:

DLTA Grant Support for Master Plan - Kreidler explained that this is an opportunity for the Town to access some grant money that has been trying to be obtained on a regional level from the Montachusett Regional Planning Commission. What we've asked for and been approved of is to have them provide funds to assist us in the completion of the Economic Development portion of the Winchendon Master Plan Review which would be a jumpstart for the community in order to update the Master Plan in total. This way has been successful in bringing some money in from outside the community to barren the required revisions of the Master Plan. The Board was happy to see this project beginning and the potential funds and assistance being sought. O'Keefe moved to sign the document on behalf of the Board; Berndt seconded. By a vote of all aye, the motion carried unanimously.

Draft Bylaw - Underground Storage Tanks - Kreidler said there has been some discussion over the last several meetings regarding this issue which was brought to our attention by a citizen in town that has concerns about consumption tanks, non-commercial underground fuel storage tanks. What they have as a result of these discussions in their packet is a draft underground storage tank bylaw or regulation. This is before them this evening just to have an actual document in front of them prior to closing the warrant a week from today. Consistent from what he mentioned at the last meeting, what he's been able to cull together looks to be the most stringent version of one of these documents that exist in other communities in the Commonwealth. There is the possibility to amend down to be less stringent on the floor but they couldn't put something that's soft on the floor and try to make it a harder document. If there are any comments that the Board has to add to the document, Kreidler said he could roll them into the draft before the warrant closes.

OLD BUSINESS:

Hunt asked about the Police Cruiser. Kreidler reported he signed the payment today and it's back in service.

Hunt asked about his meeting with Mr. Hatch and Dr. Khelfaoui. He said it was left after the meeting that he and Dr. Khelfaoui would do a little more homework and then get back together by the end of the week. His expectation is that they'll compare notes and still be in disagreement. They will then have to get back together with Mr. Hatch and see where to go from there.

Responding to Hunt's inquiry, Kreidler reported the 2013 Annual Audits are slated to come in the month of April. Once completed, they will be before the Board with their management letter.

TOWN MANAGER'S REPORT:

1. Personnel Updates –

a.a) Assistant Treasurer Collector - After a review of the resumes and interviews he conducted with the Town Treasurer, Donna Spellman, the Town Manager announced his appointment of Jillian Connor of Winchendon. Donna was greatly impressed with her interview and her success in the desk test. They both feel she will be a great asset to the Treasurer's Office. O'Keefe moved to approve; Berndt seconded. By a vote of all aye, the motion carried unanimously. She starts in a couple weeks. The Town Manager encouraged the Board to stop in and meet her. She will be a great asset to the Town of Winchendon.

2. Financial Updates –

a.a) FY15 Budget- Kreidler reported that the FY15 budget is shaping up to be quite a difficult exercise and mentioned some high points:

Monty Tech is increasing by \$117,000 which is entirely tied to increased students. This isn't anything about the Capital Stabilization Fund or the Capital inside the operating budget; this is solely the number of students – the formula times the number of students. O'Keefe asked if that gets offset by funding to the schools since we're sending the money to Monty Tech instead. Meaning, for each student that goes to Monty Tech, there's money we pay to Monty Tech, but is there then money that is not part of our contribution to the school district here. Kreidler says it's never out of our local contribution; our local contribution does not go down. If there's any impact to be felt, it may be in a reduction in Chapter 70 that the school receives based on a per pupil head count. That generally runs a year behind because you go by the prior year's October enrollment numbers. O'Keefe explained the Town's side acquires an additional expense and the school has a reduction which could also be seen as an additional expense with both sides having a financial negative penalty. To put a more global perspective on it, Kreidler added, whether it's the general government paying in local contribution to the in Town school system or paying to the Monty Tech for the out of Town vocational school system, the fee was going to be paid one way or the other. This new expense from Monty Tech does not count toward Net School Spending.

Health insurance is slated for a \$300,000 increase without any plan change discussion and our general government local aid is projected to be flat. We've had three years with no increase of health insurance. Because we are self-insured we take in premiums from the employees by a pay-roll deduction of 40% of the premium for their given plan which is then matched by the 60% appropriation and that money then is used to pay the bills that come in on an actual claims paid basis. Additionally, we pay for an insurance policy called reinsurance. This kicks in for the catastrophic claims reaching \$60,000. The projection from our Blue Cross Account Executive as of last Friday when we met her was that the trends are nine to ten percent for next year. Looking at our claims experience and looking at what we've got for ongoing and open claims, what's expected is that we'll have claims that will go close to \$60,000 but not have the financial kick that comes when it goes over \$60,000. We are looking at a 10% increase, 2.4% of that increase is directly tied to implementation required by the Affordable Care Act. The piece that we can meaningfully impact is having a discussion with our Insurance Advisory Committee regarding changes to the plan. Right now we have products in place, i.e., types of plans, copayments, and deductibles. If we do nothing, he has to look at that 10% increase. If we change some of those things, he can get that 10% to come down in decrements. If you change your co-pay for your primary care from \$10.00 to \$15.00 for

primary care and \$25.00 for a specialist that will get him .85% off that projected 10% increase. He spoke about adding an in-patient hospital deductible. Chapter 32 in the Commonwealth Regulations provides that as a local government we have to give a seat at the table for the negotiation of Health Insurance benefits to each Union representing employee, and one to the retiree group. Each Union has the ability to appoint one of their own to sit at the table and have these discussions. Until about 2 1/2 years ago, those discussions had to end in agreement in order for those changes to take place. That law changed and now management has Plan Design which allows you to just do what you need to do. O'Keefe says the Health Insurance is one of the major items in that Indirect Cost Agreement. Are the schools aware that they should be seeing a sizable increase? Kreidler says as soon as he got a whisper, he shared it with Dr. Khelifaoui. O'Keefe said he has heard at School Committee meetings they do not get the information that we share with the administration and asked that he share the information of this type not only with the Superintendent but with the School Committee as well. Kreidler spoke of past protocol with staff speaking with staff but moving forward sees the need to include others. More people could be included in emails.

Kreidler reported that all of their department heads are working diligently to pare down their respective budgets where they can without impacting the level of services we provide to the taxpayer. We've got a good group of employees and incredible department heads.

b) Indirect Cost Agreement- Kreidler attended a sole purpose School Committee meeting to discuss the matter. He reported the meeting went well enough and the net result was that the Committee has authorized Dr. Khelifaoui to work with him on the draft moving forward together. Schedules this week have not allowed them to get together as of yet. Hunt also attended the meeting, she's been out front on this issue, along with the Chairman of the Finance Committee. It was a very productive meeting. The information that was shared with the members of the School Committee that night, the document that was presented with the historical perspective of the Indirect Cost Agreement was met with satisfaction by those who got it. Hunt said by being there, it was a great informative meeting. By presenting this document it was being shown as data, not being used to prove a point. The school and us are "we" there is no "us" and "them". Hunts sees our Selectmen, the School and the Town Government as all side by side. We are only going to succeed if both of the other parties succeed. She heard thank you so many times coming out of that meeting. She praised Kreidler on his binder, and on his time and effort to make this packet simple and informative. When Mr. Blaisdell came to the School, he was the next best thing to God. Seeing his approval of that agreement back then was all she needed. Kreidler thanked Beth and said now the question is what are we going to do with the reconciliation piece. Every year there are expenses, of the schools, like health insurance, that are budgeted and paid for out of the General Government budget. How are we going to reconcile that budget? We estimate eighteen months to two years between the estimate and the actual closing. The agreement currently says if we held back too little, the school pays us that; if we held too much, we pay the school budget that. There are questions being raised that we are doing those transactions in a subsequent fiscal year. While undoubtedly this is clearly what the language of the agreement says we should do and clearly are eligible Net School Spending expenses, the specific point of can or should they be done on a different or subsequent fiscal year appears to be the rub. He has rolled out a concept that still having the same line item breakdown of those expenditures, but instead of carrying them in our budget, actually appropriating them fully in total into the school budget. But in individual lines, pursuing the Indirect Cost Agreement Breakdown and encumbering them July 1st. This means basically locking them up. Bills are sent monthly for these costs and paid. The School can monitor in real time and course corrections can be made. When the yearend closes, if there's money left, it's all within the net school spending appropriation; it's all school money for them to keep. If at the end of the year, they run higher on the indirect costs, they have the ability over the course of the year to follow that and make their own course corrections if they need to. Whether it's grabbing it from another line, if the data warrants it, or whether it's having to go to a Special Town Meeting and taking it from a line someplace else to cover it. This is kept within the fiscal year, no reconciliation and nothing in the following year. O'Keefe asked that since the bills are sent to us, and we are required to pay them, if the school becomes aware and we become aware that the amount that is budgeted is not enough, what happens if the school fails to move money from other lines and then there

would not be enough money to pay the bill. Kreidler said there would need to be language in the agreement in the off chance that we all get hit by anvils at the same time and become our alter selves. In that case, there would have to be an agreement and a hold back in the subsequent year. O'Keefe suggested another option if that doesn't work. The Town Manager budget it and if a shortfall, he would live with it and would need to budget properly. Kreidler said he would not do that. He explained how they gather the data for the Indirect Cost and that he was informed by Mr. Blaisdall that there are things that we currently don't charge for that we could. If the numbers are good, nothing needs to be done. O'Keefe added that is money that we have historically been funding in excess of net minimum to the school and nobody knows. It should be known. The people of Winchendon should have credit for each dollar they give to the School District. He thought the Town Manager should look at any methods to comply with the regulations and stay on budget for the Town and the District should be looked at. Kreidler hoped in FY15 they should have a handle on that.

3. Project Updates-

- b.a.1.a.i.1.a. Opiate Abuse Crisis Task Force-** The task force group is shaping up, working on setting up a kick-off meeting that everyone can attend next week. In consultation with our Board of Health Agent, our Police Department is set to begin training on the use of Narcan in concert with area Departments. There is a training that's being posted out of the Ashburnham Police Department on the use of Narcan in the case of a Police Officer coming upon an overdose victim. We are participating in that and the Board of Health Agent is involved as well. That's just one of the sub-issues, it's not the big preventative, it is more of the acute Band-Aid, but is definitely under the umbrella of this task force.
- b) **Police Station Project-** The Owner's Project Manager, CDR McGuire, is on the job and working days, nights, and weekends to get our project under way. This is now the second weekend where no fewer than five emails with attachments have gone back and forth between both parties. The Chief that's involved, Tony Diluzio, is on board and deep into details already.
- c) **Request for Qualifications (RFQ): Designer-** The RFQ for Designer Selection is on the street. As of this writing, we've had fifteen firms request the packet. This evening before the meeting, it's up to twenty-four. These are the designers, the architectural firms that have an interest in putting in a bid to do the final design, create the bid ready docs so that we can make it out on the street for construction this summer. The deadline for submittal is March 20th. O'Keefe asks how soon will a designer be selected after March 20th. Kreidler replied three to four weeks.

4. Miscellaneous Updates-

- a. Underground Storage Tanks** - Addressed above.

MINUTES:

Monday, February 24, 2014 - Regular Meeting – O'Keefe moved to approve; Hunt seconded. Berndt abstained. By vote of all aye, the motion carried unanimously.

COMMUNICATIONS: N/A

AGENDA ITEMS: N/A

ADJOURNMENT: With no Executive Session being needed; O'Keefe moved to adjourn; Berndt seconded. By vote of all aye, the meeting adjourned at 7:55 p.m.

Respectfully submitted,

Ashlyn White
Recorder