

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, May 11, 2015
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present: Michael Barbaro, Chairman
Barbara Anderson, Vice-Chair
Audrey LaBrie
Amy Salter
Austin Cyganiewicz

Linda A. Daigle, Acting Town Manager
and Executive Assistant
Debra Dennis, Recording Secretary

List of Documents Presented at Meeting:

- Proclamation-Arbor Day Friday, May 15, 2015 (attached)
- Chapter 300. An Act Establishing an Infrastructure Investment Fund in the Town of Winchendon (attached)
- Voluntary Boot Drive Permit Application - Saturday, June 27, 2015-Sons of the American Legion Squadron (filed)
- Entertainment Permit Application August 1, 2015=31st Annual Mass State Chili Cook-off-Winchendon Kiwanis (filed)
- Parade Permit Application -Memorial Day May 25, 2015-American Legion Post 193 Annual Parade (filed)
- Master Plan Committee-Vision Session Results (attached)
- Planning Agent Tracy Murphy-DLTA Endorsement dated May 11, 2015 (attached)
- Town Accountant FY15 Year to Date Reports: Town Government/School (filed)
- Winchendon Redevelopment Authority (WRA) State Appointment (filed)
- Board of Selectmen Vacancies (filed)
- Board of Selectmen Appointment Renewal List (attached)
- Town Manager's Report (attached)
 - o STM/ATM May 18, 2015 Draft Motions(filed)
- Minutes approved:
 - o Monday, April 27, 2015 - Regular Meeting
 - o Monday, April 27, 2015-Executive Session No. 1 (tabled)
 - o Monday, April 27, 2015-Executive Session No. 2 (not released)

Chairman Barbaro called the meeting to order at 6:33 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 audio/video recording disclosure. No one is audio/video recording the meeting this evening.

SELECTMEN'S COMMENTS:

Proclamation – Arbor Day Friday, May 15, 2015 – Chairman Barbaro read the proclamation. Linda explained that Mr. Guy Shephard, Principal Planner for Professional Environmental Services, was requesting this be part of a program at Broadview on May 15th celebrating Arbor Day. He asked the Board

to consider approving the enclosed proclamation. The Garden Club is involved. He would like a Board member to be present to offer the Proclamation if approved tonight at the program on May 15th at 10:00 a.m. Linda said if it pleases the Board to offer this Proclamation, to read it in the form of a motion and vote their approval. **A motion was made by Selectwoman LaBrie to move to accept the Proclamation. The motion was seconded by Selectman Cyganiewicz.**

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Linda gave information as to what the Arbor Day Program is at Broadview. Austin said he would go as a representative of the Board of Selectmen.

Chairman Barbaro reminded everyone of the Special and Annual Town Meeting Monday, May 18, 2015. It will be at 7:00 p.m. at MMHS.

PUBLIC COMMENTS AND ANNOUNCEMENTS: Cyndi Driscoll came forward and commented that she is here tonight because they were going over warrant articles. She discussed the funds from the infrastructure investment fund. She passed out the law, Chapter 300. An Act Establishing an Infrastructure Investment Fund in the Town of Winchendon which stipulates it is to be used for the landfill only. Her concern is Article 7 which seeks to take \$290,000 from this account. In the scope of the account she says monitoring cost is \$27,000 so she doesn't know why they are taking \$70 to \$80 thousand dollars a year. The landfill needs to be monitored for 30 years. If the intent was to pay off debt early and save \$150,000 that is wrong. She is concerned that we are robbing Peter to pay Paul. She asked the Board to look at this article. Kevin Miller came forward and stated that unlike in November this is to pay off the debt early and pull no more funds out of the infrastructure investment fund account. It is different than what was proposed in November.

PERMIT/LICENSE APPLICATIONS, HEARINGS:

Voluntary Boot Drive Sat., June 27, 2015 – Sons of the American Legion Squadron 193 – Curt Fitzmaurice was present representing the Sons of the American Legion. Department heads have no issues as long as the policy is followed which was enclosed for their reference. **A motion was made by Selectwoman LaBrie to move for the applicant pending receiving waivers of liabilities. The motion was seconded by Selectwoman Anderson.**

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Entertainment Permit August 1, 2015 – 31st Annual Mass State Chili Cook-off – Winchendon Kiwanis – Bruce Cloutier was present on this application to hold this annual event. 110% of the proceeds will be given back to charity and to Winchendon children. They have permission from the Little League Association to utilize the Bentley Field Complex. It is a family fun day. He said we have no large tents. The winner of our state represents in the worlds. We will have clowns, petting zoo and family events. The Board of Health has approved. **A motion was made by Selectwoman Anderson to move for the applicant. The motion was seconded by Selectman Cyganiewicz.** Selectwoman LaBrie asked the board to wave the fee. Linda said the fee has been waived if the nonprofit box is checked per their policies.

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Bruce Cloutier said they could use some chili judges if any Selectman was free.

BOARDS/COMMITTEES/DEPARTMENT HEADS:

Master Plan Committee – Vision Session Results – Penny Maliska was present to update the Board of Selectmen on the Vision Session. She stated that they held the first vision session on Oct 28th and about 40 people attended. There are seven topic areas, economic development, housing, circulation and transportation, services and facilities, natural and cultural resources, open space and recreation and land use. We asked the people to consider the future and what they wanted to see in 2025. Responses will be posted on the website. We have a lot to do. Each area has much more follow up. We want everybody to get involved. Building a Master Plan gives residents of Winchendon an opportunity to consider what kind of community it's going to be. How to get there and what is feasible. The documents will be on the town's website. She lists some of the ideas of what it will be in the future. Next step is taking the 7 topics and getting much more detail. Our first topic is Economic Development it will be at 6 p.m. on May 28th here in this room. She said that they would be delighted to have everyone there.

Planning Agent Tracy Murphy - DLTA Endorsement - She said that we are seeking local technical assistance thru a grant program called District Local Technical Assistance which is thru MRPC to update our Master Plan. The enclosed letter is for their approval for the Chair to execute on behalf of the Board requesting this assistance. Two parts through master plan and we need to have the quantitative. We would put in for technical assistance. In March 2014 we got a grant for housing. In January 2015 I applied for circulation. The next round grant is for service facilities. One criteria is to get the Board of Selectmen's support. It's not a money grant it's a service grant. **A motion of support of the MRPC technical assistance program was made by Selectwoman LaBrie and seconded by Selectwoman Anderson.**

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Selectwoman LaBrie asked Tracy Murphy to keep them informed if there was anything they needed that they could help with.

The Library Trustees – Beal's Memorial Library Updates: Jane Lapointe said the Library Trustees have withdrawn their request to come before them this evening as they were aware of a full agenda this evening. They will request to come back before you in June.

TOWN ACCOUNTANT MONTHLY UPDATE: Callie Beaton the Assistant Town Accountant presented the Board with a financial update. She gave a copy of the town and school year to date ending April 30th. She said in the May report they got rid of the purchase orders that were outstanding. You will see in the May report the freeze on spending. She asked if the Board had any questions. Chairman Barbaro asked about Veteran Services; Callie said that's part of the deficit legislation, we should have 100,000 for Veterans Services. It is an article on the warrant for town meeting. It is one of the things that DOR will be discussing with us this week. Chairman Barbaro asked about Veterans Benefits deficit and what the projection will be for the final. Callie said the Veteran Agent said it would be around the \$100,000. Chairman Barbaro asked about Beal's Memorial Electricity deficit. Callie said that there is enough in their

budget to cover that line item. Selectwoman LaBrie asked what percentage should be used by this time of the year. Callie said we take 100% and divide by twelve month. Chairman Barbaro asked if this will be addressed at the next monthly meeting. Callie said yes they can get line item transfers in May and June. Selectwoman LaBrie recused herself for the discussion of the school budget. David Lockwood and Mark Chapulis from TMS came forward. Chairman Barbaro asked how the school budget looks. Mark Chapulis said that they have projected to come in even when they look at expenditures and revenues. Chairman Barbaro asked if any of the Articles on town floor don't pass do you have a contingency for that. Mark said we will have to see how the rest of the year goes. Chairman Barbaro asked if the circuit breaker has been credited to the account. Mark stated that we are a little ahead. The Board thanked TMS. Selectwoman LaBrie returned to the table at 7:09pm.

Chairman Barbaro asked what the current deficit for snow and ice is. Callie said the current deficit is \$236,395.29 that is for personnel and expenses. We just started the process for the FEMA reimbursement. There is a new bulletin from DOR concerning Snow and Ice. Chairman Barbaro explained that Snow and Ice is the only account that we can deficit spend. At the fall town meeting when free cash is certified it is the first to be paid off. We have used stabilization to pay it off also.

APPOINTMENTS/RESIGNATIONS:

Winchendon Redevelopment Authority (WRA) State Appointment – Linda said that we currently have a vacancy on the WRA. This seat is appointed by the State and if appointed you are selected to represent the Administration's interests and policy. Please announce the vacancy and ask any interested candidates to express their interest to the Town Manager's Office. The WRA meets on the second Thursdays of the month at 3:30 p.m. It is a state appointed seat. Selectwoman LaBrie read the mission statement.

Mission Statement

The Winchendon Redevelopment Authority's passion is to create and maintain an economic and residential base that will attract new opportunities and residents. Working diligently to ensure that the Town of Winchendon's economic structure is strong, vibrant and continuously expanding through constant and close involvement with private sector.

To develop collaborative and supportive private sector partners committed to Winchendon's future growth, increasing job opportunities and tax revenue through these economic development efforts. Work feverishly to establish clean and safe neighborhoods for the Town's proud residents. Provide avenues of assistance for those residents in need through local, state and federal agencies. Linda said it can be a member of the Board of Selectmen.

Board of Selectmen Vacancies – Chairman Barbaro read the descriptions of all boards and commissions. He stated how many current vacancies there are on appointed Boards and Commissions. They are Cultural Council 14 vacancies, Fence Viewer we need one, Library Trustees we have two vacancies, Parks and Recreation Committee has two regular member vacancies and two student vacancies. Selectwoman LaBrie read the Planning Board description. There is currently a vacancy of one regular member Selectwoman LaBrie said if interested in any of these Boards or Committees send a letter of interest to the Town Managers office.

Board of Selectmen Appointment Renewal List – Linda said per their Board of Selectmen policies; please find enclosed a list of the appointments up for renewal on July 1st, 2015. Unless otherwise directed, a letter of request for reappointment on your behalf will be sent out to the members listed asking if they are willing to continue on another term. Once those letters are received back, the list of renewals will be before you for

re-appointment. **A motion was made by Selectwoman LaBrie to have the Acting Town Manager to contact them and thank them and ask if they wanted to move forward. The motion was seconded by Selectman Cyganiewicz.**

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NEW BUSINESS:

Linda commented we need a member of the Board of Selectmen to be a member of MRPC. Selectwoman LaBrie questioned if Guy Corbosiero could come forward and give an overview. Guy came forward and stated this seat is an alternate and goes if he can't attend. We meet the last Tuesday of the month. We make decisions on how to spend the money and what projects to do. Selectman Cyganiewicz added it's important to go to these meetings. Selectman Cyganiewicz said the former DPW Director John Deline said it could be over 2 million on the line. The meetings are 7pm in Fitchburg. Selectman Cyganiewicz volunteered to be on that Board. **A motion was made by Selectwoman Anderson to appoint Selectman Cyganiewicz to be the alternate member of MRPC. The motion was seconded by Selectwoman Salter.**

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Permit Application

Parade Permit May 25, 2015 for Memorial Day-American Legion Post 193 -Scott Gauthier the Veterans Agent was present to discuss the parade. **A motion was made to move for the applicant by Selectwoman LaBrie. The motion was seconded by Selectwoman Salter.**

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Special One Day License for Creedon and Co., Inc. d/b/a A Better Tomorrow Shelter for Cats Inc's Charity Auction on May 16, 2015-Linda said they have provided insurance information and they will be providing a crowd manager. It is a one day liquor license but we give them three days to transport the liquor. **A motion was made to move for the applicant by Selectwoman Salter. The motion was seconded by Selectwoman LaBrie.**

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Chairman Barbaro said the Greater Gardner Chamber of Commerce gave the Municipal Recognition Award to the Town of Winchendon. This is in recognition of the 250th Anniversary Committee. Chairman Barbaro read the Commonwealth of Massachusetts House of Representatives letter of congratulations. This will be up at town hall. The town is very proud of them.

Authorizing Official DHCD – Linda stated a new Authorizing Official needs to be selected by the Select Board and named in a letter to DHCD. This person is the one person that can control who gets into the grant system to write, administer or manage. All approved by DHCD as well. The past Town Manager was listed. DHCD will set the new person up in the system and they will have a password to get into the grant. The only person left on staff is the Financial Manager in the Planning and Development office.

Selectwoman LaBrie asked what DHCD stands for. Linda said the Department of Housing and Community Development. **A motion to have the Acting Town Manager as the temporary DHCD Authorizing Official was made by Selectwoman LaBrie. The motion was seconded by Selectwoman Anderson. BARBARO(Y) ANDERSON(Y) SALTER(Y) LABRIE(Y) CYGANIEWICZ(Y)**
Acting Town Manager-Linda Daigle stated that after the last meeting she reached out to all the department heads asking if anyone was interested in this seat as Acting Town Manager. She worked out a proposal with Police Chief Scott Livingston who is willing to step up to the plate. The proposal is that he covers certain duties and she would assist him. It also covers that she gets help in the office up stairs. Chief Livingston would be paid \$600.00 per week for this role. He will be present in the Town Manager's office from 9 to noon each day. He can come back to the office to address anything that may come up. She will have communications with him throughout the day. She will assist him in some of the functions of the Town Manager. Her fee would be an additional \$300.00 a week for additional assistance and a clerk would be needed in the office for up to \$200.00 per week. It will be less than half of what we were paying the Town Manager. Chairman Barbaro said he was contacted by Steve McGollic who is with UMass Political. He was contacted by the DOR. They offer a free service that can reach out to Town Manager's so we can get more candidates. I will push that off to the search committee. **A motion was made to appoint Chief Scott Livingston as Acting Town Manager by Selectman Cyganiewicz. The motion was seconded by Selectwoman LaBrie.**

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A motion was made by Selectwoman Salter to temporary increase Linda Daigle's salary by \$300.00 a week and to allow for an assistant. The motion was seconded by Selectwoman LaBrie.

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Linda said this s effective tomorrow.

Chairman Barbaro said that the Department of Revenue is coming on Thursday at 5 p.m. It is going to be a tri board meeting to go over the Legislation as to what we can and can't do at Town Meeting. There will be no public discussion about it. They are here to inform the Boards. You are welcome to come. Linda wanted to confirm the Board of Selectmen's attendance. All except Selectwoman Salter said that they would be in attendance. Selectwoman Salter wouldn't know until that day if she would be attending.

Acting Town Manager's Report

- **Motions-Special/Annual Town Meeting Warrant/Motions**-Linda provided a summary sheet. It is customary to assign who will move each article. She said she has been working on finalizing the motions for the warrant articles with Town Counsel. They are 90% done. The Board of Selectmen determined what articles they will move: Special Town Meeting-1 is Chairman Barbaro, 2 is Selectwoman Salter and 3 is Selectman Cyganiewicz.
For the Annual Town Meeting- Articles 2, 17 and 25 it will be Selectwoman Anderson. For articles 3, 13, 18 and 23 it will be Selectwoman Salter. For articles 4, 6, 8,9,10 and 24 it will be Selectwoman LaBrie. For articles 5, 7, 16, 20 and 32 it will be Chairman Barbaro. For articles 14, 19, 21 and 22 it will be Selectman Cyganiewicz.

- **Personnel Updates-** Linda said Tracy Murphy, the Town Planner, at a recent Selectmen's meeting was reported to have been appointed to the acting position of Director of Development. Tracy has declined this position due to the fact that the position as it is funded at present will not provide her with additional work hours or compensation to complete all of the duties the position entails. This resource, it has been discovered, will not be available to her. We are looking to see if we can send in a letter letting them know her qualification so that they might reconsider.
- **Financial Updates:** There has been addressed with your Assistant Town Accountant this evening.
- **Project Updates:** There are none this evening.
- **Miscellaneous Updates:** There are none this evening.
- **Tickler File Updates:** Town Council Advisory Session- Linda said that Kopelman and Paige has been informed of their interest to have them come down on Tuesday, May 26, 2015 for a no charge session for the new Board. The attorney won't be able to attend that day. She is willing to come at different dates. She asked if they preferred it to be at a separate meeting or within their regular meeting. Chairman Barbaro stated that he asked the lawyer to attend the meeting with the DOR on Thursday. All members agreed that it would be better to have it at a separate meeting. Chairman Barbaro said it will lay out the dos and don'ts of a meeting. He encouraged anyone who is interested to serve on a board to attend.

MINUTES: Linda said that the minutes are here for review. All of the minutes can be approved as to form. You can't approve them to content because you weren't here. **A motion was made by Selectwoman LaBrie to approve as to form the minutes of the Board of Selectmen meeting of April 27, 2015 open meeting. The motion was seconded by Selectman Cyganiewicz.**

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A motion was made by Selectwoman Salter to table the Executive Session No. 1 minutes of April 27, 2015. The motion was seconded by Selectwoman Anderson.

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A motion was made by Selectwoman LaBrie to approve as to form the executive minutes no. 2 of April 27, 2015. The motion was seconded by Selectwoman Salter.

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COMMUNICATIONS: Linda said if there is something you would like to address let me know it would be put under here or under new business.

Chairman Barbaro stated he would like Selectmen's Comments to be put on the end of the agenda. Linda said it is in the Board of Selectmen policies the way the agenda is listed. Selectwoman LaBrie said we need to get a good look at everything and then review our policies and procedures.

Chairman Barbaro said that the next meeting is Thursday at 5pm. Linda told the Board that the Attorney General's office will not be in attendance. Chairman Barbaro said the posting for the School Committee

was posted wrong. The first one was posted for a two year term. It should have been until the next election. Linda said that she wasn't aware that it needed to be reposted. We normally post it for ten to fourteen days. She said she can repost tomorrow for the two vacant seats.

Linda would like to post the Selectmen's meeting prior to the Town Meeting for 6:15 p.m. The Board agreed to the time.

ADJOURNMENT

A motion was made by Selectwoman LaBrie to adjourn the meeting. The motion was seconded by Selectwoman Salter.

BARBARO(Y) ANDERSON(Y) SALTER(Y) LABRIE(Y) CYGANIEWICZ(Y)

The meeting was adjourn at 8:17 p.m.

Respectfully submitted,

Debra Dennis
Recording Secretary