

Approved: June 8, 2015

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, MAY 18, 2015
Murdock Middle High School
3 Memorial Drive, Winchendon, Mass.**

Present: Michael Barbaro, Chairman	Scott Livingston, Acting Town Manager
Barbara Anderson, Vice-Chair	Linda Daigle, Executive Assistant
Audrey LaBrie	Atty. John Giorgio, Kopelman and Paige
Amy Salter	Harald Scheid, Principal Assessor, Regional
Austin Cyganiewicz	Resource Management

List of Documents Presented at Meeting:

- Draft Amendment to Employment Agreement of Scott Livingston (filed)
 - Year End Budget Transfers (filed)
 - Draft MOTIONS for STM/ATM (filed)
 - Acting Town Manager's Report 5.18.15 (attached)
 - o Planning and Development budget worksheets (attached)
 - Brandywine Farms and Town of Winchendon Draft Tax Increment Financing Agreement (filed)
 - o Brandywine Farms, Inc. document seeking support (filed)
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Chairman Barbaro called the meeting to order at 6:20 p.m. The meeting was not aired live on local cable access channel 8 as it was held prior to the Special and Annual Town Meeting.

SELECTMEN'S COMMENTS: There were none.

PUBLIC COMMENTS AND ANNOUNCEMENTS: There were none.

APP OINTMENTS/RESIGNATIONS:

Acting Town Manager – Mr. Livingston explained the amendment to his Police Chief contract that was drafted by Town Labor Counsel, Attorney Marc Terry, for him to be properly compensated as the Acting Town Manager as he is currently serving as the Winchendon's Police Chief. Barbaro explained he had asked for this review by Town Counsel as there was some question of a possibility of a conflict of interest. After review of the draft contract, LaBrie moved to approve the written Amendment to the February 17, 2009 Employment Agreement between the Town of Winchendon and Scott M. Livingston; Salter seconded. By a vote of all aye, the motion carried unanimously.

Daigle informed the Board that Bob Guenther has been forwarded as the Finance Committee's representation to the Interim Town Manager's Search Committee. LaBrie moved to approve; Salter seconded. By a vote of all aye, the motion carried unanimously. Barbaro stated it was important with the comments from the Dept. of Revenue that they get together real soon and that some candidates have come forward that will be forwarded to them. One of them is highly recommended by the Dept. of Revenue.

PERMIT/LICENSE APPLICATIONS, HEARINGS: N/A

NEW BUSINESS:

End of Year Budget Transfer Requests:

Barbaro explained we are cleaning up the books for the end of the year and this is common practice. He read the Police Dept. transfers to the Dispatch Overtime account. Chief Livingston explained the deficit. LaBrie moved to pass as presented; Salter seconded. By a vote of all aye, the motion carried unanimously.

The second request for transfer was also to the Dispatch Overtime for the same purpose. It was noted that with the Town Accountant's signature, the funds were available for transfer. LaBrie moved to approve the transfer; Salter seconded. By a vote of all aye, the motion carried unanimously.

Daigle explained the third transfer is to stabilize the Planning and Development office for the balance of FY15 utilizing funds from the Town Manager's salary line item. The amount is \$3,269.44. Livingston explained it adds hours to the Development and Grants office with the retirement of Gerry White and the work needed to be done. The Dept. was overwhelmed and sought out his assistance and helping to stabilize things at least through the fiscal year. He also provided them with a long term budget solution to the office to be looked at later in time. Linda explained she had reviewed the numbers for the short term solution with the Town Accountant who did approve and sign the transfer sheets. There would be a balance still in the account for the new Interim Town Manager. LaBrie said she had reached out to Tom Kane, the Finance Committee Chairman, for tapping into the Reserve Fund account for this purpose who was open to it. Due to their meeting not being until June, it was decided this action needed to happen sooner and maybe if it was needed, the Reserve Fund could be used to assist with the Interim Town Manger. Barbaro read the account transfer request. LaBrie moved the transfer; Salter seconded. By a vote of all aye, the motion carried unanimously.

OLD BUSINESS: N/A**ACTING TOWN MANAGER'S REPORT:**

Livingston reported on his week focusing on stabilizing the Highway, Grants and Planning and Development offices through the remainder of the fiscal year with temporary appointments until an Interim Town Manager could be hired. After a review of the DPW Director applications, Al Gallant who is currently working with us, was appointed as the acting DPW Director. The new Interim Town Manager would make the decision if that would be a permanent position. The funds for this position would come from line items within the Highway Dept. through June 30, 2015.

Livingston then reported on the Planning and Development long term FY16 goal would be to fund a 15 hour/week Clerk for \$15 an hour and increase the Director's hours to 40. At the request of the Chairman, he had calculated it would cost \$36,000 to additionally fund that department for FY16. Barbaro had hoped the Town Accountant, who was standing by for the Annual Town Meeting, would be able to find the funds in the FY16 budget.

Livingston next spoke about the Interim Town Manager's position. He reported on phone calls this week, seven people and three companies. He said there is not a lot of interest and the companies come at a hefty cost for an Interim. He reported that one of the names was highly recommended by DOR and Town Counsel. As it stands now, he had two people who were interested. Barbaro said he would turn this information over to the Interim Town Manager Search Committee and commented in favor of Mr. Lynch who was recommended by DOR and Town Counsel and had quite a bit of Town Manager experience. Livingston added he has a consulting company and could assist in finding a permanent Town Manager. He also teaches a class at UMass Lowell on Monday nights in Municipal Finance. It was recommended the committee meet soon to have someone in place by June 1st.

LaBrie would reach out to the committee to get meetings together this week and the Selectmen could meet on Tuesday, the following week.

Lastly, Livingston thanked Janet Corbosiero who was at the meeting for volunteering to come in and help out in the office during the absence of the Administrative Assistant the last couple weeks.

Special and Annual Town Meeting Warrant Motions – Daigle introduced Town Counsel Atty. John Giorgio from Kopelman and Paige and Harald Scheid, our Principal Assessor from Regional Resource Management, who were present for the meeting. The Board reviewed the updated Motions for the upcoming Town Meeting:

Special Town Meeting Motions:

Article 2 - LaBrie moved to move the Town take No Action on Article 2; Salter seconded. By a vote of all aye, the motion carried unanimously. This article pertained to the deficit spending and already authorized to borrow under provisions of Chapter 448 of the Acts of 2014.

Article 3 – LaBrie moved to move the Town take No Action on Article 3; Salter seconded. By a vote of all aye, the motion carried unanimously. This reasons is similar to Article 2.

Article 4 – LaBrie moved to seek the funding source for the accounting software from stabilization; Salter seconded. By a vote of all aye, the motion carried unanimously. Atty. Giorgio noted this would require a 2/3rds vote.

Articles 5 and 6 – After some discussion and an explanation from Andy Paquette, School Business Office, LaBrie moved the motion be that the Town take No Action on both articles; Salter Seconded. By a vote of all aye, the motion carried unanimously.

Annual Town Meeting Motions:

Article 2 – The Pipeline Review Committee was added to committees that would be discharged.

Articles 4, 5 and 6 – After some discussion, Anderson moved to amend the articles to use stabilization as the funding source (versus “overlay surplus” due to no funding in that account); Cyganiewicz seconded. By a vote of 4-1 with LaBrie opposing, the motion carried by a majority vote.

Article 7 – This article is being recommended to be reduced by the difference in paying off the Debt Service Principal for the Clean Water Trust Loan and the annual payment as the cost savings will not be significant. The amount to reduce in the general government budget is \$205,000; the amount of the additional loan payment. LaBrie so moved; Anderson seconded. By a vote of all aye, the motion carried unanimously.

Article 20 – Tax Increment Financing Agreement – Harald Scheid passed out the draft TIF Agreement. The Board quickly reviewed the TIF Agreement. Atty. Giorgio said these agreements are quite standard where you grant an exemption that is spelled out and in turn they are agreeing to create a hundred jobs. He explained if they don’t comply with the terms of the TIF, your remedy is to seek decertification of the project with the State. They have the incentive to comply to the terms of the agreement. Barbaro mentioned his concern that the jobs would be for Winchendon residents. It was explained that the exemption is for additional work to the property and the increased assessments. The Project Manager came up to the Board and said he was a Winchendon resident and plan to hire local residents first. He passed out a document seeking their support. LaBrie moved to approve the TIF Agreement between the Town of Winchendon and Brandywine Farms, Inc. Salter seconded. By vote of all aye, the motion carried unanimously.

MINUTES: N/A

ADJOURNMENT: LaBrie moved to adjourn; Salter seconded. By a vote of all aye, the meeting adjourned for Town Meeting at 7:06 p.m. which had recessed waiting for the Board to conclude their business.

EXECUTIVE SESSION: N/A

Respectfully submitted,

Linda Daigle
Executive Assistant