

Approve: August 10, 2015

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, June 23, 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

Bernard Lynch, Acting Town Manager
Linda Daigle, Executive Assistant
Donna Allard, Town Accountant
Debra Dennis, Recording Secretary

List of Documents Presented at Meeting:

- Master Plan Committee Economic Development Workshop flyer (filed)
- Pole Petitions – Harris Road and West Street (filed)
- Application - Special One Day Beer and Wine Licenses – Snowbound Club, 130 Baldwinville Rd.
 - 10th Annual Local Music Rocks Benefit Sat., July, 8, 2015 (filed)
 - 1st Annual Tom Fors Memorial Scholarship Benefit – Sept. 20, 2015 (filed)
- Application - Boot Drive Sat., July 4, 2015 – Winchendon Veteran Fireman’s Muster Association (filed)
- Beals Memorial Library Accessibility Project Update (attached)
- Town Accountant FY15 Financial Reports June 25, 2015 Town and School (filed)
- Two End-of-Year Budget Transfers - Board of Selectmen and Library (filed)
- Letter of Interest - Parks and Recreation Appointment – Mr. Brian Dickens (filed)
- Audit Committee New Bylaw ATM 5.18.15 (attached)
- Board of Selectmen Appointment Renewals – List (attached)
- BOS Policy -Water/Sewer Adjustments and Abatements (attached)
 - Application for Abatement of Water and /or Sewer Charges – 42 Spruce St. (filed)
 - Application for Abatement of Water and/or Sewer Charges – 82-88 Central St. (filed)
- Gift Account Setup – Winchendon Redevelopment Authority Requests (attached)
- Board of Selectmen Policies and Procedures (filed)
- Municipal Aggregation:
 - Petition for Approval of the Community Choice Power Supply Aggregation Plan / Notice of Public Hearing July 15, 2015 and Request for Comments (filed)
- Special Town Meeting June 30, 2015 Warrant (attached)
 - Art. 2 Preliminary deficits to be covered by available balance in Health Insurance budgeted line items and Reserve Fund (attached)
- Acting Town Manager’s Report (attached)
 - Memo dated 6.10.15 from Acting DPW Dir. Al Gallant regarding Janet Godin, 55 Highland St. driveway complaint
 - Letter to Ms. Godin dated 6.22.15 from Executive Asst. Linda Daigle regarding above

- Minutes for approval:
 - o Thursday, May 14, 2015 - SPECIAL JOINT MEETING with School Committee, Finance Committee and Dept. of Revenue Representatives (filed)
 - o Tuesday, May 26, 2015 Regular Meeting (filed)
 - o Thursday, June 11, 2015 Special Meeting (filed)
 - o Tuesday, June 16, 2015 Special Meeting (filed)

Chairman Barbaro called the meeting to order at 6:36 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.

SELECTMEN'S COMMENTS:

Selectwoman Anderson thanked everyone for including the Board of Selectmen in the Summer Solstice Parade. Chairman Barbaro informed the public of a Finance Committee Public Hearing on Wednesday, June 24, 2015 at 7:00p.m and the Special Town Meeting warrant articles for Tuesday, June 30, 2015 Special Town Meeting. Selectman Barbaro stressed the importance of attendance at the Special Town Meeting. He said we need a quorum of 75 residents to attend to vote to clear up the deficits in the FY15 budget in order to close the books and assess what may need to be borrowed from the Special Legislation. Selectman Barbaro informed everyone of the Master Plan Committee Economic Development Workshop on Monday, July 6, 2015 from 6:00-8:00 p.m. at Town Hall.

PUBLIC COMMENTS AND ANNOUNCEMENTS:

Danielle Hart sent in a letter with a request of the Board of Selectmen to post their email addresses on the town website. The Select board was asked and there was no objection to this request.

Lionel Cloutier the Chairman of the Board of Health came forward. He invited the Select board to a Public Hearing on Homelessness on June 24, 2015 from 1-3 p.m. He said the hearing will take place at the Senior Center at Old Murdock. Mr. Cloutier said we have families and elderly out in the cold last winter. He said he hopes everyone gets on board and helps out.

Janet Corbosiero came forward. She wanted to know if the Select board would be discussing citizen's comments. Chairman Barbaro said we will be talking about policies and that is on topic. Selectman Cyganiewicz said at the last meeting Selectwoman LaBrie brought the subject forward.

PERMITS/LICENSE APPLICATIONS, HEARINGS:

POLE PETITIONS PUBLIC HEARINGS: A motion was made by Selectwoman LaBrie to open the pole petition public hearing in reference to Harris Road. The motion was seconded by Selectwoman Anderson.

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

Selectwoman LaBrie read the Pole Petition Public Hearing Notice. Chairman Barbaro asked if anyone wanted to speak on this. Paul Davis came forward on behalf of Verizon. Mr. Davis explained it is to relocate poles to accommodate the bridge being built. He said he called the DPW and they have no issues where the poles are being located. Chairman Barbaro said there are no abutters here now. **A motion was**

made by Selectwoman LaBrie to approve the pole positions as presented. The motion was seconded by Selectwoman Salter.

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

A motion was made by Selectwoman LaBrie to close the hearing. The motion was seconded by Selectwoman Salter.

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

A motion was made by Selectwoman LaBrie to open the public pole petition hearing regarding West Street. The motion was seconded by Selectwoman Salter.

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

Selectwoman LaBrie read the Pole Petition Public Hearing Notice. Chairman Barbaro asked if anyone wanted to speak on this. Paul Davis a Verizon representative came forward. Mr. Davis explained it is to place one jointly owned pole on West Street. He said this is being endorsed by the DPW. Chairman Barbaro said there are no abutters here. **A motion to close the pole petition public hearing was made by Selectwoman LaBrie. The motion was seconded by Selectwoman Salter.**

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

A motion was made by Selectwoman LaBrie to approve the pole position as presented. The motion was seconded by Selectwoman Salter.

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

Snowbound Club 1st Annual Tom Fors Motorcycle Ride and Barbeque-September 20, 2015-Special one day beer and wine license. Rick Moulton, Snowbound Club Treasurer came forward. He said the club uses the money raised for an EMT scholarship. **A motion to move for discussion was made by Selectwoman LaBrie. The motion was seconded by Selectwoman Salter.** Selectwoman LaBrie asked if they are a non-profit since the nonprofit box has a check. Linda Daigle said she has a check for both events. **A motion to approve the applicant was made by Selectwoman LaBrie. The motion was seconded by Selectwoman Salter.**

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

Snowbound Club 10th Annual Local Music Rocks Benefit-July 18, 2015-Special one day beer and wine license. Rick Moulton was present to discuss this event. Rick said the donations go to the Winchendon and Templeton CAC. **A motion was made by Selectwoman LaBrie to approve for the applicant. The motion was seconded by Selectwoman Salter.**

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

Boot Drive Saturday, July 4, 2015-Winchendon Veteran Fireman' Muster Association-Mr. Corey Bohan President of the Winchendon Veteran Fireman's Muster Association came forward. Mr. Bohan said we have volunteers that wear DOT vests. We have DOT cones and we will have one or two police details for the drive as the Police Chief sees fit. Selectman Cyganiewicz asked if this is an official Fire Department event. Mr. Bohan said the Fire Department works with the Winchendon Veteran's Fire League. **A motion was made by Selectwoman Anderson to move for discussion. The motion was seconded by Selectwoman LaBrie.**

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

Selectwoman Anderson asked where the police details would be located. Mr. Bohan said at the intersection by Tannery Hill. Selectman Cyganiewicz asked how many volunteers they have. Mr. Bohan said roughly six and they have all signed waivers with the Board of Selectmen. **A motion was made by Selectwoman LaBrie to move for the applicant. The motion was seconded by Selectman Cyganiewicz.**

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

Selectwoman LaBrie said she would like to see the permit application form streamlined. Mr. Lynch said it can be one of our summer projects.

BOARDS/COMMITTEES/DEPARTMENT HEADS:

Brian Tata, Library Director came forward. He said he wanted to recognize the volunteers of the Library. The volunteers stood up and were applauded Mr. Tata discussed the accessibility project. He said they are working with an architect to address the Library's lack of compliance with ADA requirements. We will have an elevator and an ADA restroom per required ADA stipulations. Mr. Tata said we need to think of the population of Winchendon 20 years from now. He said will the Library be able to accommodate. Mr. Tata said ADA requires 42 inches wide aisles and our goal is to make the stacks ADA complaint as well. Selectwoman Anderson asks what the guidelines are. Mr. Tata said they plan to go out to bid by the end of the month. He said the bid process takes 90 to 180 days and we would like to break ground no later than 180 days from now. Jane LaPointe, a Library Trustee came forward and said the project has four stages. Mr. Tata said funding is in place and we won't come back for more money.

A motion was made by Selectwoman LaBrie to take an application for abatement out of order. The motion was seconded by Selectwoman Salter.

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

ABATEMENTS:

The acting DPW Director Al Gallant came forward. He said both applications for abatements are because of water breaks. Mr. Gallant said he suggests we have to charge them for water but the water never ended up at the treatment plant. He recommended the sewer portion to be abated. Selectman Cyganiewicz said the abatement for Ms. Lin is \$7,840.25 but under our policies for abatements we can charge 50%. He said the abatement should only be for half her bill. Mr. Gallant said he wants to give the sewer charge back. Mr. Lynch said it does cover water and sewer. He said a better way to look at it is to make it an adjustment, adjust the amount that didn't go into the wastewater facility. Mr. Lynch said it would be under section 1 not section 2.

A motion was made by Selectwoman Anderson to approve the abatement of \$7,480.25. The motion was seconded by Selectwoman LaBrie.

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

Selectwoman LaBrie said we need to be more specific how these are addressed.

Town of Winchendon-Abatement \$381.38-Selectwoman Anderson asked how long had this been leaking. Mr. Gallant said I don't know because Wendy handled this. Linda Daigle said they had weekly inspections of the courthouse at that time. Selectman Cyganiewicz said our policy is 50% of the water. He said it is a

gray area if we are paying \$70.00 more. **A motion was made by Selectwoman LaBrie to move to approve. The motion was seconded by Selectwoman Salter.**

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

BOARDS/COMMITTEES/DEPARTMENT HEADS CONTINUED:

TOWN ACCOUNTANT: Donna Allard said the same deficits exist. They are Snow and Ice, Unemployment and Health Insurance. Donna said we plan to take care of these deficits. Chairman Barbaro thanked Donna for finding funds for the Sped Transportation deficit. Selectwoman LaBrie commented the school put together the budget for the upcoming year and the Board of Selectmen can't have input but working together is beneficial for the members of the Select-board.

Chairman Barbaro said we need to put a liaison of the School Committee on the Finance Sub-Committee. He said it has been done before. Mr. Lynch said we can provide ideas and thoughts to improve operations. Mr. Lynch said we can form special groups with representatives from the boards. They can meet on a somewhat regular basis. Mr. Lynch said they can look at long term finances. Selectwoman LaBrie said we can put this on the agenda for a future meeting.

Donna Allard said she met with the members of the School Committee and the Superintendent and they are honing down on the final numbers of the budget. We need to see where we are with the final payroll and the accounts payables. Mr. Lynch said the top priority is closing out FY15 budget. He said we are working on a plan to resolve the deficits.

TRANSFERS: A motion was made by Selectwoman LaBrie to transfer \$3,500 from the Board of Selectmen Contingency account to the Town Manager Department Head Salary. The motion was seconded by Selectwoman Salter.

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

A motion was made by Selectwoman LaBrie to transfer \$2,000 from the Librarian Salary account to the Contractual Services Account. The motion was seconded by Selectwoman Salter.

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

BOARD OF SELECTMEN APPOINTMENT RENEWALS:

Parks and Recreation Appointment-Brian Dickens - Selectwoman LaBrie spoke in favor of Mr. Dickens who wasn't in attendance. **A motion was made by Selectwoman LaBrie to move to approve the appointment. The motion was seconded by Selectwoman Salter.**

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

Audit Committee-Board of Selectmen member-Selectwoman Salter said she would like to fill the role. **A motion was made Selectwoman Anderson to move to approve. The motion was seconded by Selectman Cyganiewicz.**

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

Board of Selectmen Appointment Renewals

Selectwoman LaBrie asked about steps for filling positions. Chairman Barbaro said when filling positions Linda Daigle will follow protocol. He said anyone interested should step forward. **Selectwoman LaBrie**

made a motion to reappoint all those that are willing to volunteer their time. The motion was seconded by Selectwoman Salter.

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

Selectman Cyganiewicz said the Capital Planning Committee needs a representative from the Board of Selectmen. Selectwoman Anderson said she was interested. **A motion was made by Selectwoman LaBrie to move to approve. The motion was seconded by Selectwoman Salter.**

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

NEW BUSINESS:

Gift Account Setup – Winchendon Redevelopment Authority Request – Chairman Barbaro read the request. Selectwoman LaBrie thanked the Winchendon Redevelopment Authority. **A motion was made by Selectwoman LaBrie to accept the gifts and request the gift account to be set up by the Town Accountant. The motion was seconded by Selectwoman Anderson.**

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

Board of Selectmen Policies and Procedures-The Public Comment section was brought up. Selectwoman LaBrie wanted to put the public comments on the agenda. Chairman Barbaro said they should form a committee to see what other towns do and report back to the Selectboard. He also would like to schedule a meeting with lawyers. Selectman Cyganiewicz said we don't need to have a committee. We follow Robert's Rules of Order. Selectwoman Anderson said we have it in our policies. Selectwoman LaBrie said there were a couple suggestions made. One is to put more information out there prior to meetings. She spoke about the public asking questions about a topic before taking a vote. The third is to move public comments to the end of the agenda and then the Selectboard go back and vote on all the items. Selectwoman Anderson asked Mr. Lynch what he has seen. Mr. Lynch said every community does it differently. He said it is unusual to open the floor on every issue all the time. He said the Selectboard Chairman decides if they allow people to speak. In Lowell they file with the Town Clerk to request to speak on certain agenda items. Mr. Lynch said you need controls in place. He said he thinks the Selectboard should sit back and review the policy to see what other towns do.

Janet Corbosiero said to look at this group here it won't take up a lot of time. She said not everybody will talk on every topic. She said at the last five or six meetings only four hands went up to speak and they weren't allowed to speak. Selectwoman LaBrie said with our current policy it is up to the discretion of our Select-board Chair.

Mr. Ward read the policy that said we can have open discussion. Chairman Barbaro commented public comments haven't been shut down. It's never been shut off. We are looking at an in between. Selectman Cyganiewicz said he is not sure the right way to do this, the policies seems conflicting. Chairman Barbaro explained to the Select-board.

Mr. Zibkowski came forward and said we are making this bigger than it has to be. He said Selectwoman Anderson read the policy and it gives the chair the authority to open and close the debate and also gives the Select-board members authority to allow people to speak. He said we have a policy now that can work. He said give it a chance to work.

Jane LaPointe came forward and said it is basic principles of running a meeting. She said open public comments with ground rules, give it a try and modify as you go. She thanked the Select-board for their openness to have public input.

Selectwoman Anderson said the Board of Selectmen policies and procedures and the charter kind of contradict themselves.

Chairman Barbaro said if any members of the Select-board are going to visit or ask questions to any department head they should let the Town Manager's office know.

Chairman Barbaro said there is a citizens petition to put two more members on the Charter Review Committee. Selectman Cyganiewicz said there is a conflict in a way as current Board of Selectmen member or a liaison wouldn't be appropriate. Mr. Zibkowski said the charters and bylaws are up for review this year. He said they are done every five years. He said he would like two people who aren't biased to put in for this.

Selectwoman Anderson had other highlights on the documents but will wait.

Board of Selectmen Recording Secretary- Linda Daigle said in the FY16 Board of Selectmen budget it was the intention of the prior Board of Selectmen to create a separate line item to pay the Recording Secretary fee for the fiscal year and that hadn't happened. She sought approval to fund \$3,750.00 from their Board of Selectmen Contingency Account beginning July 1st for this purpose. **A motion was made by Selectwoman LaBrie to approve a line item for the Board of Secretary Recording Secretary going forward. The motion was seconded by Selectwoman Anderson.**

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

Municipal Aggregation- Chairman Barbaro said we go out as a town to buy power at a reduced cost. He then read the Notice of Public Hearing and Request for Comments that was received from the Department of Public Utilities. Mr. Lynch said it is a regulatory step. He said you adopt a plan and then the Department of Public Utilities approves and then the town will have a choice. Mr. Bernard Lynch recused himself because he is a consultant for Colonial Power Group, Inc. Linda Daigle said the notice is on the website and it is posted downstairs.

Special Town Meeting-Acting Town Manager Mr. Lynch said Article 1 is standard. He said article 2 is to address the deficits in accounts before the end of the fiscal year. He said without these transfers we would have to increase the deficit borrowing. Mr. Lynch said the accounts are Veterans Services with an anticipated deficit of \$100,000, Unemployment deficit of \$86,000 and Snow and Ice deficit of \$184,000. He said there is a \$370,000 deficit to close out FY15. He said some sources for these are \$275,000 from the Health Insurance Premiums and \$25,000 from the Finance Committee Reserve Fund which would reduce the deficit to \$70,000. Mr. Lynch said we still have an issue with the Health Insurance Trust Fund and will have to do deficit borrowing. He said hopefully we will find saving in the FY16 budget to close the gap or use stabilization fund. Selectwoman Anderson asked if these deficits are the unanticipated deficits. Mr. Lynch said he wasn't here when the budget was made. He said these are the accounts that traditionally have problems. He said we need to do better forecasting moving forward. **A motion was**

made by Selectwoman LaBrie to move to approve Article 2. The motion was seconded by Selectwoman Salter.

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

A motion was made by Selectwoman Anderson to move to approve Article 3. The motion was seconded by Selectwoman LaBrie.

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

Assignment of Article –The Chairman will move Article 2.

OLD BUSINESS: N/A

ACTING TOWN MANAGER'S REPORT:

Report of the Acting Town Manager

June 23, 2015

1. General-

Over the past two weeks I have been familiarizing myself with the Town staff, organization structure, ongoing projects and issues facing the community. Obviously, this will be an ongoing process over the next several weeks and I am endeavoring to resolve immediate issues keeping the Town moving forward with its short and long term initiatives while simultaneously giving some thought to more strategic advice that I can provide relative to processes and policies, organizational structure, the development of a financial roadmap, and ideas for long term community development. It is my hope that these ideas can be provided to the Board of Selectmen in a consolidated report in the late summer/early fall.

2. Financial Updates-

- a. FY15 General Government Budget** – The resolution of FY15 budget issues has been my primary focus for the past several days beginning with an answer to the SPED transportation bill that was laid before me on the first day, followed by closing various budgetary deficits in unemployment, veterans' benefits, and snow and ice costs. I am happy to report great progress in these areas with the article for the June 30th Special Town Meeting that will transfer monies into these accounts via identified savings in the health insurance premium account. The remaining issue(s) from FY15 will be the remaining snow and ice deficit and the deficit in the health insurance trust fund. Some or all of this amount will be funded through additional deficit borrowing allowed through the special legislation. However, we are working to minimize this amount.
- b. FY16 General Government Budget-** The secondary financial issue that has required our attention is dealing with an anticipated deficit in FY16 which is primarily attributable to a miscalculation of the allowable Proposition 2 ½ levy limit. This problem currently stands at about \$63K plus any amount of snow and ice deficit that we wish to raise in FY16 (not funded through deficit borrowing). We are currently combing through the FY16 budget to find possible budget reductions and/or available revenues. Until that process is complete we are carefully reviewing all implementation of the approved FY16 budget.

- c. **FY16 Cash Flow-** Another immediate issue facing the Town is cash flow for the first few months of the fiscal year prior to the first quarter tax receipts and local aid payment. At this point we expect a short term Revenue Anticipation borrowing which we will use to stabilize our cash flow and hopefully eliminate this problem moving forward.

Action Requested: None Requested.

3. Personnel Updates-

- a. **Town Manager Finance Assistant –** Ms. Sheryl Wright, Town Manager Finance Assistant - I appointed Ms. Wright to the position of Town Manager Finance Assistant effective June 8, 2015. The action will be funded from the line items in the existing budget for the Town Manager. She will be helping Ms. Allard throughout the process and it has already paid dividends.
- b. **Town Manager Search-** It is imperative that we move as soon as possible to begin the search for a new permanent Town Manager with a hope that we can have an individual in place by September/October. Such a timetable is aggressive however, I do believe it is important to have someone in place to take over following any Fall Town Meeting and before FY17 budget preparations begin in earnest.

I am interested in assisting with the recruitment of a new Town Manager and am prepared to provide the Board of Selectmen with a proposal for said services. I would recommend that any recruitment firm engaged for this purpose work with a screening committee separate from the Board of Selectmen. The Committee would narrow the field of candidates to 3-5 finalists from which the Selectmen would then make the final appointment.

Action Recommended: The Board through its Chairman, or a Sub-Committee should work with the Executive Assistant to seek proposals from recruiting firms for this service for final review by the Board of Selectmen for award and contract. I would also ask that the Selectmen vote to designate the Acting Town Manager as a Special Municipal Employee under MGL, Chapter 268A in order to allow a proposal from me to be considered.

A motion was made by Selectwoman Anderson to solicit letters of interest from citizens for the Town Manager Search Committee to consist of seven members and have them sent to the Board of Selectmen. The motion was seconded by Selectwoman LaBrie.

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

Chairman Barbaro said this will start tomorrow and be in the newspaper, on the website and also on the television site. He said the seven citizens on the Town Manager Search Committee will then present to the Board of Selectmen. He said the Acting Town Manager can reach out to people and can calm them about the situation.

Chairman Barbaro said the Acting Town Manager recruiting firm should be able to bid to assist the Board of Selectmen with the recruitment of the new Town Manager. **A motion was made by Selectwoman Anderson to solicit bids from firms for the recruitment of the new Town Manager. The motion was seconded by Selectwoman LaBrie.**

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

Selectwoman LaBrie asked about the proposal from the Acting Town Manager. Chairman Barbaro said Mr. Lynch will bring in the document for a special employee at the meeting prior to the Special Town Meeting. Ms. Daigle would be seeking other proposals for this service.

3. Project Updates-

- a. Police Station Project-** Previously reported we are approximately \$80,000 short of being able to award the contract. The third round of bids is in process and due out in the near future. It is necessary to phase some of the work in order to get the department moved into the new space and then work in the subsequent phases thereafter with any combination of Monty Tech services, Prisoner labor and staff and citizen contributions.

- b. Town Solar Farm -** I will be following up with more information on the status of this project for a report at a subsequent meeting. He is meeting with the solar developers later this week.

- c. Municipal Aggregation -** As you know, I am currently a Principal in a consulting firm which provides services to various municipal, non-profit, and municipal entities. One such entity that I began working with several months ago is Colonial Power Group (CPG), which works with municipal clients in setting up community aggregation programs. CPG is under contract with the Town of Winchendon for its aggregation effort. As such I cannot participate in this effort and hereby notify the Board of my recusal in this matter and hereby delegate Linda Daigle, Executive Assistant, to execute any and all documents associated with this program.

Brandywine Farms, Inc. - The Tax Increment Financing agreement for this project was reviewed by the State today and was approved. They have hired an architect and developer that we are working with to help move the project along. It is a great opportunity for the town and we will be as supportive as we can but there is a process.

4. Miscellaneous Updates-

- a.** Janet Godin's complaint at the BoS meeting of June 8, 2015 regarding her driveway at 55 Highland Street was reviewed by Town personnel and I concur with the opinion presented and communicated the same to the resident..

- b.** Turning Technologies – Electronic Voting Devices – The Robinson-Broadhurst Foundation approved a grant to purchase electronic voting devices for Town Meetings and interesting using at this past Town Meeting on June 30, 2015. It was supervised by the company of the devices, Turning Technologies. Devices are numbered and assigned to register voters as they check in. Town Meetings will be more efficient and hopefully it will encourage more citizens to attend

MINUTES:

A motion was made by Selectwoman Anderson to approve the Board of Selectmen/School Committee/ Finance Committee and Dept. of Revenue Joint Meeting Minutes of Thursday, May 14, 2015; Salter seconded.

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

May 26, 2015 Minutes - Ms. Anderson said she wanted to clarify under Selectmen's Comments in the Minutes in regards to the Memorial Day services participation that she had emailed first to see if she had any other commitments in town before accepting in Athol for their services.

A motion was made by Selectwoman LaBrie to approve the amended minutes of May 26, 2015. The motion was seconded by Selectwoman Salter.

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

Minutes of Monday, June 8th, 2015 were not ready for review and approval.

A motion was made by Selectwoman LaBrie to approve the minutes of June 11, 2015. The motion was seconded by Selectwoman Anderson.

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

A motion was made by Selectwoman Anderson to approve the minutes of June 16, 2015. The motion was seconded by Selectwoman Salter.

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

AGENDA ITEMS: Chairman Barbaro said the next Board of Selectmen meeting is on next Tuesday at 6:15 p.m. prior to the Special Town Meeting at Murdock. He said our regular Board of Selectmen meetings are August 10th and August 24th at 6:30p.m. at Town Hall. Acting Town Manager Lynch said we should meet on the 20th or the 27th because we would have the proposals. Chairman Barbaro said we will tentatively look at the 20th of August.

ADJOURNMENT

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

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

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Debra Dennis
Recording Secretary