

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
JOINT MEETING WITH SCHOOL COMMITTEE AND FINANCE COMMITTEE
MONDAY, SEPTEMBER 28, 2015
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Selectmen Present:

Michael Barbaro, Chairman	Bernard Lynch, Acting Town Manager
Barbara Anderson, Vice-Chair(6:50 p.m.)	Linda Daigle, Executive Assistant
Audrey LaBrie	Donna Allard, Town Accountant
Amy Salter	Debra Dennis, Recording Secretary
Austin Cyganiewicz	

Present Finance Committee Members:

Chairman Thomas Kane	Cyndi Leroy
Robert Guenther, Vice-Chair	Ulysse Maillet
James Robichaud	Maureen Ward

Present School Committee Members:

Chairman Dawn Harris	Steven Haddad, Supt. of Schools
Danielle Hart	Mark Chapulis, School Business Office
Janet Corbosiero	David Lockwood, School Business Office
Greg Vine	Barrie Martin, Recording Secretary

List of Documents Presented at Meeting:

- Entertainment Permit Application “First Fridays” – Parks and Recreation Committee (filed)
- Board of Selectmen Current Policies and Procedures (filed)
- Town/School Financial Reports dated 8.31.15 (filed)
- Acting Town Manager’s Preliminary Town Meeting Articles dated 9/28/15 (attached)
- Acting Town Manager’s Report (attached)
- Minutes for approval: None.

Chairman Barbaro called the Selectmen’s meeting to order at 6:30 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 announced they would be recording the meeting this evening.

SELECTMEN’S COMMENTS:

Selectman Cyganiewicz thanked the Winchendon Enhancement Committee for the Fall Festival that was held on Saturday. It was an excellent day, really beautiful with a lot of fun activities. He mentioned

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Selectwoman Anderson and himself participated in the Amazing Race. They didn't win but they were able to see the property and it was a great day.

Chairman Barbaro also thanked all those who pulled the event off. He heard it was a good time for all and wanted to thank all those involved.

PUBLIC COMMENTS AND ANNOUNCEMENTS: None

APPOINTMENTS/RESIGNATIONS: N/A

PERMIT/LICENSE APPLICATIONS:

Entertainment Permit – Parks and Recreation Committee – “Frist Fridays” Oct., 2, Nov. 6 and Dec. 4, 2015 – Mr. Brian Dickens came forward on this application. They are seeking same goal, provide a space to community, to hold stories and accomplishments and soap box who are involved in civic projects. He said we are looking for artists and readers. He said we recently started a face book page. He said the fall festival was especially a good time for Parks and Recreation painting pumpkins with children. Selectman Cyganiewicz asked about poetry and music. Mr. Dickens said it's not another concert series but looking to have one musical guest each evening. He explained the night with set up by 6:00 p.m., event running 7 to 8:30 and closed up by 9:30. Selectwoman LaBrie asked about whom to contact if someone wanted to participate. Mr. Dickens said they could reach out through the Winchendon Parks and Recreation Facebook page, that they will have an email address or they can contact the Town Manager's office. **A motion to move for the applicant was made by Selectman Cyganiewicz. The motion was seconded by Selectwoman Salter.**

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

A motion was made by Selectman Cyganiewicz if it pleased the Select Board to move the next item to after the joint meeting so Selectwoman Anderson could participate. The motion was seconded by Selectwoman Salter.

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

A motion was made by Selectman Cyganiewicz to take a recess. The motion was seconded by Selectwoman LaBrie.

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

RECESS: The Board recessed at 6:38 p.m. for the Joint Meeting scheduled for 7:00 p.m.

The Board of Selectmen called the Joint Meeting to order at 7:00 p.m.

JOINT MEETING WITH SCHOOL COMMITTEE / FINANCE COMMITTEE

Acting Town Manager/Town Accountant FY16 Financial Reports -

Mr. Lynch passed out the Preliminary Town Meeting Articles and explained. Mr. Lynch said the Financials speak for themselves. We will address any questions. He said FY16 budget needs some adjustments. He said we have a gap in School Transportation that needs adjustments. We have some issues in FY16 where some line items were not properly funded. He said it is mostly increases and some decreases. They went through the numbers with the Department of Revenue and they have the final say.

He said we didn't get the grant for the Planning Department and we won't have staff unless we increase their budget by \$46,000. He said the Planning department should be funded by the general fund and not by a grant.

Chairman Barbaro asked if there is any money left over for the Snow and Ice deficit. Mr. Lynch said it is carried on in a line item on our recap sheet.

Selectwoman Anderson asked about the number of grants we didn't get or why they were reduced. Mr. Lynch said it's hard to say, can't speak specifics on the Council on Aging's \$2,900 grant. He said in the case of the CDBG grant our grant application wasn't as competitive as other communities grant applications. He said also some demographics are working against us compared to other communities. He said he met with one group with a new application for next year and meeting with another group to write those grants for us. He said demographics don't work for us for a variety of reasons.

Greg Vine asked where we are short was it a case of the town not appropriating enough money. He said in reference to payroll service, what was the reason. Mr. Lynch said that one wasn't funded at all. There was no money set aside in the budget. He said in the case of transportation, the bid came in last minute and it was more than was budgeted. Mr. Lynch said in the case of the Montachusett Regional Planning Commission, it was missed.

FY16 School Bus Contracts-Mark Chapilus explained the contract was out to bid and we got the bid and it was higher than expected. We have looked at the bus routes and have cut out two buses. He said we looked at the fuel as well and it wasn't feasible. He said we still have a gap of \$31,905. He said it was for a five year contract. Chairman Barbaro said going forward its important we have solid numbers.

FY17 Budget Process – Selectwoman LaBrie said with all new faces could we have an overview of the timeline of the budget process. She asked when we can expect things to be in place. Mr. Lynch said we are fortunate here doing town meeting in May. He said that's helpful. It will give the new manager to come on in December and start working at that. He said the bylaw/charter is 120 days before the town meeting and 45 days to submit a budget. It is worked on in January and February and submitted in early March to the Finance Committee. It is helpful for the Town Manager to work with new boards and department heads. It also gives an opportunity to see what state aid will look like. He said one of the first things to happen is he would submit a series of forms, instructions to department heads with basic guidelines and information he/she is requiring. He's hopeful to work on a forecast if time allows, sort of a guide project. In January and February you pull information in and then finalize and make any changes. The budget goes to the Board of Selectmen to approve and then the Finance Committee. Tom Kane said there have been some issues in the past. We had the School department give us a budget and then the Town Manager gave us a budget that made the School Department budget out of whack. Mr. Lynch said he advices good communication and using a formula as to how revenue is distributed plus any additional Chapter 70 money.

Selectwoman LaBrie asked the School what the projected timeframe was to have their budget submitted. Supt. Steven Haddad said they start in December sending out forms to administrators. They meet once a week in January and February and have pretty much what their budget will look like and then submit it to the Board of Selectmen. Mr. Lynch said the Superintendent and the Town Manager work together.

What is the timeline for capital request Chairman Barbaro asked. Mr. Lynch said looking to set up a meeting. He said the Charter says the Town Manger puts together the Capital Planning budget but there is some conflicting language. Greg Vine said the Town Manager puts together the budget and then the Capital Planning Committee looks at it. Mr. Lynch said it should be clarified that the Town Manager and the Capital Planning Committee work together.

Chairman Barbaro said the Town Manager puts together a list and the Capital Planning Committee recommends what we should buy. Mr. Lynch recommended not shying away from borrowing. He said every community needs to put money into facilities and equipment. Chairman Barbaro talked about the PILOT funds being applied to the capital projects. Mr. Lynch said it's a good idea the town puts a certain amount of money aside for facilities and equipment whether through this or other revenue.

Student Safety – Sidewalks/Traffic Study – Selectwoman Anderson said residents are concerned about having intermittent sidewalks with kids walking to school in the Mill Street area. She said we want them to be safe. She asked if a traffic study had been done and what could be done about getting some sidewalks. Greg Vine said he is not aware of the School Committee asking for sidewalks. He said the master plan is looking into it. He said he spoke to Mr. Deline before he left to use some funding to improve sidewalks on Central Street. He said he doesn't know if because of the results of the budget crunch, nothing was done. Mr. Lynch doesn't know for certain either. Mr. Lynch said it's a good use of the capital budget. He said the Police Department has a sign board, speed radar, to see how fast they are going; maybe we can put something like that. He said Slow Children signs are not recommended any more but a sign board would be good. We should get one, borrow one, or rent one on short term basis. Mr. Haddad said this has been brought up in School Committee meetings and he has asked Mr. Murphy to look into this. Greg Vine added that past Morris Avenue they are horrible.

Selectwoman Anderson said October 7th is International Walk to School Day and that there were grants available if the school participates. Anything we can do to reach out and get extra funding. Dawn Harris said they did request Mr. Murphy to contact the traffic department and they are waiting. Mr. Lynch said we don't have a full traffic department but there is probably someone in charge. He said he will check with police and DPW and thinks the Planning Department should be involved too.

Mr. Lynch commented on sidewalks, concrete vs. blacktop. His recommendation is concrete but it's very expensive and difficult to maintain. He said you can get a lot more bang for the buck out of bituminous, it's easy to patch if you need to. Chairman Barbaro said the Police Department sits there in the morning when school opens and there has been a cruiser at Toy Town as well.

Harper's Payroll Service – Mr. Kane said 1st year using Harpers payroll, he questioned if the school was now fully using the payroll service. Mark Chapulis replied yes. He said last year, they were posting to Munis. This year we are taking Harpers data and posting into Munis with each payroll.

Mr. Kane asked about the newspaper notice of Harpers and any impact or risk to the town. Mr. Lynch replied, no, it doesn't impact the delivery of services to us. We have a contingency plan if anything happens. He said our attention is focused on getting Munis up and running. He said in 3 or 4 months from now we can look at payroll and decide how to move forward. Danielle Hart asked as the review is

done, and if a consideration is being made about changing vendors, that the school be involved in that conversation. Mr. Lynch said the school was involved in it before and certainly should be involved.

Health Insurance Audit

Finance Committee Chairman Kane said last fall the Finance Committee engage in some work reviewing the financial situation last year. He said the report from the DOR on financial analysis they did covered what we wanted to do as an independent town committee. We met with Cook and Company a couple of times but the DOR recommended we hold off on it. Mr. Lynch said Cook and Company is working with us looking at new Health Insurance plans. We are looking at new plans for next year. He said we are looking at a serious increase in Health Insurance premiums next year. The Board of Selectmen passed the Health Insurance Reform Act to expedite the process hoping to see savings as a result of Cook and Co. He said they are a good firm, we have engaged them to do an enrollment audit. He said he will have a report by the end of October. We have also engaged them to do a reinsurance audit. He said he will have a status update on that next week.

Ulysse Maillet said he has reached out to Roselli and Clark to meet and get a scope of what the audit is and see if we feel something might be dug into deeper. Danielle Hart said the Audit Committee was supposed to look into it. Mr. Lynch said meeting with Mr. Roselli will be helpful but wasn't sure what type of audit they were looking for. He explained basically you were self-insured, it is being looked at if we got the reimbursements back other than that not sure what you are looking to find addressing Mr. Robichaud. Jim Robichaud said there are a lot of questions that need to be asked. Mr. Lynch said the Town of Winchendon should never have been self insured. It's a roulette wheel. He said you had years you didn't increase premiums and watched the trust fund decrease. We had a year of 13 claims come in and you had nothing in the account. The trust fund should have been more robust. He said Winchendon was not alone, other communities had problems. Cook and Co. is looking into the stop loss. Tom Kane talked about wasting a lot of money for a complete forensic audit and so they focused on what the DOR said. Mr. Lynch said we are doing what the DOR recommended. Chairman Barbaro said the School Committee allowed the Finance Committee to handle the audit. Robert Guenther asked what are you suggesting. Chairman Barbaro said you were put in charge of it that is why the School Committee withdrew. Danielle Hart said the School Committee and the people in town wanted something to happen. She said we need to inform the citizens of what the results of the Cook and Co audit is.

Chairman Barbaro announced the Open Meeting Law / Public Records Law Seminar which will be held on September 30, 2015 at 7:00 p.m.

ADJOURNMENT OF JOINT MEETING - BRIEF RECESS

A motion was made by Dawn Harris to adjourn the School Committee meeting. The motion was seconded by Danielle Hart. The School Committee meeting adjourned at 8:06 p.m.

HARRIS(Y) HART(Y) VINE(Y) CORBOSIERO(Y)

A motion was made by Ulysse Maillet to adjourn the Finance Committee meeting. The motion was seconded by Robert Guenther. The Finance Committee meeting adjourned at 8:07 p.m.

**KANE(Y) GUENTHER(Y) MAILLET(Y) LEROY(Y)
ROBICHAUD(Y) WARD(Y)**

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A motion was made by Selectwoman LaBrie to call for a five minute recess. The motion was seconded by Selectman Cyganiewicz.

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

They reconvened at 8:15 p.m.

NEW BUSINESS:

Board of Selectmen Policies and Procedures Annual Review Process

Chairman Barbaro said it's traditional to have a subcommittee review and bring back any changes to be tweaked to the full board. Chairman Barbaro said he likes to stick to that. Selectwoman Anderson and Selectman Cyganiewicz volunteered to be on the subcommittee. **A motion was made by Selectwoman LaBrie to have Selectwoman Anderson and Selectman Cyganiewicz to be on the subcommittee. The motion was seconded by Selectwoman Salter.**

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

Selectwoman LaBrie said any suggestions or input can be forwarded to Ms. Daigle and she will distribute to the sub-committee. The sub-committee meeting should be posted and open to the public. They will address in two weeks at the next Selectmen's meeting and wrap up by the end of October.

OLD BUSINESS: N/A

ACTING TOWN MANAGER'S REPORT:

1. Financial Updates-

- a. FY15 General Government Budget** – Mr. Lynch reported the outside auditors began work over the past two weeks. Sheryl Wright has been working on the listing of fixed assets as part of this project and we are awaiting the OPEB analysis. OPEB is retiree health insurance, one of those costs like pensions, communities done pay as you go, never really properly funded liability out there. The state requires every city /town schedule paying off liability in pensions. He said we do an analysis each year which shows up on our financial statements and for in the future to set money aside. He said these are cost we are accruing now which will have to be paid off in the future. He said it's not a huge number. Mr. Lynch said as part of the audit there have been some reconciliation issues that have arisen that we hope to rectify within the next couple of weeks. He said we are still on target for the audit to be finished by late October/early November to have done by Town Meeting.
- b. FY16 General Government Budget-** This was addressed in the joint meeting. Looking to address balancing the budget with warrant articles at a Nov. 9 Special Town Meeting with issues relating to finances. The town has the sex offender registry bylaw and those bylaws have been struck down by the Supreme Judicial Court. He said we have to clear it off our bylaws.

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2. Health Insurance- Mr. Lynch said the Insurance Advisory Committee met to receive a proposal for modifications to our health insurance program. The collective bargaining units have now been asked to form the Public Employees Committee in order that negotiations can occur. Primarily, the response to the proposal has been positive with questions that are being researched. Some people don't like change. He said we may be going to the GIC and move away from BCBS. He said it's not set in stone yet, looking for savings, largely to pay for the debt deficit borrowing. He said he's looking to have wrapped up by Oct. 31st.

3. Personnel Updates- Mr. Lynch said there are no personnel matters to report at this time. However, I did research my earlier report regarding staffing changes within the Police Department and found that I had inadvertently not reported the promotion of Kevin Wolski to Acting Lieutenant. He apologized for this oversight.

4. Project Updates-

a. Police Station: Mr. Lynch said on September 22nd we opened bids for the Police Station project. The low bid came in at \$1,428,000 which is in line with the cost estimate that we were working with. He said it's a bit over the projected (\$30,000) but within the allowable estimate of construction plus contingency. We are now reviewing all of the budget figures and the bid and hope to have a final recommendation on whether to move forward on that.

b. Solar Farm: Mr. Lynch said Sun Edison has been meeting with the Planning Department and all indications are that the State's net metering cap will be lifted/modified later this year thereby paving the way for the project to proceed with a target construction date in early April of 2016. Coinciding a deal with Constellation Energy for energy supply will expire at the planned time of the solar at the landfill. It's a penny cheaper than Constellation. The savings could be only around \$35,000 to \$40,000 but will give us certainty. Chairman Barbaro said the original contract was for 20 years with a ten years option, green savings, SRECs, tax benefits. It was a very interesting deal. He asked what the length of this new contract is. Mr. Lynch said it is for 20 years. He said after 20 years they would have ownership but it could be negotiated to keep them there. He said right now after 20 years they are to remove them. Mr. Lynch said he reviewed the agreement with town counsel. He said a deal is a deal at this point, they are in compliance.

c. MUNIS Update: Mr. Lynch reported Tyler Technologies will be on site within the next 7-10 days to begin analyzing our system settings for the upgrade of our MUNIS system.

5. Miscellaneous Updates

a. Substance Abuse Issue: Mr. Lynch said in follow-up to their last meeting he was working with the Police Chief on a strategy regarding the issue of substance abuse within the Town. At this point the discussions are focused upon a community forum and possible task force. He said he's sure you are aware this type of issue cuts across many departments and levels of government as well as non-governmental organizations and

citizens. At a minimum it will include participation by our Police, Fire, Health and School Departments, the District Attorney, state health and community service agencies, and our local hospitals and health centers. I hope to have a more detailed set of announcements regarding this matter at our next meeting. Selectwoman Anderson asked about the North Quabbin Opium Task Force. She thinks there are a lot of resources there. She asked about starting one. She said on October 8th there is Narcan training at Athol Hospital. Mr. Lynch said he doesn't know and he will have the Police Chief reach out and talk to Gardner and Heywood Hospital.

- b. Brandywine:** Mr. Lynch stated the proposed Brandywine project for White's mill seems to have taken an interesting turn as we have seen on social media and subsequently received correspondence that ownership/operation has shifted to a newly established non-profit. It is unclear how this affects the project as it has been sketchily explained to the Town. As you know from the last Board of Selectmen's report and correspondence, we have been trying to address a series of issues with the Brandywine principals. Chairman Barbaro had concerns about site work or any construction that might be going on. There are a lot of questions.
- c. DPW Projects:** Mr. Lynch said he has attached a report from the DPW Director on activities of the Public Works Department from August. As you can see the employees have been quite busy with ongoing maintenance efforts, scheduled projects, and emergencies. He said for a small department, they keep pretty busy.
- d. Intersection Improvements:** Mr. Lynch said at the next meeting we hope to present to the Select Board proposed changes to two troublesome intersections, Ash/Water/Spring and Front/River/School. He said he went out to some of the intersections with the Police Chief and looking to put forth some changes. He said especially with the bridge.
- e. High Street Bridge:** Mr. Lynch said they think it's problematic and a need to expedite as soon as possible. In moving forward they need to do specifics on engineering services and working with MRPC to get on TIP. He said we need to get the money that the State Senator and State Representative are seeking in as soon as possible; the bridge should be repaired sooner than later. He's authorized the DPW Director to seek proposals for engineering services to prepare specifications for the repair of the High Street Bridge so that that project can move forward sooner rather than later pending available funds.
- f. BOS/TM Office Staffing:** Mr. Lynch said needless to say the last several months have been difficult for the Executive Office. As a result of various staff changes and pressing issues there is a backlog of work which should be completed. At the next meeting he anticipates requesting an authorization of funds to hire some temporary part time staffing to assist with catching up on the workload backlog. It should only require \$2,000-3,000 from the contingency fund.

Selectwoman Anderson came to the meeting late today but also wanted to mention the nice job done on the Fall Festival Saturday stating how much fun it was.

TOWN MANAGER SEARCH UPDATE: Mr. Lynch said there have been 37 applicants, those not qualified leaves us with 25 resumes being reviewed. There are three tiers some are very qualified, some qualified and some would be fine. He said if all goes well we will interview next week and we will give the Select board the 3 to 5 candidates that could come on to be the Town Manager. Selectwoman Anderson said she read a number of communities are looking for Town Managers. She asked if they are having problems with their search because they are not using a service. Mr. Lynch said several communities have had problems and he doesn't think they use a service. He thinks it's helpful. He commented they can explain and connect a community with appropriate candidates. It's very difficult in the market right now to get managers. He said in a couple communities he is surprised some candidates didn't get picked and he's not sure why communities haven't gone with them. He thinks some of the candidates for the Winchendon's position, in his opinion are better than candidates chosen in other communities that are larger and have more resources available.

MINUTES: The minutes of Tuesday, September 15, 2015 regular meeting are unavailable until the next meeting.

COMMUNICATIONS: None

AGENDA ITEMS: The next meetings of the Board of Selectmen are Tuesday, October 13, 2015 and Monday, October 26, 2015. Chairman Barbaro asked the Board members to place any items for the agenda the Wednesday before the meeting.

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 adjourned at 8:44 p.m.

EXECUTIVE SESSION: None this evening.

Respectfully submitted;

Debra Dennis, Board of Selectmen Recording Secretary