

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MINUTES  
TUESDAY, OCTOBER 13, 2015  
Town Hall, 2<sup>nd</sup> 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

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List of Documents Presented at Meeting:

- Council on Aging Appointment Letter of Interest – Gail Casavant (filed)
- Board of Selectmen Policies and Procedures (filed)
- Municipal Aggregation Update - Memo from Executive Assistant dated 10/8/15 (attached)
- Report of the Acting Town Manager (attached)
  - New Police Station Project Cost Worksheet from Jucunski and Humes Architects dated 9.22.15 (attached)
- Minutes Approved:
  - Tuesday, September 15, 2015 Regular Meeting
  - Monday, September 28, 2015 Regular Meeting and Joint Meeting with FC and SC

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Chairman Barbaro called the 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 - When asked by the Chairman if anyone would be audio or video recording the meeting this evening, there was no response.

**SELECTMEN'S COMMENTS:**

Selectwoman LaBrie said for all to enjoy the fall days, snow is expected on Sunday.

Selectwoman Anderson wanted to make sure to reiterate that there are openings on Cultural Council. She said they meet a couple times a year and do a lot of good. Selectman Cyganiewicz, a former member, said they do a lot more; they receive funds from the state and get around \$6,000 in grants to be used for educational activities. He said it's a wonderful council to be a member of and you should definitely join it. Selectwoman LaBrie added if anyone attended the presentations by John Root who discussed edible perennials and organic gardening, these are the types of programs funded by grants from the Winchendon Cultural Council and the Mass Cultural Council.

Trick or Treat – Set Day and Time – **A motion was made by Selectwoman LaBrie to have Trick or Treat be on Saturday, October 31st from 5:30 p.m. to 7:30 p.m. The motion was seconded by Selectwoman Salter.**

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

**PUBLIC COMMENTS AND ANNOUNCEMENTS:**

Mr. Roger Doucet, who resides at 53 Otter River Road in Winchendon, came forward. He said he has two questions one about the Town Manager and one about the budget. He questioned why the towns are having trouble hiring and keeping town managers. He had some information on past town managers that might be seeking appointment here and would be happy to share that information with them. He was concerned with the DOR's report of overspending and recommended reviewing the Town Manager's salary and maybe seeking a Business Manager as a Town Manager or combining a Police Chief and Town Manager like in the 50's and 60's.

**APPOINTMENTS/RESIGNATIONS:**

Council on Aging Appointment – Gail Casavant- Ms. Casavant stepped forward. Chairman Barbaro said she has been in town a long time; she is active in school events and other activities. **A motion was made by Selectwoman Anderson to appoint Gail Casavant to the Council on Aging. The motion was seconded by Selectman Cyganiewicz.**

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

**PERMIT/LICENSE APPLICATIONS:** None this evening.

**BOARDS/COMMITTEES/DEPARTMENT HEADS:** N/A

**NEW BUSINESS:**

Board of Selectmen Annual Policy Review – Selectwoman Anderson said she and Selectman Cyganiewicz met this afternoon and they have established meeting two more days next week, Monday and Thursday, to review the policies and procedures. They have received input from Selectwoman LaBrie; also, they will be attending the Charter Review Committee meeting which will be held next week to make sure our policies align with the charter. She hopes to have something for the Board at the end of the month. She said to please send suggestions to Linda Daigle.

Mr. Lynch asked to move in the agenda to his Town Manager's Report as it relates to the Special Town Meeting. Selectwoman LaBrie moved to go to the Town Managers Report. The motion was seconded by Selectwoman Anderson.

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

**ACTING TOWN MANAGER'S REPORT:**

Fall Special Town Meeting Scheduling:

Mr. Lynch said he was going to request to set the Special Town Meeting for Monday, November 9, 2015 at 7:00 p.m. at MMHS. He said he wanted to talk about what is going on concerning the finances. He said FY16 is moving along with some budget changes for town meeting. He has a draft warrant with about 20 articles in which 19 are finance related. Mr. Lynch said a large amount of these articles are for rescission of bond authorizations going back to 1997 that are just sitting on the books and a number of articles that pertain to changes to the budget that include reductions in cost that have been

discussed at the tri-board meeting. He has been over the numbers with the Department of Revenue and Sheryl has been working with Debra Wagner from the Department of Revenue.

He said the FY15 audit is underway with it taking a little longer than anticipated. He said he has identified in previous reports to the Select Board some of the reconciliation issues. He said some of these are areas of the general ledger with payroll and are specifically related to how withholdings have been booked and how some of the expenses have been booked. He said he's not sure of the extent of the issues but he had hoped for a clean easy audit. He said some issues have been encountered and he has brought in Eric Kinscherf who he has worked with before to address some of these issues. He said as of October of last year something transpired in the way entries were made between October and June 30th. He said he is not able to say exactly the extent of the issue. He said it's manageable and hopes to work through it without any serious consequences and he would like to hold off on the Special Town Meeting until November 23rd. He said the next meeting of the Board of Selectmen is October 26th and we will have the opportunity to set the date then. He said we open the warrant and have seven days to take in additional warrant articles, we then send it to town counsel for review. He said the Board of Selectmen can vote and post the warrant on November 9th which would give two weeks before the Town's meeting on November 23, 2015. He said what it possibly means it that we may have a small deficit in one of our accounts and we will need to close the deficit either by a transfer from stabilization or rolling it in with the deficit borrowing with the Department of Revenue. He said he will have a better idea on this after Eric Kinsharf works with Sheryl and Tony from Roselli and Clark. He said Mr. Kinsharf will finalize it on Friday.

He discussed the Audit Committee and said he would like to work with Selectwoman Salter to come up with a date for the Audit Committee to meet, either on Tuesday or Wednesday. Selectwoman Salter said there is no urgency but the auditors were just going to talk about the process, not the details.

Mr. Lynch said there appears to be some other issues that need to be cleaned up, how withholdings came through in payroll expenses. It comes down to the health insurance account but more will be clear when this is wrapped up. Chairman Barbaro asked if the issue we have is primarily money supposedly within the health insurance debt. Mr. Lynch began to explain but Selectwoman LaBrie stated she thought this should wait until after the work this week and so they could get the full picture. Mr. Lynch said he would like to answer the Chairman with what he could. He said this is nothing like what the town went through to get into the position it found itself in previously. He said this happened between June and October, it was the way entries were made into the general ledger and then entries for adjustments where money was coming from. He said it's a small number which is under \$100,000 right now that needs to be addressed.

Mr. Lynch said we are better now than where we were, but he said it is discouraging that we thought the books were perfect. He said this is the only issue. He said they are developing a strategy to advise the Select Board to move forward with. Selectwoman Anderson asked if the Select Board would be aware of the reconciliations. Mr. Lynch said yes, everything will be made available to the Audit Committee and then a sub-committee meeting with the Board.

**1. Financial Updates-**

**a. FY15 General Government Budget –** The Audit is ongoing.

**b. FY16 General Government Budget-** He said there is no additional information to report. He said budgetary changes will be required at the Special Town Meeting.

**2. Health Insurance-** Mr. Lynch said the Public Employees Committee has been formed and negotiations have begun. He said we are on target for completion by the end of the month but he said he would like to extend it into the first week of November if needed. He said negotiations are progressing.

**3. Personnel Updates-** Mr. Lynch said there are none at this time.

**4. Project Updates-**

- a. Police Station:** Mr. Lynch said as he indicated in his last report, he has received a general bid for the Central Street Police Station that is within the budget that has been established for the project. He said Builder Systems, Inc. submitted a bid of \$1,428,000. He said he has attached a Project Cost worksheet which details the costs and available funding for the project. He said there is likely to be some additional costs in the future for a subsequent phase for the construction of a sally port. He said the building can operate without this feature. There will be some finish work and furniture and fixture costs which will need to be incorporated into the project but these should be fundable through the contingency line. He said he expects the contingency line to increase as cost savings may be found in the OPM Fees and the site work allowance. He said in his opinion, the project at this point in time is a good one. Prolonging the process will only add to costs. Mr. Lynch said he intends to award the contract to Builder Systems, Inc. for \$1,428,000 pending a satisfactory agreement and the provision of all applicable information and documentation.

Mr. Lynch said he feels this is a good project for the town. He said the current Police Station is inadequate. He said he is seeking the Select Board's approval to award the bid to Builder's Systems, Inc for a bid of \$1,428,000. **A motion was made by Selectwoman Anderson to move for discussion. The motion was seconded by Selectwoman LaBrie.**

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Selectwoman Anderson said the concern is perfectly clear. She said we voted for it and it is definitely necessary and with that being said the town wants Police officers to have a Police Station. She said her concern is mostly that she doesn't want to give them a second rate police station. She wants to give them something they will be happy with and that will accommodate them. Mr. Lynch said perhaps the Police Chief can respond for his department and his viewpoint. Mr. Lynch said he has looked at the design and has done a walk through and he feels this is a good project and having it downtown is a good thing.

Chief Walsh said Mr. Lynch has essentially covered the opinion he has. He said he would like to see a new police station but the cost was an issue. He said the money was originally voted and would have been adequate but that was seven years ago. He said he wants the best building he can get with the money they have. He said he would like to see other phases to the project in the future. His intention and recommendation is the best building should be built but do it in phases. Selectwoman LaBrie asked if there is a possibility of more funding to address the sally port and if it would fall under the Capital

Improvements. Mr. Lynch said yes. Selectwoman LaBrie asked about the process of moving from the old police station to the new one. Chief Walsh said it's a small building to move. Chairman Barbaro said this project is well overdue; we as a community need to be in a good place. He said the sally port and other projects can be done later and he supports the project. Selectwoman Salter asked if this gives us a fully functional turn key Police Station. Chief Walsh said with the exception of the sally port. Selectman Cyganiewicz asked if there is anything else besides the sally port. Chief Walsh said to get everything in place and then in the future things can be added. Mr. Lynch said it is important to have a sally port but more pressing is a generator. He said we should have a contingency for those things that may come up. He said it's all there. Selectwoman Salter asked if we are getting everything we essentially need with this cost. **A motion was made by Selectwoman LaBrie to move to close the discussion. The motion was seconded by Selectwoman Salter.**

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**A motion was made by Selectwoman LaBrie to move to approve the bid award as outlined by the Town Manager to Builder Systems Inc for \$1,428,000. The motion was seconded by Selectwoman Salter.**

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

Chief Walsh thanked the Select Board.

Selectwoman LaBrie asked what the plans were for the old building. Chief Walsh said he is not sure but there has been talk in the past to use it for offices for the School Department.

- b. MUNIS Update:** Mr. Lynch said Tyler Technologies has been reviewing our system and that work continues. He said they have made a number of recommendations for us to undertake to facilitate the conversion. Mr. Lynch said it doesn't look like we will have to do a full reinstall but will have more information as we move along.

## **5. Miscellaneous Updates**

- a. Substance Abuse Issue:** Mr. Lynch said he has asked the Police Chief to take the lead on this matter. He is following up with the Athol Police Department which is working with a regional approach. This lead was provided by Selectwoman Anderson. He said we are also following up on forwarded information from Selectman Cyganiewicz regarding federal resources that Congressman McGovern has identified for the district. Mr. Lynch said he is moving forward to assemble a Substance Abuse Task Force with the following membership: Police Department, Fire Department, School Department, Health Department, Selectman (1), School Committee (1), Heywood Hospital, Health Center, District Attorney Representative, and 2 Citizens . Mr. Lynch said Vice Chairman Anderson thought up the substance abuse task force and Mr. Lynch came up with the above membership list. He said he is not sure of the approach of the creation of this task force and asked their thoughts. Chairman Barbaro talked about a separate Health department in the School Department. He said with community issues more involved sub-committees can be formed. Chairman Barbaro thought about adding the Housing Authority, transient residents. He said their input is valuable. Selectwoman LaBrie asked who has jurisdiction over public housing. Mr.

Lynch asked about Section 8 housing and if they added that it would be 13. Selectwoman Anderson recommended the Vice President of the hospital may be a good candidate. She said it is an important issue. The Select Board decided to choose members at the next meeting and have a group meeting in November. Mr. Lynch said the task force would come forward with recommendations to the manager for administrative actions taken by the Town government and the need to identify resources/partnerships, and then come forward to the Board of Selectmen for any policies and for recourses requiring the Select Board's involvement and then go to Town Meeting. He said the reality on this issue is something more regional in nature but it's important to have the District Attorney involved. He said we can work with other area towns; this doesn't stop at the border of the Town of Winchendon. He said we can't solve it within. He said we need to work with other communities. Chairman Barbaro talked about possible funding through the state getting involved at the right time. Chief Walsh came forward. He received information last week from LUK Inc. He said there is going to be an opiate prevention collaborative. He said they will be having a meeting and he will attend and invite the Selectmen. He said the Police now carry narcan. He said the Fire Department will have it and the school nurse has it available at the school. Mr. Lynch said he is looking at partnerships with Heywood and other substance abuse centers. Mr. Lynch said he will reach out to these organizations and departments and will have a meeting at the end of October or beginning of November.

- b. Brandywine:** Mr. Lynch said the Brandywine project remains on the radar. He said we are working with them on a possible Brownfield Tax Abatement for submission to the Selectmen. He said a correspondence was sent to them to clean up and put money forth before the abatement. He said he will work on that.
- c. Intersection Improvements:** Mr. Lynch said he had hoped to present to the Select Board the proposed changes to two troublesome intersections, Ash/Water/Spring and Front/River/School, at this meeting but is now looking to the meeting on the 26<sup>th</sup>.
- d. Pedestrian Safety Committee:** He said in follow-up to the recent Tri-Board meeting he have given some thought to establishing an Ad Hoc Pedestrian Safety Committee to look at issues of sidewalks, crosswalks and pedestrian safety in general but with a particular focus on school walkers. He said he would propose to establish the committee with membership to include representatives of the following: Police Department, DPW, Planning Director, Fire Department, Planning Board, Select Board, School Committee and two citizens. Mr. Lynch moved to get this up and running.
- e. Oil Bid:** Mr. Lynch said we recently completed the annual bid for oil to heat our buildings and received a very positive price of \$1.819/gal from Murray Davenport of Winchendon. He said this is a savings of about \$1.00/gal from last year. He said with using the projections from last year's usage this could produce about \$8,000 in savings. He said he would like to recognize the work of Linda Daigle in coordinating this bid.
- f. BOS/TM Office Staffing:** Mr. Lynch said at the last meeting September 28, 2015 he said he raised the issue of adding some temporary part-time staffing for the Board of

Selectmen/Town Manager's office over the next few months to address some work backlog issues that have arisen during the transition of the past several months. He said the upcoming license renewal period will only add to the backlog of other projects. He said he is seeking to expend up to \$2,500 for temporary staffing hours. At an hourly rate of \$14.80, we'd be adding about 170 hours of staffing during the next several months. He said the funding for this will come from the Board of Selectmen Admin Expense line, with a requisite transfer of \$1,000 from the Board of Selectmen Contingency Account. Mr. Lynch said there is a need for this to catch up and because of the busy time in December with the license renewals that take place in the next couple months. He said this would also give the staff more time to work with the new Town Manager. Selectwoman Anderson asked about the depleting of this account. Linda Daigle said the recording secretary is also paid out of this but a small balance should remain. The position will be filled by the person who did it most recently.

**A motion was made by Selectwoman LaBrie to move for the transfer of \$1,000.00 from the Board of Selectmen Contingency Account to the Board of Selectmen Admin Expense line. The motion was seconded by Selectwoman Salter. BARBARO(Y) ANDERSON(Y) SALTER(Y) LABRIE(Y) CYGANIEWICZ(Y)**

Selectwoman LaBrie asked for clarification of the Special Town Meeting calendar. Mr. Lynch noted the dates: Special Town Meeting on November 23, 2015, opens the warrant at the Board's October 26, 2015 meeting and closes the warrant on November 2, 2015. He said on November 9, 2015 you will vote to finalize it and post it. He said on November 16, 2015 you will vote on the Select Board's recommendations.

#### **OLD BUSINESS:**

Municipal Aggregation Update – Mr. Lynch spoke about the price, 0.096024 per kilowatt hour. He said National Grid's basic rate is 13.6. He said this is substantially below that and allows citizens and businesses to save money. He said it's complete and ready to go. He said it's buying from Constellation Energy. It's not the solar farm. He said it will be roughly a savings of 4 cents. He said the savings will be until National Grid changes its rates in April or May and that this number is where National Grid will be at that time. He said people can opt out at that time. He said during the winter months people will see a savings. He said it is projected that on November 1st National Grid's costs will be 13.4 cents. The rate is slated to take effect on December 1st.

#### **TOWN MANAGER SEARCH UPDATE:**

Mr. Lynch said there is not much to tell. The committee met, they narrowed down the field and left the possibility to call in more candidates but they are satisfied with the candidates they have. He said with the smaller number they are now going through background checks. They will meet one more time to present the final list of candidates to the Board on October 26th. He would like to set up some dates for interviews with the Select Board. He said after that the Board will make a decision as to who the new Town Manager will be. The new Town Manager will start on December 7th. He said applicants that are chosen are finalists and the Board will get their full resume and feedback from the committee. He said everyone brought before you will be fully vetted.

#### **MINUTES:**

Tuesday, September 15, 2015 Regular Meeting – Selectwoman Anderson said on page 3 “dear” is spelled wrong, it should be “deer”. **A motion was made by Selectwoman Anderson to accept the minutes as amended. The motion was second by Selectwoman LaBrie.**  
**BARBARO(Y) ANDERSON(Y) SALTER(Y) LABRIE(Y)**  
**CYGANIEWICZ(Y)**

Monday, September 28, 2015 Regular Meeting and Joint Meeting with Finance Committee and School Committee - **A motion was made by Selectwoman Anderson to approve the minutes. The motion was seconded by Selectwoman Salter.**  
**BARBARO(Y) ANDERSON(Y) SALTER(Y) LABRIE(Y)**  
**CYGANIEWICZ(Y)**

**COMMUNICATIONS:** N/A

**AGENDA ITEMS:**

Meeting Schedule: Mon., Oct. 26, 2015 / November Meeting Schedule discussed.

**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 7:58 p.m.

Respectfully submitted,

Debra Dennis  
Recording Secretary