

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
WEDNESDAY, OCTOBER 28, 2015
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

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

Bernard Lynch, Acting Town Manager
Linda Daigle, Executive Assistant

List of Documents Presented at Meeting:

- Citations (filed):
 - Isabell Scoville, Bronze Medal of Achievement: MPACT
 - Gabriel Scoville, Royal Rangers Gold Medal of Achievement
- Cultural Council Appointment note of Interest - Marilyn Abare (filed)
- Cultural Council Appointment – Andrew Arceci (filed)
- Board of Selectmen Boards and Committees October Vacancy list (filed)
- Application - Class I License – Salvadore Auto Exchange Inc., d/b/a Salvadore Jeep (filed)
- Entertainment Permit / Special 2-One Day Liquor Licenses - Immaculate Heart of Mary Church (filed)
- Community and Economic Development Steering Committee (attached)
- Report of the Acting Town Manager (attached)
- Town Manager Candidates Resumes/Letters of Interest (filed)
 - Mr. Keith Hickey
 - Mr. Mark Rees
 - Mr. Andrew Sheehan
- Minutes Approved:
 - Tuesday, October 13, 2015 Regular Meeting

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.

NEW BUSINESS:

Fall Special Town Meeting - Set Date of Meeting - Open / Close / Post STM Warrant Dates: **Chairman Barbaro moved to call for a Special Town Meeting for Monday, November 23, 2015 at 7:00 p.m. at MMHS, to open the Special Town Meeting warrant this evening and to close the Special Town Meeting warrant on Monday, November 2nd at 7:00 p.m. The motion was seconded by Selectwoman LaBrie.**

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CYGANIEWICZ(Y)

SELECTMEN’S COMMENTS:

There were no comments made by the Board of Selectmen this evening. Chairman Barbaro asked for some time later in the agenda to speak about something he attended on Sunday.

Recognitions were passed over until later in the evening.

PUBLIC COMMENTS AND ANNOUNCEMENTS:

Roger Doucet who lives at 53 Otter River Road came forward and spoke about pictures he showed the Select Board before the meeting of a building on Russell Farm Road in Winchendon. He said he is interested in taxes and the deterioration of the building. He asked how many buildings in Winchendon are vacated and are we getting the tax money out of it. He asked who is in charge. He said he has been appointed to the Audit Committee and this is one area he will look at. Mr. Doucet asked who's responsible to keep track of the unpaid taxes. Mr. Lynch said the Town Treasurer/Tax Collector keeps track of the money coming in for taxes. He said assessment is done by the Board of Assessors. Mr. Lynch said the finances of the town dictate the tax rate. The Tax Collector sends out the tax bills. He said it is hard to get a number of vacant properties. He said someone may live somewhere else but own property in town. He said if it is vacant they aren't paying taxes. He said the town gets the money or gets the property and sells the property. Mr. Lynch talked about the Fire Department and the condemning of buildings per a fire perspective. Selectwoman Anderson said there is a coalition and Winchendon is involved with Ashburnham, Gardner and Athol. She said we should have a committee to go out and identify these properties. She said her understanding is the committee is kind of falling apart. He was thanked.

Trick or Treat, Saturday, Oct. 31st from 5:30 p.m. – 7:30 p.m. –Selectwoman LaBrie announced Trick or Treat hours and asked for folks to be on the lookout for little ghouls and goblins. She also pointed out the clocks get changed back this Saturday.

APPOINTMENTS/RESIGNATIONS:

Cultural Council Appointment - Marilyn Abare – Ms. Abare came forward and was welcomed by the Board. **A motion was made by Selectwoman Anderson to approve with appreciation. The motion was seconded by Selectman Cyganiewicz.**

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Cultural Council Appointment – Andrew Arceci – Mr. Arceci came forward and was welcomed. **A motion was made by Selectwoman Anderson to place Mr. Arceci on the Council. The motion was seconded by Selectwoman LaBrie.**

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Current Vacancies – Chairman Barbaro read through the vacancy list. He said there are lots of openings still. Selectwoman Anderson asked to reach out to the School Committee to address having student representatives. Chairman Barbaro said he reached out to Josh Romano to get a representative on this

Board. It has been a past practice to have a student. Selectman Cyganiewicz asked if this was something the Select Board as a whole should have suggested. Chairman Barbaro said it has been common practice in the past. Selectman Cyganiewicz said it would have been great to come to a policy meeting and suggest that having a student representative be part of a policy. **A motion was made by Chairman Barbaro to have a student representative come sit on the Board.** He explained the student would have active participation but no vote. They would speak about what the happenings are at the schools. Selectman Cyganiewicz said "With all due respect we have a position on the agenda, public comment, where that could be addressed." Chairman Barbaro said it's up to the Select Board to decide. Selectwoman LaBrie suggested they could bring it up at a later meeting with more information about what the student representative would be doing, have more concrete information. Selectwoman Anderson agreed. Ms. Daigle was asked to schedule this on a future agenda and to look at past practice. Chairman Barbaro withdrew his motion.

PERMIT/LICENSE APPLICATIONS:

Class I License – Salvadore Auto Exchange Inc., d/b/a Salvadore Jeep, 10 Gardner Rd. The applicant was not present but had been notified of the date change and replied they would be in attendance this evening. Selectwoman Anderson asked Police Chief Walsh if he had any concerns with traffic issues. He replied he had not and that the application has been through the Planning Board for their site plan review and approval. Planning Agent Tracy Murphy was also in attendance this evening and spoke on the application and process of both Planning Board review and Zoning Board of Appeals special permitting. Selectwoman LaBrie commented that she would like to see a plot plan included in the submission requirement next time. Selectwoman LaBrie asked about the Health Department response. Linda Daigle explained the septic system has been installed and inspected and just waiting for the as-built plans to be submitted. She said the well, however, still needs to be done. Selectwoman LaBrie asked about the upcoming Planning Board meeting. Tracy Murphy explained the only amendment to the Special Permit is to amend the issuance of the permit from Timpany Crossroads to Salvadore Auto Exchange, Inc. **A motion was made by Selectwoman LaBrie to approve the license application as presented for Salvadore Auto Exchange, Inc. The motion was seconded by Selectwoman Salter.**

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Entertainment Permit / Special 2-One Day Liquor Licenses - Immaculate Heart of Mary Church, 52 Spruce St. – Fall Festival, Nov. 14-15, 2015: Mike Connor, Rindge NH and Gail Connor, Rindge NH who represent Immaculate Heart of Mary Church were in attendance. Mr. Connor said money that is raised will offset the cost of heat, youth activities and helps provide Thanksgiving baskets for the needy. They get a list from the CAC and the Housing Authority. Mrs. Connor said they have Santa coming, baskets, Mrs. Claus and the elves, food and entertainment, booths, Grandma's Attic, pies for sale, lots of activities. She said Friday is for set up and the festival is Saturday and Sunday. **A motion was made by Selectwoman Anderson to move for the applicant. The motion was seconded by Selectwoman Salter.**

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BOARDS/COMMITTEES/DEPARTMENT HEADS: N/A

NEW BUSINESS CONTINUED:

CDBG Joint Application – Ms. Tracy Murphy, Director of Development and Glenn Eaton from MRPC stepped forward. Mr. Lynch introduced Tracy and the plan to go back into the ring to seek another CDBG for the town, working with a joint application with MRPC having a more regional perspective, our focus is on issues of Winchendon. Ms. Murphy introduced Glenn Eaton, of MRPC. She said they will be changing up the grant a little bit putting forward the most competitive grant they could. She said the office has gone through a lot of changes and there was a need to seek outside help to get it done. She said she met with Glenn Eaton. She said this is a regional application for our best interest, extra points, and future regional initiatives.

Ms. Murphy talked about establishing a Community Economic Development Steering Committee. She said the first issue is to update our Community Development strategy. She said it has been identified as being needed in the community with other activities such as the Master Plan Committee. She asked if they have any questions on the approach or process of the committee or of Mr. Eaton.

Chairman Barbaro asked about the due dates of the application. Mr. Eaton explained the next application due date is February 12, 2016. If it gets awarded, generally in July, work would start the first of October and go through 2017. Chairman Barbaro asked about towns we would join in with. Mr. Eaton said if it's regional it can be one or more towns, but gives you five points towards the process. Chairman Barbaro asked who we are partnering with. Mr. Eaton said they have talked about Petersham, Royalston, Athol and Clinton. Mr. Eaton said we in Winchendon are looking at housing rehab, and fuel assistance. He said we have good receptivity in Royalston. He said he is trying to find the right fit for our community and their community and put the best package together. Selectwoman Anderson asked who you would like involved in the committee. Ms. Murphy said diverse, special interest, members at large bringing as much diverse opinion to the Board as possible. Selectwoman Anderson asked about committees that don't report back to the Select Board and asked if the committee would do that. Ms. Murphy said absolutely. She said she feels even on a department basis she should be updating the Board on Community Development. Mr. Eaton said a report would be developed and it would go to whoever it should go to. He said everyone should know what is going on. Mr. Lynch said his observations during his time here are that the town needs to focus energy on Community Development and the tremendous amount of opportunities here. He said a committee like this is to do necessary work and brainstorm ideas and have dialogue with the Board and feed on goals and objectives of theirs and the managers.

Selectwoman Anderson said she attended the MSA fall conference. She said Governor Baker is making regionalization an objective, a priority outside of 128 and is very excited about it. **A motion was made by Selectwoman Anderson to move to establish a Community Economic Development Steering Committee and focus on the needs and get the committee started. The motion was seconded by Selectwoman LaBrie.**

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They were thanked by the Select Board for coming.

OLD BUSINESS:

Board of Selectmen Policies and Procedures – Selectman Cyganiewicz reported that Selectwoman Anderson and he had been working hard on policies. He said they met twice last week, went through all the policies and did take some suggestions from Selectwoman LaBrie. He said they have completed the review but will meet one more time to polish it up. He said they went to the Charter Review Committee

to make sure policies are consistent with the charter and bylaws.

ACTING TOWN MANAGER'S REPORT:

1. Financial Updates-

a. FY15 General Government Budget – Mr. Lynch said the audit is nearly complete and as he indicated at the last meeting the auditor did discover some transaction reconciliation issues which need to be addressed at the Special Town Meeting in order to complete the necessary reports to the state. He said the audit will be done by November 3rd and he said it is now resolved by utilizing the services of an outside firm. He said Eric Kinsherf, the independent auditor, has been helpful. He has been working through all the books to tie everything together. He said he has asked the auditor to attend the November 9th meeting along with Mr. Kinsherf to discuss these issues. Mr. Lynch said the short term issue is to make the necessary appropriations/transfers and longer term to institute new practices for reconciliation. In addition, he said we have discussed an additional oversight mechanism of procuring the services of an outside firm on a 10 hours/month basis to review the reconciliation process. He said at this point he thinks the best action is to await the presentation by the auditor to gather a full understanding of the issues and the areas in which postings had problems.

b. FY16 General Government Budget- Mr. Lynch said there is no additional information to report. Budgetary changes will be required at Special Town Meeting as were generally discussed at the tri-board meeting. These will be outlined at a presentation of the warrant articles on November 9th. Of significance, we did have anticipated a remaining deficit in the Health Insurance Trust Fund of \$500,000-\$600,000. We ended FY15 at about \$550,000 which he proposes will be borrowed via the special legislation. The transaction reconciliation issue described above resulted in an appropriation deficit of about \$128,000. He said we will need to close this deficit and he will be proposing a transfer from the Stabilization Fund.

2. Health Insurance- Mr. Lynch said negotiations are ongoing. He said we had a good meeting and have agreed to extend the negotiations. He said he wouldn't say employees are necessarily excited about going to a GIC. He said concerns are normal but he feels they will find excellent options and savings are to be realized for the town and the employees. He said this will go a long way in helping pay for the debt services without hitting other government services. He said by next week we will have an agreement moving forward to GIC. Selectwoman Anderson asked about the Cadillac tax. Mr. Lynch said the language is a tax placed on organizations that offer expensive insurance plans. He said some issues could hit some communities in the next couple of years. Selectwoman Anderson asked what the numbers are of 40% of the plan over. Mr. Lynch said he has to check the numbers. He said that's why GIC becomes helpful holding costs down.

3. Personnel Updates-

a. Mr. Lynch said several months ago he advised the Board that he was appointing Al Gallant to the position of DPW Director on an interim basis for one year in order to provide some sense of stability within that department and to assess his performance and that of the

department. He said he is very impressed in Mr. Gallant's abilities, his work ethic, and the creativity and commitment that he brings to the position. He said he now believes holding off his full appointment to the position of DPW Director only restricts the progress that can be made with Mr. Gallant fully immersed in his position. Accordingly, he is taking the step of appointing Al Gallant to the position of DPW Director. He said Mr. Gallant has saved the town money and gets the most productive use from the employees. He said he is asking the Select Board to approve. **A motion was made by Selectwoman LaBrie to approve the appointment of Al Gallant to the position of DPW Director. The motion was seconded by Selectwoman Anderson.**

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Everyone in the audience applauded.

- b. Mr. Lynch said with the promotion of Al Gallant to the DPW Director position we have a vacancy in the DPW Chief Mechanic position. Mr. Lynch said after consideration, he is appointing Patrick McCarthy to this position. He said Patrick has the requisite skills and certifications for this position and is a long time employee of the Town. Mr. Lynch said he makes sure the equipment is ready to go and he is asking the Board to approve this appointment.

A motion was made by Selectwoman LaBrie to approve the appointment of Patrick McCarthy to the position of DPW Chief Mechanic. The motion was seconded by Selectwoman Anderson.

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- c. Mr. Lynch said it has been about 60 days since the retirement of Police Chief Livingston. During this time David Walsh has been in the position of Acting Police Chief. He said he is a long time member of the Police Department. He said he has been very impressed by his performance and his knowledge and understanding of the Town and its Police Department. Additionally, he said he believes the Department will benefit with an increased sense of stability the sooner a new permanent chief is put in place. Accordingly, he said he is taking the step of appointing David Walsh as Police Chief and intends to negotiate a 3 year contract to that effect. **Selectwoman LaBrie moved to approve the appointment of David Walsh as the Winchendon Police Chief. The motion was seconded by Selectwoman Salter.**

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The Town Clerk, Judy LaJoie, was present and swore in both the Chief and DPW Director.

Mr. Lynch said he believes that the appointments of both Al Gallant as DPW Director and David Walsh as Police Chief will benefit the Town and the new Town Manager as these issues will be resolved with the appointment of highly qualified and dedicated employees thereby allowing the new Manager to have a team in place and ready to tackle the issues facing the Town.

4. Project Updates- None at this time

5. Miscellaneous Updates

a. Winchendon/Ashburnham Joint Water Authority: Mr. Lynch said he and Al Gallant attended the recent meeting of the Authority. There were no major decisions at the meeting. He said we did vote to distribute available funding for roof repairs and authorized the implementation of a computerized capital asset management and replacement system in the new contract year. There was also discussion of reviewing the manner in which billing is handled for Ashburnham users that are fed off the Winchendon line, along with some seemed issues with meter readings that have become known to us after installation of a new meter right at the Town line which was Al Gallant's recommendation. Mr. Lynch said it is important to make sure Winchendon has a seated member at the table. He said it is very important Winchendon is represented. He said Al Gallant has ideas he will share with the new Town Manager. Finally, the contract for the operation of the facility is coming up and will become an issue over the next several months and should be carefully considered by the Authority. His major takeaway and report is that Winchendon should be actively engaged in the operation, management and oversight of this utility.

b. Task Forces: Mr. Lynch said he is working to set up the Opiate Task Force and Pedestrian Safety Task Force. He said he will need a representative from the BOS for each.

Chairman Barbaro said he knows how near and dear this issue was to Selectwoman Anderson and asked the Select Board to put Selectwoman Anderson on the Opiate Task Force and so moved. The motion was seconded by Selectwoman LaBrie.

Selectwoman Anderson said she would be privileged.

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Chairman Barbaro said he did meet with Representative Jon Zlotnik this weekend and said a lot is going on around this issue. Rep. Zlotnik said if we needed anything to reach out to them.

Chairman Barbaro moved to appoint Selectwoman LaBrie to the Safety Pedestrian Task Force. The motion was seconded by Selectwoman Salter.

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Town Manager Search Committee: Mr. Lynch turned the meeting over to Chairman Dave Romanowski commenting on the outstanding job they did working together and putting together a system and worked really hard. Mr. Romanowski came forward and recognized and thanked his fellow members on the committee:

MJ Galat
Ruth DeAmicis
Jason Moury
Jessica Murdoch
Felicia Nurmsen
Burt Gould

Mr. Romanowski said he has great respect for these people for the time and diligence devoted by the group. The Committee would like to thank Mr. Lynch for his outstanding list of candidates and his guidance and oversight with the whole process making it a smooth process. He said the three final candidates brought forth to the Selectmen are:

Keith Hickey
Mark Rees
Andrew Sheehan

Mr. Romanowski passed out their resumes and letters of interest to the Selectmen.

Mr. Lynch said we were fortunate to have received 37 resumes. He said he had warned the Board that it is a tough market with neighboring communities having a tough time finding managers. He said the Town is very fortunate to have 37 applicants and he could have picked 30 to do the job. It was a tough challenge with a number out of state. There is a lot of experience, a lot going for them. He said there were a number from here in Mass. He said the number was whittled down to those being interviewed and then further whittled down, references checked and the committee had the challenge of narrowing to these three. He said these three are all outstanding. He said he checked out all references. He said he did background checks beyond that. He said how strongly the references spoke of their skill, commitment to community they work for, and you will have a pleasure and challenge narrowing down to one candidate.

He said they are prepared and it is a competitive market. He suggested the Select Board set up interviews for Tuesday and Wednesday which seems to work. He said it is November 3rd and 4th. Chairman Barbaro asked him if they should meet Monday to put questions together. We could meet Monday evening to do that if you'd like. Mr. Lynch said the one challenge you will have with that is it will be a public meeting. He said he has asked the Select Board what they wanted in a candidate already who is to have someone with finance and interpersonal skills.

Selectwoman LaBrie asked about the questions that the committee got. She asked if they could let the Select Board see them. Dave Romanowski talked about the interviews that were 75 minutes each. He said the questions could be out to them tomorrow.

Selectwoman Salter asked about guidance on what we can and what we can't ask and do the proper way. Mr. Lynch replied he could provide that. Selectwoman Anderson asked what it was that struck the committee about the final three. Dave Romanowski said they stood out the most; they fulfilled the requirements of financial, development and communication capabilities. Mr. Lynch said the challenge the committee has is to not lead you to any one candidate. Selectwoman LaBrie asked about deciding about the candidate and asked about the contract. Mr. Lynch said that can be done in Executive Session and will work with them on that. He said we can also have legal counsel here. He said one recommendation he has is anything you have in terms of a contract you should have it signed off by legal counsel. He said there are model contracts out there that are very good. Selectwoman LaBrie asked about the timing. She said she would like to have as much advance notice as possible. Mr. Lynch said he has contracts that he can show them that most are pretty common and counsel will be helpful.

Chairman Barbaro said thank you to the Committee saying they did an outstanding job. He is most pleased as to what he is looking at. He said you have helped steer the community for the future. Selectman Cyganiewicz and Selectwoman LaBrie said thank you. Janet Corbosiero asked if all the interviews were next week and when a decision would be made. Chairman Barbaro said his preference is to take some time to review.

Mr. Lynch said he will put some things together for the Select Board, along with questions not to be asked. He said maybe they could meet Tuesday at 6:30, 15 minutes before and go over some of it and divvy up questions and break it up to category and questions you want to take. He said interviews will not have public comments. Selectwoman LaBrie said she is available any time after 5:30. Chairman Barbaro said he can't get into town that early. Selectwoman Anderson asked if it was easier this time, being on the first committee to select an Acting Town Manager. Dave Romanowski said it was smoother. He said he wished the Board the best of luck.

AGENDA ITEMS: The meeting schedule below was reviewed by the Board.

November Town Manager Search Interviews

November 9, 2015 - Regular Meeting – Finalize/Post STM Warrant

November 16, 2015 – Voted Recommendations on Warrant Articles / Assignment of Articles

November 23, 2015 – Brief Meeting prior to STM (Motions)

November 23, 2015 – Special Town Meeting at 7:00 p.m.

MINUTES:

A motion was made by Selectman Cyganiewicz to approve the minutes of October 13, 2015. The motion was seconded by Selectwoman Anderson.

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Chairman Barbaro asked for some latitude to talk about an event he attended on Sunday afternoon at Cornerstone Church for both Isabell and Gabriel Scoville who received awards. He said Gabriel received the Gold Medical of Achievement which is equal to the Eagle Scouts highest award. He said there was a lot of dedication and hard work that went into that. He said it was a dignified ceremony with an honor guard with his family present. He said Isabell received the Bronze Medal of Achievement which is an honor for girls. He said it was a lot of hours and an intense program this young lady went through. Chairman Barbaro said it was outstanding and the children's parents should be proud. Rep. Zlotnik and Senator Gobi were present at the ceremony and recognized the children's achievements. He presented a citation from the town. They were invited to the meeting this evening to honor their hard work. He congratulated both of the children and their parents. He said they have done an outstanding job with these kids. Selectwoman LaBrie asked if someone could reach out to the family and see if they can come in for a photo op for the paper or come in at another meeting.

Chairman Barbaro said the Lions Club is collecting coats at the Winchendon Courier on October 31st.

ADJOURNMENT: Selectwoman Anderson moved to adjourn. The motion was seconded by Selectwoman Salter.

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The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Debra Dennis

Recording Secretary