

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
MONDAY, DECEMBER 14, 2015  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

Present:

Michael Barbaro, Chairman  
Barbara Anderson, Vice-Chair  
Amy Salter

Bernard Lynch, Acting Town Manager  
Keith Hickey, Town Manager  
Linda Daigle, Executive Assistant

Austin Cyganiewicz  
Audrey LaBrie

Debra Dennis, Recording Secretary

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List of Documents Presented at Meeting:

- Pole Petition File – Otter River Rd. (filed)
- FY 16 Community Development Block Grant Application Information (filed)
  - o Winchendon Community Development Strategy (filed)
- Central Market LLC Corporate Name Change Application (filed)
- Citations – Gabriel & Isabel Scoville (filed)
- Holiday Schedule (filed)
- Gourmet Donuts Common Victualler License Name Change Application (filed)
- 2016 Board of Selectmen License Renewals Lists and Addendum (filed)
- Acting Town Manager’s Final Report (attached)
- Board of Selectmen Proclamation – Bernie Lynch Day (attached)
- Minutes Approved:
  - o Monday, November 9 , 2015 Regular Meeting
  - o Monday, November 9 , 2015 Executive Session
  - o Tuesday, November 17, 2015 Executive Session

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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.

**POLE PETITION PUBLIC HEARING:** Selectwoman LaBrie read the notice of the public hearing and what it was concerning: National Grid No. #20546207-Otter River Road - **A motion was made by Selectwoman LaBrie to open the Public Hearing. The motion was seconded by Selectwoman Salter.**

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

Rich Gillespie a representative from National Grid came forward. There were no abutters present. He explained this is to erect a solely owned pole to use as an underground service riser for a new home at #33 Otter River Road. **A motion to close the hearing was made by Selectwoman Anderson. The motion was seconded by Selectwoman LaBrie.**

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

**A motion to approve as presented was made by Selectwoman Anderson. The motion was seconded by Selectwoman Salter.**

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

**CDBG PUBLIC HEARING - Community Development Block Grant Application.** Selectwoman LaBrie read the notice for the public hearing. **A motion was made by Selectwoman Anderson to open the hearing. The motion was seconded by Selectwoman LaBrie.**

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

Glenn Eaton, the Executive Director of MRPC, and Tracy Murphy, Director of Development, came forward. Mr. Eaton said the Town of Winchendon has indicated that it is interested in applying for a CDBG Grant. The application deadline is February 12, 2016. He said eligible CDBG projects include, but are not limited to, housing rehabilitation or development, infrastructure projects, public social services and planning. He said a community development strategy is necessary to apply for a CDBG grant and it has to be discussed in a public forum. Tracy Murphy discussed a community development strategy. Glenn Eaton said he requests that the CDBG Public Hearing be continued for the meetings of December 28th, January 11th, January 25th and February 8th. **A motion was made by Selectwoman Anderson to continue the CDBG public hearing until January 11th and have CDBG on the Board of Selectmen agenda for December 28th, January 11th, January 25th and February 8th. The motion was seconded by Selectwoman Salter.**

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

Chairman Barbaro introduced the new Town Manager, Keith Hickey. Mr. Hickey said he was happy to be here.

**LIQUOR LICENSE PUBLIC HEARING: Beer and Wine Package Store License Name Change-Central Supermarket, LLC-**Selectwoman LaBrie read the public notice. **A motion was made by Selectwoman LaBrie to open the public hearing. The motion was seconded by Selectwoman Salter.**

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

Mike Szelest came forward. He explained that this is to change a corporate name from Central Supermarket IGA Inc. to Central Supermarket LLC. **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 move for the applicant's name change. The motion was seconded by Selectwoman Salter.**

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

**SELECTMEN'S COMMENTS:**

Official Citation: Isabell Scoville and Gabriel Scoville - Isabell and Gabriel Scoville came forward along with their parents. Gabriel Scoville said he received the Gold Medal of Achievement. Isabell Scoville said she received the MPACT bronze Medal of Honor. Chairman Barbaro presented them with the citations. Selectwoman Anderson read Gabriel's citation and Selectwoman LaBrie read Isabell's citation.

Selectwoman Anderson said there was a surprise appearance for a little girl whose dad came home from Korea. She said it was nice to see the town portrayed in a positive note.

Selectwoman LaBrie said she attended the tree lighting ceremony on December 5th and it was a great turnout.

Chairman Barbaro wished everyone a Merry Christmas. He said this is the time of year we look back and reflect and he hopes everyone's family is well.

Chairman Barbaro read the Town Hall holiday closings and also the transfer station closings. He said there is a winter parking ban in effect from December 1st until April 15th.

**PUBLIC COMMENTS AND ANNOUNCEMENTS: None**

**APPOINTMENTS/RESIGNATIONS: None**

**PERMIT/LICENSE APPLICATIONS:**

Common Victualler License Name Change-Blueberry Donuts, Inc., d/b/a Gourmet Donuts – Linda Daigle explained that the applicant isn't here but this is a simple corporate name change. She said she is bringing this forward for approval. A motion was made by Selectwoman LaBrie to approve the change as presented. The motion was seconded by Selectwoman Salter.

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

**2016 BOARD OF SELECTMEN ANNUAL LICENSE RENEWALS-** Linda Daigle explained the lists of annual license renewals presented to the Board. She reviewed the items on the addendum still needing attention: 36 Spring St. needed their inspection, Little Anthony's had work to do on their exhaust hood and the Cert. of Inspection would be granted with a sixty day expiration date giving them a chance to get the necessary work done; Affordable Motor's books still need to be reviewed by the Police Dept. as they were not available when the Police Dept. made their annual visit. She said they could approve the license for Affordable Motors but it will be held until the books have been reviewed. **A motion was made by Selectwoman LaBrie to approve as presented with changes and condition noted this evening. The motion was seconded by Selectwoman Salter.**

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

Selectwoman LaBrie asked to review the process to see if we can make it flow smoother.

**NEW YEAR'S EVE CLOSING FOR SECTION 12 LIQUOR LICENSE HOLDERS: A motion was made to extend the hours for section 12 to 2 a.m. New Year's Day by Selectwoman LaBrie. The motion was seconded by Selectwoman Salter.**

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

**ACTING TOWN MANAGER'S FINAL REPORT:** Mr. Lynch went over the five year financial forecast. He said in FY17 and FY18 we are in pretty good shape but FY19, FY20 and FY21 it looks like problems popping up. He went over the projection and said he included a 2 ½% increase with new growth of \$60,000 each year. He said the indirect costs are costs borne by the general government to support the enterprises. He said the landfill will not support these costs. He said the retirement shows an 8% increase. The health insurance, with the first year, there will be a 25% savings that will go to the employees. He said you shouldn't anticipate any changes to your staffing levels. Chairman Barbaro asked with the current fiscal projections do we remain viable for the next couple of years. Mr. Lynch said you show stable but don't take on any services. Selectwoman LaBrie thanked Mr. Lynch for the document. Mr. Lynch thanked the Select Board for choosing him to come work for them. He said you have a great new Town Manager to bring you forward. He said the biggest issue we faced was finances with closing out FY15 and getting FY16 completed. He said we tried to implement the Department of Revenue's recommendations. He said the Town's strength will be a great downtown; make it your top priority.

He said all is moving forward with the design of the bridge using Chapter 90 money. He said to explore a pavement management system which tells you which street to do and when to do it. He said the process to restore trust has been made but much more can be done. He said a Facebook page is a way to let residents know of problems such as potholes without the residents having to call. Selectwoman Anderson said the Police and Fire Department have stepped up their social media and it is so helpful for people.

Mr. Lynch said regional perspective looks at the regional economy. He said there are assets working with other towns that will be helpful. He said you have a great set of employees, great department heads and staff. He said you have a great Town Manager's office staff and a great Town Manager.

Selectwoman Anderson said she has some concern with the new bike path and contaminated soil. Mr. Lynch said the soil that was there he thinks was removed. Selectwoman Anderson asked Mr. Hickey if there is some way when there is a department head meeting if they could give the Select Board updates. Mr. Lynch said if questions arise send them on to the Town Manager.

**MINUTES:**

November 9, 2015 - Regular Meeting – **Selectwoman LaBrie moved to approve; Selectwoman Salter seconded.**

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

November 9, 2015 - Executive Session – **Selectwoman Anderson moved to approve and release as presented; Selectwoman Salter seconded.**

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

November 17, 2015 - Executive Session – **Selectman Cyganiewicz moved to approve and release as presented; Selectwoman Salter seconded.**

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

**COMMUNICATIONS:** None.

**AGENDA ITEMS:**

Meeting Schedule: The next meeting is December 28, 2015.

**SELECTMEN'S CLOSING COMMENTS:** Selectwoman LaBrie read the proclamation to Bernie Lynch in appreciation of his past six months helping the Town and proclaiming Tuesday, December 15, 2015 as "Bernie Lynch Day" in the Town of Winchendon.

**A motion was made by Selectwoman LaBrie to approve the proclamation. The motion was seconded by Selectwoman Salter.**

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

Chairman Barbaro said Bernie came when we needed guidance and stability. He said you did not flinch from the challenge. He thanked him for helping get Mr. Hickey here. He said on behalf of himself "Thank You"! Selectman Cyganiewicz told him he has been a role model of his and thanked him for a great job. Selectwoman LaBrie thanked him. Selectwoman Salter said thank you and that she will miss him. She said she appreciates all he has done and that he has always been very helpful. Selectwoman Anderson said she really admires him and that he did a good job and she will miss him.

**EXECUTIVE SESSION:**

Selectwoman Anderson moved to go into Executive Session for Exemption No. 2 to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel: Subject: Town Accountant. Selectwoman LaBrie seconded.

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

Open Session adjourned for Executive Session at 8:45 p.m.

**ADJOURNMENT:**

Respectfully submitted,

Debra Dennis  
Recording Secretary