

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
MONDAY, DECEMBER 28, 2015  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

Present:

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

Keith R. Hickey, Town Manager  
Linda Daigle, Executive Assistant  
Debra Dennis, Recording Secretary

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List of Documents Presented at Meeting:

- Planning Board Alternate Member Letter of Interest from Cailte Kelley (filed)
- Shady Glen Terrace Draft Quitclaim Deed and Acceptance from Conservation Commission, Approval from Board of Selectmen (filed)
- Common Victualler License Name Change Application - Friend's Garden Chinese Restaurant (filed)
- Water/Sewer Abatement Application – 286 Front St. (filed)
- Request from TRC dated 10/27/15 to Director of Development regarding the Consolidation of four parcels of Land at the Landfill for the Construction of the Photovoltaic Solar Project and Proposed Plan (filed)
- Draft Student Selectmen Procedures and Minutes from prior meetings referencing this topic (filed)
- Report of the Town Manager (attached)
- Minutes Approved: None.

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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 thank you to the Fire Chief and crew who were restringing the Christmas lights on our town tree. She said they did a fantastic job.

Chairman Barbaro read the open letter from him to the citizens of Winchendon. He said 2015 was a difficult year. He commented about the new Board and the Interim Town Manager. He said with the hard work of all departments no cuts had to be made. He said we have become more transparent to rebuild more trust of the community ahead. With the hiring of the new Town Manager we have a more positive and fiscally sound path to go on. He thanked his fellow Selectmen for their work over the last eight months. He wished everyone a happy and healthy New Year

New Year's Holiday Schedule – Selectwoman LaBrie noted the New Year's Eve holiday schedule for Town Hall and the Transfer Station.

**PUBLIC HEARING:**

Community Development Block Grant Hearing Continuation of 12/14/15

Selectwoman LaBrie moved to reopen and continue the CDBG hearing of December 14, 2015. Selectwoman Salter seconded the motion.

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

Tracy Murphy, Director of Development came forward along with Jenelle Sroczyński, Planning and Development Finance Manager. Ms. Murphy said Glenn Eaton from MRPC is not here tonight, he will be at the next hearing and Jenelle agreed to come to help answer questions. She updated the Select Board and handed out a draft of the Community Development Strategy. She had a meeting with the Steering Committee and stated it was fantastic. She said it lasted two hours and we took suggestions they had. She said we added housing rehab and vacant and abandoned initiatives which was discussed at length at the first meeting. We also discussed providing fuel assistance and other social services to those in need. Homelessness in town was discussed at length. We want to look at grant funding to try and address those issues. She said another issue that was brought up was Chestnut Street and Walnut Street. They have interest in Walnut Street first and Chestnut Street later because there are businesses and residences on Walnut Street.

She and Jenelle took a ride out with an interest in target areas. She said there is interest in housing rehab from Krantz Road. She said they decided for this particular application to keep the target area as is, but over the summer can do multiple target areas. She asked the Select Board if they have any input for the public strategy. She said another public forum will take place next Tuesday at the library and may have a second public forum at the end of the month.

The public was asked to speak. No one came forward. Ms. Murphy said if you have any input to contact her or Jenelle. Selectwoman Anderson thanked them for their work. Ms. Murphy said she appreciated the town support at the Special Town Meeting. Selectwoman Anderson moved to continue the hearing to January 11th. The motion was seconded by Selectwoman Salter.

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

**PUBLIC COMMENTS AND ANNOUNCEMENTS:**

There were no comments.

**APPOINTMENTS/RESIGNATIONS:**

Planning Board Alternate Member – Cailte Kelley – Mr. Kelley came forward on his interest to serve on this Board. Selectwoman LaBrie thanked him for staying with the town and that he had applied for the open School Committee position. Selectwoman LaBrie moved to appoint Cailte Kelley as a Planning Board alternate member; Selectwoman Anderson seconded.

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

Selectwoman Anderson thanked Mr. Kelley and said she hoped he runs for the School Committee seat in the spring. Selectwoman LaBrie said on January 4th or 5th the Town Clerk will post seats that will be up for election in May.

Mr. Kelley said thank you.

A motion was made by Selectwoman LaBrie to take a five minute recess at 6:40 p.m. The motion was seconded by Selectwoman Anderson.

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

**BOARDS/COMMITTEES/DEPARTMENT HEADS:**

Conservation Commission Joint Meeting: Quitclaim Deed – Shady Glen Terrace

Chairman Davieau called the Joint Meeting to order at 6:45 p.m. BOS Chairman Barbaro asked the Conservation Commission what they are seeking tonight. Mr. Davieau said this meeting was kind of sprung on them last minute and coming tonight fairly fresh. He understands this piece of property known as Shady Glen Terrace is a piece of property being gifted to the Town. Conservation Commission member Dave Whitaker explained. Shady Glenn Terrace is located on Mill Glen Circle up behind the Mylec building and what people refer to as Mill Pond or White's Mill Pond. It will give us legal access to that pond with possibly a boat launch, ice fishing and could be an asset for sportsmen for the Town of Winchendon. Selectwoman LaBrie asked who determined that the Conservation Commission would be the holder of this property. Mr. Hickey said his understanding when this piece of property was first discussed with the Town, it was a number of staff members and it was determined with its location and its ability to be preserved and utilized for passive recreation, it made sense to have the Conservation Commission accept this on behalf of the Town. Mr. Davieau added that the Conservation Commission holds several parcels and with this parcel they are interested in some sort of way for the public to utilize the water with maybe a kayak launch. He feels that would be a decent use for the property and the Commission is interested in taking care of it.

Mr. Hickey explained the property is the one highlighted on the second page of the enclosed maps; it is just over a third of an acre in size and does provide lake access. Dr. and Mrs. Valeri are looking to donate this property to the town. A question was asked if the property next to this property that is owned by the Town would be transferred over to the Conservation Commission. Tracy Murphy, Director of Development, came forward and explained that the Town owns the next four pieces of surrounding property. This actually fills a gap of property that we already own. The Conservation Commission does not have oversight of those properties and would have to go to Town Meeting for a vote. Mr. Hickey asked if the Board would like to continue the discussion with the Conservation Commission on whether it makes sense for those other properties to be transferred to the Conservation Commission. If so, it would then go to Town Meeting for their vote to manage those properties. Mr. Cyganiewicz asked what happens to the property under the Conservation Commission, does the Town still own it and who makes decisions. Mr. Hickey replied the Town owns it but believed it is the Conservation Commission having the decision making ability to what happens to the property but there may be some deed restrictions. Ms. Anderson clarified that when this was brought to a vote at Town Meeting, it was stated we would like to use it for public access to the lake. If that's the terms brought before the Town and the Conservation Commission decided not the best idea, would that have to go back before Town Meeting. Mr. Davieau said the property would be under their purview but they wouldn't do something the Town wasn't aware of or supports what their plans might be. Mr. Whitaker mentioned sometimes the donor has some direction when they donate, using for an example a Conservation Restriction. Mr. Hickey added that this deed is restricted to Conservation Restriction under Mass General Law. Mr. Cyganiewicz asked if it would be allowed then the recreation purposes discussed tonight. Ms. Murphy said in regards to access to Lake Monomonoc that isn't through the physical lot. The deed gives the property owner access through two separate lots on Lake Monomonoc and where some of the confusion might be with the two maps this evening. The map with the two parcels highlighted is actually on Lake Monomonoc that would not be affected by this preservation of this particular lot. We don't actually own those two properties but we own access through them. Part of Conservation is recreation and as a passive use it runs consistent with what the Conservation Commission does. Mr. Davieau added in terms of the bylaw provision if there is a perceived positive for the overall public, then we can waive some of their rules or regulations if it is going to serve the common good of the people of Winchendon. In this case he believes putting in a boat launch or some sort of way the public could enjoy the water would be a reason for this waiver. Mr. Bradley added one of the reasons land is donated to the Conservation Commission is because land isn't going to be developed or a building put on it. Ms. Murphy added when she was initially contacted by the landowner's attorney, he had suggested it be gifted to Winchendon Redevelopment Authority (WRA) but after discussion with the Acting Town Manager, it was determined that the character doesn't lend itself to the mission of the WRA. It is not a developable piece of property; it has habitat up there, its wetlands and doesn't fit the mission of the WRA. The donor gave us the discretion for this donation. Mr. Cloutier mentioned that he and Mr. George walked the property today and said the property is all wetlands. They want to protect the wetlands, could cut back some branches for access but would like to leave it just the way it is.





## **TOWN MANAGER'S REPORT:**

Selectwoman Anderson said this is the 1<sup>st</sup> report of the new Town Manager. Mr. Hickey said he's been here for three weeks and it's been great. Everyone has been accepting, driven. He said Winchendon is a great community, happy with reception and assistance he has gotten with employees, the public and boards and committee.

### **1. Financial Updates-**

**a. FY16 General Government Budget** - The Town Manager reported he met with the Town Accountant Donna Allard, and Eric Kinshurf to review the status of the FY16 cash reconciliations and the completeness of the YTD revenue and expenditure reports. He was pleased that cash has been reconciled with the bank and general ledger through November 30<sup>th</sup>. The expenditure report is up to date. The revenue report was lacking the hand posted entries for deferred revenue for November but since then the Town Accountant and Treasurer have submitted manual monthly entries and now they will be made electronically with the software. Overall things are in much better condition. He said this is great news and a pleasant surprise. We are headed in the right direction.

He said he also met with Donna Allard and Collector/Treasurer Donna Spellman to discuss their reconciliation efforts. Currently, the reconciliations between the Collector and Accountant occur quarterly. He said after discussion they have agreed to reconcile monthly. In addition, the Accountant has supplied the Collector with a listing of account numbers that will be programmed into the Collector's software so some of the manual journal entries can be completed electronically reducing the risk of error.

**b. Tax Rate Set-** The FY16 tax rate has been set by the DOR at \$17.43 per thousand. Tax bills will be going out tomorrow.

Selectwoman LaBrie asked about conversations with various town employees. She said in some paychecks they have some amount of money going to certain investment accounts and sometimes those amounts are not being sent to those accounts in days or weeks. Mr. Hickey said he assumes they are sent to retirement account brokers on a monthly basis. He said he will check with the Treasurer and let them know.

**2. Personnel Updates-** None at this time

### **3. Project Updates-**

**a. Police Station-** A meeting was held this week with the project manager. He visited with the Police Chief. They are starting work, demolition has been ongoing for a while. An initial meeting will be held on Wednesday, December 30<sup>th</sup> to review the demolition that's been completed to date. Areas requiring seismic bracing have been opened up and the conditions encountered need to be inspected and discussed so that constructible solutions are consistent with the construction documents and can be discussed and documented. Routine weekly/biweekly construction meetings will take place after January 1<sup>st</sup>.

Library – Mr. Hickey had the opportunity to go over to meet the Library Trustees. They had questions on procuring a project manager. He acknowledged and offered help to draft an RFP to get a project manager on board and help them manage the project this spring. He is

happy to

partner with them to get the project going.

