

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, JANUARY 11, 2016 6:30
Town Hall, 2nd 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

List of Documents Presented at Meeting:

- FY16 CDBG Public Hearing (filed)
 - Public Hearing Notice
 - Draft Total CDBG Budget Request
 - FY16 CDBG Proposal Forms and Application Guidelines
- Local Town Election May 2, 2016 Press Release (attached)
- Library Trustee Letter of Interest of Robert Courtemanche / Trustee's recommendation (filed)
- January Board of Selectmen Appointed Boards and Committees List of Vacancies (filed)
- Road Race Permit Application – 10th Annual Mass. State Triathlon (filed)
- Solicitation Permit 2016 Renewal Application – Lorenzo Leonardo, Vivint Solar (filed)
- Certification of Vote on April 27, 2015 and excerpt of Minutes (attached)
- Mass. Municipal Association Annual Business Meeting Eligible Voting Designee
- Memo dated 1/7/16 from Town Manager Regarding Discussion on Board of Selectmen Priorities for FY17 Budget (attached)
- Report of the Town Manager (attached)
- Minutes Approved: (filed)
 - Monday, Nov. 23, 2015 Regular Meeting
 - Monday, Nov. 23 2015 EXECUTIVE SESSION
 - Thursday, December 3, 2015 - Joint Meeting with School Committee
 - Monday, December 14, 2015 - Regular Meeting
 - Monday, December 28, 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.

**PUBLIC HEARINGS: Selectwoman LaBrie moved to open; Selectwoman Salter seconded.
BARBARO(Y) ANDERSON(Y) LABRIE(Y) SALTER(Y)
CYGANIEWICZ(Y)**

CDBG Public Hearing Continuation of 12/14 & 12/28/15 – Selectwoman LaBrie moved to open the Public Hearing continuation; Selectwoman Salter seconded.

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

Glen Eaton, Executive Director of MRPC and Tracy Murphy, Winchendon Director of Development, came before the Board. Before they began, Ms. Murphy wanted to point out a clarification with this being a continuation. They now have commitment from Ashby to be included in the application and she asked the Board to close the continuation of this Public Hearing and open a new Public Hearing including Ashby. **Selectwoman Anderson moved to close the CDBG public hearing; Selectwoman LaBrie seconded.**

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

Chairman Barbaro read the updated legal notice for the CDBG public hearing for this evening which includes Winchendon and Ashby. Selectwoman Anderson moved to open the CDBG hearing with Winchendon and Ashby; Selectwoman LaBrie seconded.

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

Glenn Eaton introduced himself and passed out two handouts. He said the grant application is due on February 12th. He went over a draft of the proposed budget for the three components. The three components are Walnut Street Reconstruction, Housing Rehab and Heating Fuel Assistance Program.

Glen Eaton said they could receive \$30,000 for the Heating Fuel Assistance Program. This would benefit 26 homes in Winchendon and 24 in Ashby. The disbursement would be \$750.00 per household. The administration numbers are plugged figures based on what we did last year. Tracy indicated the staff of the Community Development Department will be involved. They will not be outsourcing everything to MRPC and will work cooperatively together. The draft total is \$994,304. He said it could change. The maximum is one million. Chairman Barbaro asked about the possibility of the fuel assistance program going up. Mr. Eaton replied that it could go up before the application and you could do a formal amendment after through a public hearing.

When it comes to disbursements, 65% goes to the lead community and 35% goes to a partnering community. Selectwoman LaBrie asked under housing rehab, if they were individual homeowners or are multi-family homes eligible. Mr. Eaton replied the program said eligibility is for both. He said it is a 15 year deferred loan payment.

Mr. Eaton reviewed the two draft motions they will be considering at a future meeting and the Interlocal Agreement between the Town of Winchendon and Ashby. Also reviewed were the proposal forms one through seven regarding certifications, Anti-Displacement and Relocation Assistance Certification Forms, Program Income Certification Forms, Chief Elected Official Certification Form, Civil Rights Certification Form, and a budget Summary Form.

At their meeting on Feb. 8, 2016 he would like to get the documents signed; we may be able to sign two weeks from now. The Application is due by February 14th. Mr. Eaton said that all of the funds go

through Winchendon and there would be no staffing in Ashby. All the labor is done in this office and his office.

Selectwoman LaBrie moved to continue the public hearing until January 25th; Selectwoman Salter seconded.

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

They were thanked.

SELECTMEN’S COMMENTS:

Local Town Election May 2, 2016 – Chairman Barbaro read the open seats for the Local Election coming up in May. He said you can pull forms in the Town Clerk’s office and return by March 16th.

Chairman Barbaro thanked the DPW for their hard work, keeping sidewalks clear. He said he appreciates it and thanks them.

PUBLIC COMMENTS AND ANNOUNCEMENTS:

Shirley Choudin, 330 Benjamin St., she said she is a relatively new resident here a little over 2 years. She said the Police headquarters are pretty shabby. She was very happy the new police station is being built. She asked if in the winter time if the North Central Pathway is plowed. She said she wanted to come to the Board and asked for their assistance and she would like to use the bike path as a resource for walking. She asked if they could find some money to clear it. Chairman Barbaro said they are trying to address it. He said the DPW was underfunded by \$63,000. The problem is where we create money from. He said if Al had the manpower to do it, he would. Selectwoman LaBrie said they are now in the process of putting together the budget for next year. She said we are looking at line items that were underfunded. Mr. Gallant said the bike path was cleared on January 4th.

Selectwoman Anderson talked about senior sneakers and opening up the high school for walking. Uses of buildings could be talked about at a Joint Meeting on February 4th.

APP OINTMENTS/RESIGNATIONS:

Library Trustee Appointment – Robert Courtemanche – Mr. Courtemanche was present on his letter of interest. He has endorsement of the Library Trustees. Selectwoman LaBrie asked him to share what prompted him to send in his letter. He said he has lived in Winchendon all his life and wants to be part of the community and town he lives in. **Selectwoman LaBrie moved for the application; Selectwoman Anderson seconded.**

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

Current Board of Selectmen Appointed Boards and Committees Vacancies – Chairman Barbaro read.

BOARDS/COMMITTEES/DEPARTMENT HEADS:

Dept. of Public Works – Director Al Gallant – Mr. Gallant came forward. He first spoke about his Capital Improvement needs.

Water tanks – The DPA survey showed our water tanks have not been inspected for a while. He said there are some problems, little structural issues, bad ladders. The repair of the water tanks are estimated costing \$169,000. The structural problems found were fixed for free by the company that put them in. He said the tanks need to be coated on the inside with epoxy, and there is a need for agitators which circulate the water so ice doesn't build up. He said the minimum costs of agitators are \$31,000 apiece. Selectman Cyganiewicz asked why the inspections weren't done for a while. Mr. Gallant said he isn't sure. The tanks are approximately 35 years old and are structurally good.

Al Gallant informed the Select Board that because the 2010 census went passed 10,000 people we now have mandates that need to be done. He said all the outfalls going into all the rivers and ponds have to be monitored and tested. He said we need to have public awareness which we will do by sending out booklets. He said we need to GPS every outflow, manhole cover, sewer drain and basin in town. We need to get this information on a GIS map.

Mr. Gallant reported he has a new sand body for one of his dump trucks through a donation of the Robinson-Broadhurst Foundation and would receive it in February. He is requesting to get another one of those bodies, its \$38,000.

He said his next capital request is a truck with a plow for the Waste Water Treatment Plant. The one we have is a 1999, donated from the Winchendon Housing Authority, and is way past its life. We have big plows and need little plows. He thinks he could pay for it through the Wastewater budget with a five year lease. He said he is looking for permission to do that. The estimated cost is \$55,000. Mr. Hickey said its part of the FY17 budget and will be looked at.

Mr. Gallant spoke of a design of Central Street that is needed. In order to receive grants, this has to be in place; the permitting and design needs to be done. The cost is \$25,000 for the engineering. Selectwoman LaBrie asked about Carousal Consulting and the work they had done. Tracy Murphy said they were planners not civil engineers. To apply for grants, you need a shovel ready design.

Mr. Gallant said, not this year, but in the next couple years we need two new plows for our trucks at a cost of \$2,200 apiece. He said he can probably afford this through his budget but needs permission to buy.

Ms. Anderson asked about the Capital Plan. Mr. Hickey said what Al went through is part of the Capital Improvement plan which will be submitted to the Board the first meeting in February.

Selectwoman Anderson asked about repairing the bridge, repairing streets and the Ash/Water/Spring intersection. Mr. Gallant said he had permission to block off Spring St. but the Fire Department didn't want it. He said he went many times to figure out a better way and it's not figured out. He said the Fire Department can't get the Tower Truck by if it's blocked off.

He said he has approval to use Chapter 90 funds and is moving forward with the bridge repair. He said in the next six weeks he will have some design and with the Town Manager go through the motions to apply. In the spring they will begin to fix it and it will be done by the end of the year.

He spoke of getting some guidance on which roads to do first through the new Traffic Safety Committee.

He has an old booklet that was done ten years ago where they did road site work. He said it is irrelevant now. He said West Street is really bad and can be looked at after the bridge project, get River St. done and he has a citizen petition for Russell Town Farm Road.

Selectwoman LaBrie said it would be helpful if Al and other departments could give a spreadsheet of what they have open now, action items, so they have something to start with and can track. Same thought with accountant, all borrowing and when it's due, more proactive of what they are doing.

Selectwoman Anderson wanted him to know that they are paying attention and they want to be supportive. She said the Board appreciates the effort he and his group puts in. Mr. Gallant said he has a good group.

Selectwoman LaBrie asked about the bike path and if consumers can use it. Mr. Gallant replied its a few days after the storms when normally cleared; but they do get to it. Selectwoman Salter said it's always been that way.

Mr. Gallant reported on the hours his staff worked this past storm. Parks and Cemetery are responsible for sidewalks but help out in a storm. He called guys in on vacation and they came in and worked. He was very proud of his crew and reported no accidents on High Street.

Mr. Gallant was thanked for his time.

PERMIT/LICENSE APPLICATIONS:

Road Race Permit – 10th Annual Mass. State Triathlon – Mr. Tim Richmond came forward on his application from Max Performance for this annual Triathlon. Selectwoman LaBrie asked how many years in Winchendon now. Mr. Richmond said all of them have been here in Winchendon. He explained to the folks at home listening, he is the Managing Director for Max Performance and host six triathlons throughout Massachusetts. He said he is here tonight looking for permission for a Road Race for the race that takes place at Lake Dennison in July. He said five hundred to five hundred fifty athletes have participated in the past. **Selectwoman LaBrie moved to approve; Selectwoman Salter seconded.**

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

Solicitation Permit 2016 Renewal – Lorenzo Leonardo, Vivint Solar – Mr. Leonardo came forward. He said he would like to be able to work until 8:00 p.m. in the summer which would be May to August. Selectman Cyganiewicz asked if he preferred weekends. Mr. Leonardo said he is required to work Monday to Saturday. He doesn't work on Sundays. **A motion was made by Selectwoman Anderson to move for the applicant with the amended hours for May 1-August 31. The motion was seconded by Selectwoman Salter.**

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

NEW BUSINESS:

Clarification of BOS Vote of April 27, 2015 to Increase Water/Sewer Rates ½% Annually- **A motion was made by Selectwoman LaBrie to add 1/2% increase to water/sewer rates annually starting July 1, 2016. Selectman Cyganiewicz seconded the motion for discussion.** Selectman Cyganiewicz asked when will this stop. Al Gallant said a rate adjustment for water of 6% like last year gave him \$39,000 which can be spent in a heartbeat. Selectwoman Anderson asked about voting for ½% increase when we will need more. Mr. Hickey said for FY17 he wants to get a sense of what those revenues will be with a 1/2% increase right now. Including what the rates will be, estimating revenues, he can use the number. He

said he is looking for just a confirmation of what has already been voted clarifying when the 1/2 % increase will be in effect. Chairman Barbaro said that was the intent of the prior Board for the increase to be July 1, 2016, the beginning of FY17. He said we were falling behind. Selectwoman LaBrie asked if that is a sufficient increase. Al Gallant said 1/2% increase isn't enough. Mr. Hickey said he plans on putting a five year plan together for water/sewer. All he is looking for if the Board agrees the intent of the motion made and approved was to be effective July 1 2016.

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

Mass. Municipal Association Annual Business Meeting Eligible Voting Designee – Chairman Barbaro said he plans on attending, but if anything changes they need a voting designee in his place. Selectwoman Anderson said she would do it. **Selectwoman LaBrie moved to appoint Vice Chairman Anderson as the eligible voting member of the MMA Business meeting in the event the Chairman cannot attend; Selectwoman Salter seconded.**

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

Discussion on Board of Selectmen Priorities for FY17 Budget

Mr. Hickey wanted to make the Board aware of any impact in the 2017 budget in regards to the retirement system increases. He didn't think it is going to make a budgetary impact on health insurance and said this was great news. He also mentioned winter maintenance budgeted at \$125,000 a year. He wants to address proactively instead of addressing it at a special town meeting. He said there were a number of things discussed with Al Gallant with one being to consider establishing a fee for what we don't charge for now. An example is water meter reading which is a policy decision the Board would need to make. He said they also discussed a fee for driveway permits. He said it's not a huge revenue source, may gain a few thousand dollars. He said if the Board is interested, he would do some homework on it and bring it back to the Board. Chairman Barbaro wanted to see what other towns are doing. He said we can't continue to operate at a loss.

Mr. Hickey said he has had conversations with Mr. Gallant who recommends looking at different ways of recycling at the transfer station, right now different containers separate recycling. He said there is a process, single stream recycling, which is when you drop everything in one container. He encourages people to recycle and there is an opportunity to save some money. Al is going to speak to a company to discuss and will present to the Board sometime in February for the Board to make a decision before he finalizes his budget. He mentioned a few different things that are not mandatory, loss of staffing in the Public Works Department. He said this department was hit harder than any other department in Town.

Mr. Hickey asked if they would like him to bring back fee adjustments and see how to best prioritize. Selectwoman LaBrie said we have to look at everything, whether we want to implement it or not. Chairman Barbaro agreed and mentioned the deficit borrowing now that we need to cover and that we cannot run a deficit. Selectwoman Anderson said yes but we also need to be prudent. Chairman Barbaro said as long as we are transparent, we go to Town for what we need.

OLD BUSINESS:

TOWN MANAGER'S REPORT:

1. Financial Updates-

FY17 Budget – Included in the Board’s packet was a memo requesting their guidance on priorities for the FY17 budget. He will be sending out the budget instructions to Department Heads later this week once the Board has identified their goals for the budget. He will have a draft STM/ATM and FY17 budget calendar for their consideration and approval at their January 25th meeting.

2. Personnel Updates- None at this time

3. Project Updates-

- a. Police Station-** Mr. Hickey reported routine construction meetings have begun to take place. Substantial completion is anticipated around July 15th. The municipal parking lot behind the station has been closed as planned for DPW to begin to make improvements to the parking lot.
- b. Fire Station Roof-** The repairs to the Fire Station roof have been postponed due to the cold weather. The contractor will complete the roof project in the spring once temperatures are at an appropriate temperature. There were concerns on how the Fire Dept. made out with the ton of rain recently.
- c. Library Accessibility Project-** He reported he has provided the Library Trustees Request for Qualifications (RFQ) that they can use for their accessibility project. He will work with the Library Trustees to coordinate the publication of the RFQ.

4. Miscellaneous Updates

- a. The Town Manager reported he met with Al Gallant to discuss a number of services that Public Works currently provides and the corresponding charges to perform those services. Below are some of the items we would like to present to the Board when the research has been completed:
 - a. Massachusetts state laws, as of 2010, states property owners need to clean sidewalks along their property frontage. Most towns have a policy in place that gives the property owner 24 hours to do so after a storm or face a fine. Does the Board have any interest in instituting this type of policy in Winchendon?
 - b. Currently Water Department staff turns water off and on at private properties for a number of reasons including houses closing for the winter, final reads for home sales. Currently the Town does not charge for this service where most communities do. Would the Board like to institute a charge for the service?
 - c. Public Works requires a driveway permit when a property owner is installing a new driveway. This involves two trips to the residence for inspections. Currently there is no charge for this service. Once again most communities charge for this service. Would the Board consider charging for this service?

- b. DPW Director Al Gallant has informally discussed presenting a proposal to the Board that would change the way recyclable materials are collected at the Transfer Station. As you know currently recyclables need to be separated when they are dropped off at the Transfer Station. Al would like to explore the potential of moving to single stream recycling. Single stream recycling is simply disposing of all recyclables in one container rather than needing to separate each type of recyclable. The benefit for those who use the Transfer Station is recycling becomes easier which may increase recycling. The benefit to the Town is personnel costs, could be reduced, vehicle fuel and maintenance could be reduced or eliminated from the budget since the need to transport recycled materials is eliminated. The revenue currently earned per ton will drop slightly from what is generated from separated recyclables but the savings will more than make up for the small loss in revenue.
- c. Al Gallant and I will be attending a Joint Water Authority meeting on Wednesday afternoon. In his conversations with Mr. Gallant there seem to be some inequities with water consumption that we would like to address at the meeting that may irritate the members representing Ashburnham.

In September the Board appointed Acting Town Manager Bernie Lynch as the Winchendon’s Joint Water Authority Representative. He asked if there is a member of the Board that would like to represent Winchendon or would the Board like to appoint him as Winchendon’s representative? **Selectwoman LaBrie moved to have Mr. Hickey be the Joint Water Authority Board's Winchendon Representative; Selectwoman Salter seconded.**

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

Mr. Hickey reported we now have a Winchendon Facebook page and that he would get a link on the website. The page is the Town of Winchendon.

Mr. Hickey said he reached out to the town’s representative to the Department of Revenue and introduced himself and invited him to come by and check up on things. He said he also reached out to the outside auditing firm to make contact and introduced himself to Mr. Roselli.

Selectwoman LaBrie asked Mr. Hickey if he will be attending the MMA Conference and he replied yes.

MINUTES:

Monday, November 23, 2015 - Prior to Special Town Meeting – **A motion to approve the minutes was made by Selectwoman Anderson. The motion was seconded by Selectwoman Salter.**

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

Monday, November 23, 2015 - EXECUTIVE SESSION – **A motion to approve and release was made by Selectwoman Anderson. The motion was seconded by Selectwoman LaBrie.**

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

Thursday, December 3, 2015- Joint Meeting with School Committee – **A motion to approve the minutes was made by Selectwoman Anderson. The motion was seconded by Selectwoman Salter.**

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

Monday, December 14, 2015- Regular Meeting - **A motion to approve the minutes was made by Selectwoman Anderson. The motion was seconded by Selectwoman Salter.**

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

Monday, December 14, 2015- EXECUTIVE SESSION – Chairman Barbaro asked to approve and hold for some clarifications. A motion to approve and release was made by Selectwoman Anderson but later it was withdrawn. **A motion was made by Selectwoman Anderson to table these minutes pending clarification. The motion was seconded by Selectwoman Salter.**

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

Monday, December 28, 2015 Regular Meeting – **Selectwoman LaBrie moved to approve with corrections.** She asked that on Page 5 we amend the paragraph under Student Selectmen Procedures to read “She sees this type of student representative, not so much as what they can bring to us about the schools but what they can learn from us about the Town, about the process and a little bit about what is going on,” and also on Page. 6 under “Tax Rate Set” to add in certain “investment accounts” when speaking about paychecks in the second line of the second paragraph. **The motion was seconded by Selectwoman Salter.**

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

Monday, December 28, 2015 - EXECUTIVE SESSION - Chairman Barbaro asked to table these minutes for clarification. Selectwoman LaBrie asked to clarify the hold asking if it is for protocol of Executive Session privilege who would be the one to determine. Mr. Hickey responded that he will check with legal counsel. **Selectwoman LaBrie moved to table for clarification; Selectwoman Salter seconded.**

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

Selectwoman LaBrie asked for clarification at our next meeting.

COMMUNICATIONS:

AGENDA ITEMS:

Meeting Schedule:

The next meeting is scheduled for January 25, 2016.

A joint BOS/SC/FC meeting is scheduled for Thursday, February 4, 2016.

It was asked to invite the Historic Commission to come in on January 25th and talk about the Cumberland Farms project and the revitalization of downtown.

The review of the Boards policies and procedures came up. Selectwoman Anderson thought she needed to meet one more time with Selectman Cyganiewicz and review the changes that were made are correct.

She also wanted to review the water and/sewer abatement policy to make sure it was in line with the application. With the concern of the January 25th meeting being overly heavy, it was thought to move the discussion to the first meeting in February or to possibly split the policy in half to help with the time involved.

Selectwoman LaBrie asked the Second Reading of the BOS Student Selectman policy be put on the next Agenda.

Chairman Barbaro mentioned we are forming a new Town Accountant Search Committee and it's important to get the word out. The last committee like this consisted of the Town Manager, one member of the Board of Selectmen, one member of the School Committee, the Supt. of Schools, and one Finance Committee member. It was decided to address this at the January 25th Board of Selectmen meeting. Town Manager Mr. Hickey will reach out to the School Superintendent and Chairman Barbaro will reach out to the School Committee and Finance Committee.

Selectwoman Salter notified the Board she will not be available on Thursday, February 4th for the Joint Meeting with the School Committee and Finance Committee.

ADJOURNMENT:

A motion was made by Selectwoman Anderson to adjourn the meeting. The motion was seconded by Selectwoman Salter.

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

The meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Debra Dennis
Recording Secretary