

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, JANUARY 25, 2016
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, MA**

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
 - o Winchendon/Ashby CDBG Grant Check List and Status Report (filed)
- Draft Town of Winchendon “Buy Recycled” Policy (attached)
- Discharge of Mortgage – 200 Lincoln Ave. (filed)
- Draft STM/ATM Schedule (filed)
- Report of the Town Manager (attached)
- Minutes Approved: (filed)
 - o Monday, December 14, 2015 – EXECUTIVE SESSION
 - o Monday, December 28, 2015 – EXECUTIVE SESSION
 - o Monday, January 11, 2016 – Regular Meeting

Chairman Barbaro called the meeting to order at 6:32 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.

LIQUOR LICENSE HEARING 6:30 P.M.:

Transfer of Wine and Malt On-Premises License – Kalfa LLC, d/b/a C&S Pizza – Attorney Keith Glenny and Kosta Kaliviotis came before the Board on this application to Transfer the license from Ms. Emily Kaliviotis to her husband Anastasios Kaliviotis. Chairman Barbaro read the notice of the public hearing. **A motion was made by Selectwoman LaBrie to open the Public Hearing. The motion was seconded by Selectwoman Salter.**

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Atty. Glenny said the transfer involves the same major players. The current manager will remain. It was noted a new Business Certificate would need to be obtained.

A motion to close the hearing was made by Selectwoman LaBrie. The motion was seconded by Selectwoman Salter.

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Selectwoman LaBrie moved to approve the liquor license change pending a new business certificate. The motion was seconded by Selectwoman Salter.

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A motion was made by Selectwoman LaBrie to amend the common Victualler license and amusement license to reflect the name change. The motion was seconded by Selectwoman Salter.

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PUBLIC HEARING CONTINUATION:

CDBG Public Hearing Continuation of 1/11/16 – Selectwoman LaBrie moved to re-open the Public Hearing; Selectwoman Salter seconded.

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Mr. Glenn Eaton, Executive Director of MRPC, and Tracy Murphy, Winchendon Director of Development, came before the Board. They handed out a check list and status report. Mr. Eaton recommended closing the public hearing after tonight. He said the Community Development Strategy Public Forum is completed. The Community Development Strategy was submitted on January 8, 2016 prior to the due date of January 12, 2016. Mr. Eaton said the meetings with the Board of Selectmen will be ongoing. He presented a draft budget at the January 11, 2016 meeting. He said all forms will be prepared to sign if the public hearing is closed this evening. Ms. Murphy has other public hearings scheduled in the upcoming week with the Planning Board, the Toy Town Partnership Winchendon Enhancement Committee, the Redevelopment Authority, and the Historic Commission. She continues in her outreach seeking input on this grant application. She spoke about the Community Economic Development Steering Committee helping in making this a thorough process, getting ideas and it being rewarding. Chairman Barbaro asked if the information is out there and if anyone has filled out an application. Ms. Murphy said she hasn't received many pre-applications yet but she will be going out along with Jenelle in her office to distribute pre-applications and urged residents to come forward.

Ms. Murphy discussed the Walnut Street reconstruction. She said we have received about 40 to 50 percent of the income surveys but we have to have 90 percent. Ms. Murphy said they met with the Community Economic Development Steering Committee. They discussed how some residents will not apply because of the payment at the end of the fifteen years. She said they took a vote to put forth a recommendation to the Board of Selectmen to consider forgiving the note after fifteen years. At that point 25% of the rehab costs are due. Most communities forgive after the fifteen years. There are people out there that may apply if not for that payment at the end. She added that there would be no payment unless they sell before the fifteen years. Mr. Eaton said waving the balance after fifteen years is very common in the Montachusett region. Mr. Hickey said it makes a lot of sense to waive the balance after fifteen years. He said if there are people who don't participate because of the lien, it would benefit the community to waive the lien. **A motion was made by Selectwoman Anderson to waive and forgive the balance due**

for rehab housing under the CDBG grant after fifteen years. The motion was seconded by Selectwoman Salter.

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Ms. Murphy asked if a decision has been made as to who will sign the CDBG forms. **A motion was made by Selectwoman Anderson to give the Town Manager authority to sign all the necessary paperwork for the CDBG grant. The motion was seconded by Selectwoman Salter.**

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Ms. Murphy informed the Select Board that on Wednesday she will be handing out Housing Rehab pre-application forms in certain areas in Town. It was noted the information has been made public on cable and the Town's website.

Mr. Eaton said with Chairman Barbaro's suggestion to increase the Home Heating Assistance part of the grant he has made adjustments to increase the numbers another ten units equating to an additional \$7,500, from 26 households to 50 households with approximately 33 in Winchendon and 17 in Ashby. Ms. Murphy said the Steering Committee totally agreed to the increase. Mr. Eaton said prior to February 8th he will meet with the Town Manager and Treasurer to have the forms signed. Ms. Murphy said in the next two weeks she will get the supporting documents together. Mr. Hickey asked when the determination will be made. Mr. Eaton replied our State Representative will contact him sometime in July. Chairman Barbaro asked if there were any public comments; there were none. **A motion was made by Selectwoman LaBrie to close the Winchendon/Ashby CDBG hearing. The motion was seconded by Selectwoman Salter.**

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SELECTMEN'S COMMENTS:

Selectwoman Anderson said she attended the MMA conference along with the Town Manager and three other Selectmen. She said it was a great opportunity to learn what other communities are doing. Selectman Cyganiewicz agreed. Selectwoman LaBrie said she received various reactions from people at the MMA conference when they learned she was from Winchendon. She firmly believes we are moving forward and reiterated the positive. She said it was good to hear.

Chairman Barbaro thanked the members for going along with Finance Committee members Tom Kane and Ulysse Maillett. He said it was an interesting meeting. He heard a lot of comments about the opiate problem. The Business meeting was good he said; they voted in favor of getting more money from the state.

Solicitation, Peddler Announcement

Chairman Barbaro read the public notice sent by the Winchendon Police Department concerning door to door solicitation. The Winchendon Police Department continues to receive complaints regarding door to door solicitation. The Town of Winchendon requires all solicitors to obtain a permit from the Office of the Town Manager. You have the right to request to view their permit with the town. Any solicitor who is going door to door without a permit should be reported to the Police Department. Do not allow unknown solicitors into your residence.

A motion was made by Selectwoman Anderson to move the Buy Recycled Policy-1st Reading up out of order in the agenda. The motion was seconded by Selectwoman Salter.

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NEW BUSINESS:

Buy Recycled Policy -The Town Manager, Mr. Hickey, said the town has to adopt the policy so that they can apply for the grants and receive money. Wendy Stevens from the Department of Public Works came forward. She gave an overview of the grant. She said the town adopts the policy and every year the departments are given a written reminder that they need to buy recycled paper. She said we need to make sure they are buying recycled paper. She said she needs to get authorization to apply for the grant. She said the Select Board would decide what to do with the grant money received. She is asking to have the Select Board waive the second hearing of the policy and approve it this evening. She is also asking the Select Board to authorize her to sign and apply for the grant. Selectwoman Anderson asked if this includes the School Department. Ms. Stevens said “No, this is a Municipal grant.” Selectwoman Anderson asks how we do our recycling now. Ms. Stevens said she asks the transfer station employees to pick it up. Chairman Barbaro read the Buy Recycled Policy. **Selectwoman LaBrie moved to accept the Buy Recycled Policy as presented. Selectwoman Salter seconded the motion.**

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A motion was made by Selectwoman LaBrie to authorize Wendy Stevens to sign and apply for the grant. The motion was seconded by Selectwoman Salter.

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PUBLIC COMMENTS AND ANNOUNCEMENTS:

Lionel Cloutier came forward and said the Board of Health would like to have a joint meeting with the Select Board sometime in March to discuss the pipeline. Chairman Barbaro said he doesn't see any problems with it. He said they could meet on March 14th. Selectwoman LaBrie asked to have the information ahead of time. Mr. Cloutier said he left the information with the Town Manger's office staff.

APPOINTMENTS/RESIGNATIONS: N/A

BOARDS/COMMITTEES/DEPARTMENT HEADS:

Winchendon Police Dept. - Police Chief Dave Walsh came forward invited to the meeting by the Town Manager. He said he has been the Chief for six months and it has been a learning curve. He feels it has been very beneficial being familiar with the town. He tries to attend events and promote community engagement and public awareness of what they are doing. He said the police department has a Facebook page and neighborhood watch group. He brought in Clyde the certified patrol dog. He said having Clyde will be beneficial.

Chief Walsh gave an update of the solicitors. He said the police located the un-permitted solicitors and sought a complaint. There have been no further complaints since they were identified. He said he is placing part-time officers in the open slots. He said we have three part-time officers that want full time.

Chief Walsh said the police station construction began on November first. He said the demolition is completed and there were no surprises so far. He said the plans for the department in the future are to restore staffing, focus on training, update policies and procedures of the department and streamline the complaint process.

Selectwoman LaBrie asked for an update of Juniper Street issue. Chief Walsh said the activity method has changed but we are addressing it.

Chief Walsh spoke about the opiate problem mentioning Gloucester has adopted this new policy that he agrees with. Distributors will be prosecuted and treatment will be addressed for the users. He believes in rehabilitation and treatment but feels the problem will continue to grow unless we address the prescription drug problems. He will be setting up another meeting for the Opioid Task Force. He will also be attending another function about this coming up. He reported a drug receptacle has come out of the Neighborhood Watch and noted it may be beneficial to us to purchase a receptacles for needles which are not allowed in the drug receptacle. Chief Walsh was thanked.

PERMIT/LICENSE APPLICATIONS: None this evening.

NEW BUSINESS CONTINUED:

Discharge of Mortgage:

Mr. Hickey said we need the Select Board's approval to discharge the mortgage at 200 Lincoln Ave. He said the loan has been satisfied. **A motion was made by Selectwoman Anderson to discharge the mortgage for 200 Lincoln Ave from the CDBG rehab fund. The motion was seconded by Selectwoman Salter.**

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Special and Annual Town Meeting / Schedule STM/ATM – May 16, 2016

Mr. Hickey discussed the draft calendar for the budget process. He said to keep May 16th as the Town Meeting date. Mr. Hickey went over the draft calendar. He said we worked with counsel to meet all state requirements. Mr. Hickey said he will have the calendar placed on line when approved. **A motion was made by Selectwoman Anderson to schedule the Annual and Special Town Meeting on Monday May 16, 2016. The motion was seconded by Selectwoman LaBrie.**

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A motion was made by Selectwoman Anderson to accept the calendar. The motion was seconded by Selectwoman Salter.

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Buy Recycled Policy – 1st Reading – Addressed above.

OLD BUSINESS:

Student Selectman Procedures – 2nd Reading -Selectwoman Anderson said with the Select Board being new it is easy to inadvertently say something and suggested to table this until next year. Selectwoman

Salter said she trusts Selectwoman Anderson's opinion since she works with children every day. Selectwoman LaBrie said she would like to see it go forward. Selectman Cyganiewicz said a student on this Board isn't as beneficial as on the School Committee. He said he would like to see other Boards filled up first. He said he is in favor of tabling it. **A motion was made by Selectwoman Anderson to table the Student Selectman procedures at this time. Selectwoman Salter seconded the motion.**
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Selectwoman Anderson said February 10th is the last day to register to vote.

Board of Selectmen Policies and Procedures-Selectwoman LaBrie thanked the subcommittee for all the work they did. The Select Board discussed what changes should be made up to policy no. 400-20. They said the Town Manager's office will maintain the Board of Selectmen Policies and Procedures. **A motion was made by Selectwoman Anderson to accept the changes as discussed. The motion was seconded by Selectwoman Salter.**
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TOWN MANAGER'S REPORT

1. Financial Updates
 - a. FY17 Budget - Mr. Hickey reported Dept. Heads are compiling their FY16 budget requests now and are due to him by Feb. 5th.
 - b. FY16 Budget – The Town Accountant and he will be presenting to the Board at their next meeting a review of the FY16 budget six months into the year.
2. Personnel Updates:
 - a. Mr. Hickey informed the Select Board that the Assistant Town Accountant, Callie Beaton, has given her resignation notice and is leaving next Tuesday.
 - b. The Police Chief has mentioned hiring part-time officers to provide coverage for open shifts.
3. Project Updates: None at this time.
4. Miscellaneous Updates:
 - a. Seven Point LLC and Medical marijuana dispensary - Tracy Murphy, Chief Smith, Chief Walsh and the Town Manager met with a company that is exploring the potential opening of a medical marijuana dispensary in Winchendon. They are doing their due diligence now. They wanted to check and see what the willingness of Winchendon was to opening one. Our recommendation was to first get approval for their site plan application, urge them to be sensitive to stay away from certain neighborhoods.
 - b. Cumberland Farms – Mr. Hickey reported he had a meeting with Al Gallant, Chief Smith, Chief Walsh and Tracy Murphy and also representatives from Cumberland Farms as well as the Historic Committee Chairman concerning the expansion or renovation of the existing site. He said his understanding is they have made improvements to the look of the building. The Historic Commission has some concerns with the expansion of the

Cumberland Farms site. Cumberland Farms is willing to work with the Historic Commission to a degree. They are not capable of moving existing façade to new the building but looking at possibly recreating. They are willing to work with the town concerning the look of the building and assess to the building. They are sensitive to the look by using brick and clapboard. The rendering you have before you gives you a sense of how it would look in the neighborhood. The moratorium ends in July and Cumberland Farms intends to move forward at that time unless the Historic Commission lifts the moratorium. He said we urged them to keep doing their due diligence.

- c. Joint Water Authority Meeting – Mr. Hickey reported he and DPW Director Al Gallant attending a JWA meeting on Jan. 13th. They discussed concerns they have of extending the contract with the existing vendor for another five years. They are trying to work on the accuracy of the amount of water that the Town of Winchendon is getting billed. It is showing the Town of Winchendon has unaccountable water at 39%. We don't know if it's from leaks or from inaccurate water meters or inaccurate billing. He believes the main line coming out of the plant in Ashburnham has some leaks. There is a meter in Ashburnham that the joint authority bills from. There is a water meter that was installed at the town line. There is a discrepancy between the two meters. He said both meters have been calibrated. He said we are very confident that we are not losing water on our end. He said we are not charging enough for the water and sewer.
- d. Finance Committee/Audit Committee FY17 budget expectations along with the outside auditor bid – Mr. Hickey reported he met with Tom Kane and Ulysse Maillet from the Finance Committee and they want to set their own dates for the budget process. He spoke with them about not going out to bid for auditing firms with the changes in the Accounting Dept. as long as they didn't feel any performance issues. He recommended waiting until next year to proceed with the search for a new audit firm.
- e. DOR visit – Mr. Hickey reported the Dept. of Revenue is coming on Thursday so he could introduce himself and discuss challenges. The Chairman and our Attorney will be present to get an updated report on how the Town has progressed as a community. He expects it to be a positive and a good candid conversation.

Selectwoman LaBrie said when Donna Allard, Town Accountant, was here on January 8th she asked for a spreadsheet of all the loans we have and amortization schedules. She also commented on her concerns about the trees in the Cumberland Farms picture in their packets. Mr. Hickey would check to see if that was just for the picture so you could see the building or if that was their plan to remove the trees.

APPROVAL OF MINUTES:

December 14, 2015 Executive Session: A motion was made by Selectwoman LaBrie to accept and release the minutes. The motion was seconded by Selectwoman Salter.

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December 28, 2015 Executive Session Minutes - A motion was made by Selectwoman LaBrie to accept and release the minutes. The motion was seconded by Selectwoman Salter.

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January 11, 2016 Regular Meeting Minutes - **A motion was made by Selectwoman LaBrie to accept the minutes. The motion was seconded by Selectwoman Salter.**

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COMMUNICATIONS: N/A

AGENDA ITEMS: Meeting Schedule - Joint Meeting with School Committee and Finance Committee February 4, 2016. Selectwoman Salter would not be able to attend. Ms. Daigle noted she had agenda items from the Board and from the Finance Committee but not the School Dept. yet.

EXECUTIVE SESSION: Chairman Barbaro said they are tabling the Executive Session at this time.

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

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The meeting was adjourned at 9:22 p.m.

Respectfully submitted;

Debra Dennis
Recording Secretary