

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
WEDNESDAY, FEBRUARY 22, 2016
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

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

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

List of Documents Presented at Meeting:

- Cultural Council Appointment Email of Interest - Miranda Jennings (filed)
- Paul Blanchard-Building Commissioner/Zoning Enforcement Officer-Memo and FY16 six month report (filed)
- Road Race Application -Shamrock Shuffle March 12, 2016 - Clark Memorial YMCA (filed)
- ABCC Population Estimates for Seasonal Licenses in 2016 (filed)
- Town Manager Memo-Request to Adopt Quarterly Water and Sewer Billing and Process for Water Shut Off for Unpaid Water Bills (filed)
- Report of the Town Manager (attached)
 - o Draft Audit Management Letter for FY15 (filed)
 - o Seven Points Medical Cannabis Dispensary letter (filed)
- Minutes Approved:
 - o Thursday, February 4, 2016 Joint Meeting BOS/SC/FC
 - o Wednesday, February 10, 2016 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.

SELECTMEN'S COMMENTS:

Selectwoman Salter said she might not be able to make Monday night's meeting.

Chairman Barbaro warned the ice on lakes and ponds is getting thin; please be careful.

PUBLIC COMMENTS AND ANNOUNCEMENTS: There were none.

APPOINTMENTS/RESIGNATIONS:

Cultural Council Appointment - Miranda Jennings – Ms. Jennings came forward and was welcomed by the Board. She said she has been living in town for two years. She said she loves culture and wanted to

get more involved and contribute. Selectwoman Anderson asked Ms. Jennings about getting students to be on the Parks and Recreation Committee from The Winchendon School where she is employed.

Selectwoman Anderson moved to approve; Selectwoman Salter seconded.

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

Selectman Cyganiewicz thanked her for stepping up and said if there is anything he can do to get the students involved to let him know.

BOARDS/COMMITTEES/DEPARTMENT HEADS:

Paul Blanchard-Building Inspector/Zoning Enforcement Officer-Mr. Blanchard came forward. He thanked the Select Board for having him in this evening. He said he is the department head of the Land Use Department which includes the wire inspector, plumbing inspector, sealer of weights and measures and a part-time clerk. He said all the employees that work in his department are part-time. He gave a breakdown of his budget as to how it is spent. He said the budget for FY16 was \$95,106 and in FY15 the department turned in \$103,139 in fees collected. He said the clerk answers the phone for Building, Conservation and Board of Health departments. He said he is in the office in the mornings for a couple of hours and then is out doing inspections the rest of the day. He attends many seminars. He has been a code enforcement officer for twenty-five years and is responsible for 8,000 pages of code. In his office what they do is mostly preventative. He said public safety is no accident and is everybody's business. In 2013 he was put on 32 hours mid-way through. Selectman Cyganiewicz asked about vacant buildings and if they are in his purview. Mr. Blanchard said as long as the buildings are secure it is not in his department. He said there are lots of vacant buildings. Chairman Barbaro asked what the procedure is concerning vacant properties. Mr. Blanchard said we send out a violation order to the owners. He said firefighters know what buildings to not go into. He said we cite the owner and if there is no owner on the tax title we have to board the building up. We put a lien on the property. Selectwoman Anderson said she would like to look into putting "X" on the buildings that are not safe. Mr. Hickey said he would speak to the Fire Chief and then come back to the Board. Selectwoman LaBrie asked about safety inspections versus certificates of inspection. She asked what the protocol is for inspecting multi-family apartments. Mr. Blanchard said it is required to be inspected but resources are limited. He said he has done some but he is only part time and the clerk is only twenty hours. He said he has put in a budget to increase staff time and hours for himself. Selectwoman LaBrie asked how often multi-families are expected to be inspected. Mr. Blanchard said if there are three apartments or more they have to be inspected every five years. He said rooming houses are yearly. Selectwoman LaBrie said there is concern about the lack of inspections. She said they should be prioritized. Selectman Cyganiewicz asked how long it takes to do an inspection; landlords and tenants should know that the building is safe. He said in the future, inspections need to be caught up and he needs to be on top of it. Mr. Blanchard said they can't rent apartments without a certificate on the wall. He said a licensed contractor can do the inspections. Chairman Barbaro said maybe we can pay someone a commission.

PERMIT/LICENSE APPLICATIONS:

Road Race-Shamrock Shuffle March 12, 2016, Clark Memorial YMCA- Ms. Julie Whitmore came forward. Chairman Barbaro asked her if she contacted the Police Department about detail. Ms. Whitmore said that is all set. She said it is St. Patrick's Day themed. She said it starts and ends at the Harbour Restaurant. The event is to raise money for a scholarship fund. This is the sixth year they have done this. Selectwoman Anderson moved for the applicant; Selectwoman Salter seconded.

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

ABCC Population Estimates for Seasonal Licenses in 2016- Mr. Hickey said there was an estimated increase of temporary seasonal population around a thousand people. There is a form the Select Board needs to sign and return to the ABCC. Selectwoman Salter asked where the estimate comes from. Ms. Daigle said the Town Clerk. Selectwoman Anderson moved to sign the ABCC form that reflects an increase of a thousand people as of July 2016; Selectwoman Salter seconded.

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

NEW BUSINESS:

Delinquent Water Bills-Water Shut Off Policy Discussion-Mr. Hickey said with the assistance of Al Gallant we have been working on areas of the Dept. of Revenue report that are impacting the water and sewer department. He said we are moving from biannual billing to quarterly billing and proposes mailing the semi-annual bills in May of this year that are due in June 2016. In July 2016, we will start the quarterly meter reading with bills mailed in August 2016 that are due in September 2016. He said this will increase our cash flow and will make a difference. He said the months that water and sewer bills are due property taxes won't be due. Selectwoman Salter asked what the cost is to process the bills quarterly. Mr. Gallant said it will be \$4,000 extra for postage and \$12,000 for extra help. He said the extra person would answer phones and schedule appointments and work with the assistant. Ms. Wendy Stevens, the Executive Assistant, does all the billing. Selectwoman Salter said she feels it's worth the extra money. Mr. Hickey said the analysis by the Department of Revenue says it will help us pay bills and maintain cash flow. Chairman Barbaro said as our secondary role we are acting as Water/Sewer Commissioners. Selectwoman Anderson moved to approve changing the billing from semi-annual to quarterly; Selectwoman Salter seconded.

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

Mr. Hickey said the town billed out the first half which was 2,000 bills and after two months we have 25% not paid. He said it is \$250,000. He is proposing implementing water shut off for unpaid water and sewer bills. This would reduce the amount of unpaid accounts which would assist with improving the cash flow. Chairman Barbaro asked how many bills. Mr. Hickey said the termination notice would be sent out if the account is in arrears a minimum of 50 days after the due date. Chairman Barbaro asked what the turn off fee would be. Mr. Hickey said it is typically \$25.00. He said we will schedule shut offs at the beginning of the week which would give the ability to turn it back on the next day. He suggested accepting no personal checks. Mr. Gallant said we need to get some teeth to collect some of these bills. He said the department costs \$1.8 million a year to run. Mr. Hickey said we aren't looking to harass anybody; we are looking to improve the collection rate. Selectwoman Salter asked about homes with children. Mr. Hickey said you can't be a tenant in a house that doesn't have running water. Selectwoman Salter asked if there would be exceptions case by case. Mr. Hickey said after you turn off the water the property owner will pay. He said we can have door hangers for tenants. Selectwoman LaBrie recommended having this as the first reading and the potential policy second reading at the next meeting. Chairman Barbaro asked if notice would be given to tenants also. Mr. Hickey said there would be a fifty day notice and door hangers at twenty five days. He said he will draft changes and bring this back to the Select Board. He said he will draft a modified policy later this week and will discuss it at the first meeting in March. He said they can send out notices to all water and sewer users of the new policy.

OLD BUSINESS: N/A

TOWN MANAGER'S REPORT:

1. Financial Updates-

- a. Audit Committee Meeting Held with Outside Auditor to Review FY15 Audit-**The Audit Committee met with Tony Roselli on Wednesday afternoon to review the audit report and management letter for the FY15 audit. The Audit Committee has requested a joint meeting of the Board of Selectmen, School Committee, Finance Committee and Audit Committee where Mr. Roselli will review the FY15 audit with the group. That meeting is scheduled for February 29th. The start time has not been determined. I A draft copy of the FY15 management letter was attached to this report. Mr. Hickey said the audit will be put on the town website.
- b. FY17 Budget Review-**I am currently reviewing the department heads budget requests and anticipate having a recommended budget by early to mid-March for the Board's review.

2. Personnel Updates:

- a.** Police Sergeant Gagne has returned to work after a long non-work related absence.

3. Project Updates-

- a.** You may have noticed the orange jersey barriers that the State has installed on the Maple Street bridge. That is a State owned bridge that has shown signs of wear. The sides of the bridge along with sidewalks have become unsafe if a car were to hit them so the jersey barriers have been placed to eliminate the risk of a car hitting the sides. The State is scheduled to replace the bridge later this year.

4. Miscellaneous Updates-

- a.** Mr. Hickey provided the Board with all of the follow-up correspondence with the Brandywine Farm owners since their discussion with the Board through email. Currently I am working with the Planning Board Chair to set up a meeting for the Giovanoni's. Planning Board Chair Corbosiero and Tracy Murphy are to establish a plan moving forward with the redevelopment of White's Mill. Mr. Hickey said this would be brought before the Select Board at a March meeting.
- b.** Mr. Hickey had a conversation on Thursday with representatives from Sun Edison regarding the solar field at the former landfill. Currently the amount of solar energy being produced has met the cap approved by the State of Massachusetts so no new solar fields are being constructed. There is legislation being introduced to increase the cap to allow additional solar fields, like the one proposed to be constructed in Winchendon. He has agreed to send letters to Winchendon's legislative delegation requesting support to increase the solar energy cap and will share a copy of those letters with the Board when they have been written. Mr. Hickey said the good news is they are trying to get up and running but the bad news is the cap has been reached.

Chairman Barbaro said he is upset over the solar field. He said it's been eight plus years. Selectwoman Anderson said there is lots of good sand where the solar field is to be. She questioned using it. Mr. Gallant said he would have to rent a processor if we wanted to use it for roads. Selectman Cyganiewicz said we would also have personnel expense.

- c. Seven Point Medical Cannabis Dispensary- Mr. Hickey received a letter on Thursday (copy attached) from Seven Point informing him they are currently searching for qualified properties in Winchendon to locate a medical cannabis dispensary. If Seven Point is able to locate a property they are required to receive a Board of Selectmen vote not to oppose the siting of a medical cannabis dispensary in Winchendon.

Mr. Hickey said the application process is to identify the property and submit to the Board. Chairman Barbaro asked if we have the right to have it zoned in certain areas. Mr. Hickey said he is not positive. Chairman Barbaro said he is concerned where they would locate. Mr. Hickey said with the meeting with the representatives he asked if they would be sensitive where it is located. At this point we don't know where it would be. Selectwoman LaBrie said we need to do research as to what requirements they need to meet. Selectwoman Salter said we need to question Town Counsel as to what rights do we have as a town. Mr. Hickey asked what specific question.

MINUTES:

Thursday, February 4, 2016-Joint Meeting BOS/SC/FC - Selectwoman LaBrie said on page 3 section 3 change Danielle to Mrs. Hart. Selectwoman LaBrie moved to approve as amended; Selectwoman Anderson seconded.

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

Wednesday, February 10, 2016-Regular Meeting-Selectwoman LaBrie moved to approve; Selectwoman Anderson seconded.

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

AGENDA ITEMS: The Meeting Schedule below was reviewed by the Board.
Joint Meeting Monday, February 20, 2016 at 7:00 p.m.-FY15 Audit Presentation.

Selectwoman LaBrie asked Mr. Hickey if the School Committee has submitted their budget. Mr. Hickey said he hasn't seen it.

March Meeting Schedule:

Monday, March 14, 2016 Regular Meeting
Monday, March 21, 2016 FY17 Budget Presentation

ADJOURNMENT: Selectwoman LaBrie moved to adjourn at 7:57 p.m.; Selectwoman Anderson seconded.

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

Respectfully submitted,

Debra Dennis
Recording Secretary