

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
INCLUDES JOINT MEETINGS WITH:  
BOARD OF HEALTH  
TOY TOWN PARTNERSHIP  
MONDAY, MARCH 14, 2016  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Acting Chair  
Audrey LaBrie  
Amy Salter  
Austin Cyganiewicz  
Audrey LaBrie

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

Absent: Michael Barbaro, Chairman

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List of Documents Presented at Meeting:

- Liquor License Change of Manager Application - Vasta, Inc., d/b/a Kwik Stop Liquors – 18-20 Railroad St. (filed)
- Liquor License Application - Transfer of Stock/New Officer/Director-One Stop Plaza Convenience, Inc. -16 Main St. (filed)
- Zoning Board of Appeals Resignation Email from Michael Potvin (filed)
- Planning Board-Cailte Kelley, Email of Interest to Change to Regular Member (filed)
- Planning Board-Greg Vine, Email of Interest to Change to Alternate Member (filed)
- Voluntary Boot Drive Permit Application-Charlie's Angels Relay for Life Team (filed)
- Class II Business Structure Change Application-Nick's Used Cars & Repairs, 560 School Street (filed)
- Citizens Letters of Request to Form Transfer Station Study Committee dated 3/8/16 (filed)
- Board Of Health documents (filed)
  - Fracking pipeline company's safety quest article
  - Kinder Morgan Accidents & Safety Violations
  - Kinder Morgan - Wall Street article
- TTP-Winchendon Enhancement Committee Joint Meeting
  - Ingleside Project Information (filed)
- Medical Marijuana Dispensary
  - Seven Point Medical Marijuana Dispensary Proposal (filed)
  - Town Manager's Memo dated 3/10/16 regarding Presentation of Seven Points (filed)
    - "Guidance for Municipalities Regarding the Medical Use of Marijuana" (filed)
  - Town Counsel's "Guidance for Municipalities Regarding the Medical Use of Marijuana" (filed)
- Town Manager's Recommended Fee Schedule Review (attached)
- Draft Water Shut Off Policy - 2nd Reading (attached)
- Report of the Town Manager (attached)
- Minutes Approved: (filed)
  - Monday, February 15, 2016 – Regular Meeting

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Acting Chair Barbara Anderson 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 Acting Chair if anyone would be audio or video recording the meeting this evening, there was no response.

**SELECTMEN’S COMMENTS:**

Acting Chairman Anderson noted that nomination papers are due by 5:00 p.m. Friday in the Town Clerk’s office.

Selectwoman LaBrie said while subbing at Murdock High School there was a representative from Google who was using classes at the High School to beta test Google expedition.

Selectwoman Salter informed the Board that she resigned from the Audit Committee and asked if anyone else wanted that spot. No one came forward.

Acting Chair Anderson mentioned she and Selectman Cyganiewicz toured the new police station to see what work has been done. She said they have done a lot so far. She said there is still a lot of work to do on the building itself. They also toured the old police station and said what an improvement there will be at the new Police Station.

**PUBLIC COMMENTS AND ANNOUNCEMENTS:**

Greg Vine came forward. He said he was hoping DPW Director Al Gallant would be here tonight. He said in October 2013 Winchendon was designated a Purple Heart community. He said Templeton has signs up and he said he mentioned this to Al recently. He said Mr. Gallant and Ms. Stevens responded and within two weeks they had four signs up, one at each entrance to the town. He commended them for responding to a citizen so quickly.

**6:35 P.M. LIQUOR LICENSE PUBLIC HEARINGS:**

**Change of Manager - Vasta, Inc., d/b/a Kwik Stop Liquors** – 18-20 Railroad St. - Ms. Anastasia Halkiadakis stepped forward on her application. Ms. Halkiadakis, owner of Kwik Stop Liquors, said she is asking the Select Board to accept Stacie Girouard as a manager on record. She said she will work between 30 to 40 hours and is TIPS certified. **Selectwoman LaBrie moved to approve the addition of Stacie Girouard as manager on record for Kwik Stop Liquors. The motion was seconded by Selectwoman Salter.**

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

**Transfer of Stock/New Officer/Director – One Stop Plaza Convenience, Inc., 16 Main Street** – Selectwoman LaBrie read the public hearing notice into the record. **Selectwoman LaBrie moved to open hearing; Selectwoman Salter seconded.**

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

Mr. Pierre Saba came forward on his application. Back in 2005-06 the corporation was moved into his name. He said all the stock has gone through the State level and is ok. He was not aware he had to go

through the local Liquor Licensing Authority or the ABCC. He has been working with the ABCC and was here today to update the license. **Selectwoman LaBrie moved to close the hearing. Selectman Cyganiewicz seconded.**

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

**Selectwoman Salter made a motion to reopen the public hearing for public comments. The motion was seconded by Selectwoman LaBrie.**

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

The public was asked for any comments. There were none. **Selectwoman Salter moved to close the public hearing. The motion was seconded by Selectwoman LaBrie.**

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

**Selectman Cyganiewicz moved for the applicant. Selectwoman LaBrie seconded.**

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

**APPOINTMENTS/RESIGNATIONS:**

Zoning Board of Appeals Resignation – Michael Potvin –Acting Chair Anderson announced the resignation of Mr. Potvin due to his relocating from Winchendon and asked the Board to accept his resignation. Selectwoman LaBrie thanked him for his service. **Selectwoman LaBrie moved to accept the resignation; Selectwoman Salter seconded.**

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

Zoning Board of Appeals Appointments: Acting Chairwoman Anderson noted the ZBA positions were added to the agenda this evening.

Mr. Mike Gwinn came forward. He said he has been associated with Winchendon for 20 years. He said he has been a Director of Engineering for a Technology Company in Billerica for 17 years. **Selectwoman LaBrie moved to appoint Mr. Mike Gwinn as a full member for the Zoning Board of Appeals. The motion was seconded by Selectman Cyganiewicz.**

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

Mark Landanno – Tracy Murphy, Director of Development, stepped forward to speak on this appointment. She said Mr. Landanno was not able to attend tonight's meeting but she has spoken with him and he is interested in the position. She mentioned he comes in to the office quite a bit asking about zoning and feels he would be appropriate for this position. **Selectman Cyganiewicz moved to appoint Mr. Landanno as an alternate member of the ZBA. Selectwoman Salter seconded.**

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

Planning Board – Greg Vine, Change to Alternate Member - Greg Vine came forward and said he would like to switch to an alternate position. He was thanked. **Selectwoman LaBrie moved to accept the**

**resignation of Mr. Vine as a full member and appoint as board alternate member; Selectwoman Salter seconded.**

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

Planning Board – Cailte Kelley, Change to Regular Member – Mr. Kelley was interested in serving on the Planning Board as a full member. **Selectwoman LaBrie moved to appoint Mr. Kelley as a full member on the Planning Board; Selectwoman Salter seconded.**

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

**PERMIT/LICENSE APPLICATIONS:**

Voluntary Boot Drive – Charlie’s Angels Relay for Life Team -Ms. Dorothea Baker and Dwayne and Cheryl Eddy came forward. She said they have done the boot drive for many years and last year raised \$1,600. She is seeking to have the boot drive again. Ms. Baker mentioned having safety vests, cones and signs. The date for this boot drive is April 30th. **Selectwoman LaBrie moved for the applicant; Selectwoman Salter seconded.**

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

Class II Business Structure Change – Nick’s Used Cars & Repairs, 560 School St. – Jennifer and Ed Methe stepped forward. Mr. Methe said he did away with the partnership removing Ms. Methe from the business structure having it in his name only. He said all paperwork has been updated. **Selectwoman LaBrie moved for the applicant; Selectwoman Salter seconded.**

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

**Selectwoman LaBrie moved to take the citizens request to form a Transfer Station Study Committee out of order; Selectwoman Salter seconded.**

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

Citizens Request to form Transfer Station Study Committee:

Mr. Zbikowski came forward. He said this is the second time there has been discussion of closing the Transfer Station. He said before real consideration of closing it, he wants to reestablish the Transfer Station Study Committee. He said they could then bring recommendations back to the Board of Selectmen; a report could be ready the beginning of August. He said Mr. Rick McAllister is interested in being on the committee. Mr. Zbikowski said based on what happened last time, two people seemed like enough. He said if the Board would feel more comfortable having more members, he has no objections. Selectman Cyganiewicz said he would like to have more people. Selectwoman LaBrie said if people are interested to send letters of interest to the Town Manager. Mr. Hickey said he is presenting the budget to the Board in one week. He is not proposing closing the Transfer Station but some restructuring is being recommended. He said it needs to be more cost effective to operate. He asked the Select Board to listen to his recommendations then decide if they want to form the Transfer Station Study Committee. He said the Transfer Station is a valuable asset to the Town and a lot of people depend upon it. He said there is no harm to study it. Selectwoman Anderson asked if there were any proposed fee increases. Mr. Hickey said that is part of it and also going from two staff down to one. He also said going to single stream recycling would make it easier to use and make it less costly. Selectwoman Anderson asked to have this for the next meeting. Mr Hickey noted that Chairman Barbaro asked to keep the next meeting on the 21<sup>st</sup> for the

FY17 budget presentation and asked to have it put on the meeting on the 28<sup>th</sup>. Ms. LaBrie agrees with keeping it open and would like to hear the proposal and revisit this in two weeks. Mr. Zbikowski stated they could have a report ready for Town Meeting; they might find something. Selectman Cyganiewicz said he would like to keep this open; the committee could work with Town Hall and residents. **He moved to form the Transfer Station Study Committee; Selectwoman Salter seconded it.** Selectwoman LaBrie said if anyone is interested in serving to send a letter to the Town Manager. **Selectman Cyganiewicz amended the motion to have up to five members; Selectwoman Salter seconded.**

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

Appointments will be made at the next meeting.

#### **BOARDS/COMMITTEES/DEPARTMENT HEADS:**

Joint Meeting with the Board of Health - Members present Jason Moury, Ed Bond, Diane Cosentino and Jason Gauthier; Absent Lionel Cloutier. The BOH called the meeting to order at 7:14 p.m. Jason Moury said the Board of Health is seeking to discuss the pipeline. He said the Board discusses it almost every month. He said the Board agrees that we need to have a unified voice and that is why it is being brought forward today to get the Select Board's thoughts of banning the pipeline running through Winchendon. He spoke about the packets from Deerfield. He said they make a unique argument. He spoke about how the City of Cambridge voted to ban any testing regarding anthrax due to public health. Deerfield thought precedence was similar. Chairman Cloutier reached out to their environmental lawyer searching to see if this is appropriate action. If so, they will host another public hearing and invite Kinder Morgan, Tennessee Gas Pipeline and others, pro and con, for the pipeline. If decided appropriate action, we would like to go forward. Selectwoman LaBrie said this is near and dear to her. She was on the Pipeline Review Committee. A year or two ago, they did move the pipeline up to New Hampshire. She said she would fully support them working to put forth documentation to ban the pipeline from Winchendon.

Selectman Cyganiewicz asked if a municipality can legally ban a pipeline. Deerfield has stated the material being transported containing certain chemicals and natural gas presents a risk to the environment and people. Selectman Cyganiewicz read an article from a magazine he received. Jason Moury said this case was held in Mass. The lawyer and Deerfield are confident that it will be upheld. He said we could get legal counsel to draft so it would uphold. Selectwoman Salter asked about the cost and who would pay for it. Mr. Moury feels the Board of Health should officially ban this; they would want the Town to be behind it.

Mr. Hickey said he would find out what other communities have done this already and submit information to the Board. He said he thinks it's worthwhile to find out what those legal fees were to get a sense of what it would cost. He said the budget is lean in FY16 and FY17. He said it's good to understand the proposal before we start the fight.

Selectwoman Anderson said we could use Deerfield's Counsel as a resource. Mr. Moury said Mr. Cloutier had spoken to the Deerfield lawyer. He has work to do as Mr. Cloutier is out for a bit. The lawyer had offered pro bono. He would need to research and he would ask legal counsel to see if they are appropriate.

Mr. Hickey asked the Board of Health members if they were aware if the community of lawyers was Town legal counsel or a special environmental lawyer. Mr. Hickey said Kopelman and Paige might not be able to provide a lot of support with this specialized practice. They may be able to assist in a minor role. You might have to look at an environmental firm.

Selectman Cyganiewicz brought up property on Lincoln Ave. extension. He looked at the property. He is concerned about the conditions and we as a town can do more to protect residents. He said doing nothing isn't appropriate. He isn't sure what we can do so people know this building is unsafe. There are other buildings in town also. Selectwoman Anderson also went down Lincoln Ave. Ext. and there is another building next to it. She said these buildings are not secure and anyone can get into them. Mr. Moury said he was approached by residents concerning this building and others. These homes are not safe. He said these properties just sit like this; we don't have funds to take the buildings down. Selectwoman LaBrie asked at what point can the Board of Health step in. Mr. Moury said we have state sanitary codes that outline what we can and cannot do. He said the Health Agent will get involved. He will assess the facility, issue a letter to the owners to repair and if the situation is life threatening, the Health Agent with the Board of Health will condemn the property and force them to find a temporary location for them until the property is brought up to code.

Mr. Moury said the last thing for consideration this evening is Earth Day with information on the Board of Health Facebook page. Mr. Moury said Mr. Cloutier, hands down, has done most of the work in the years past. He said he will be asking the Board to help out with this. He said he would love the public's help. He said Earth Day is Saturday, April 23, with hours from 8:00 a.m. to 2:00 p.m. with a dumpster being available in the Town Hall parking lot. Gloves, trash bags and drink tickets from Cumberland Farms will be provided. We will be cleaning the downtown area, but if you can't come, you can clean your street. Mr. Hickey said he would be happy to put it on the town's Facebook page and website if they could get him the information. **A motion was made by Jason Gauthier to adjourn. The motion was seconded by Diane Cosentino.**

**MOURY(Y)      BOND(Y)      COSENTINO(Y)      GAUTHIER(Y)**

The Board of Health adjourned at 7:38 p.m.

Joint Meeting with the Toy Town Partnership /Winchendon Enhancement Sub-Committee – Ingleside Project – Committee members present were Dave Romanowski, Steve Haddad, John Deline, J Lillie, Ken LaBrack, Cindy Boucher, Elaine Mroz, Linda Daigle, Jane LaPointe; absent were Don O'Neil, Kris Provost and Joe Ladeau.

Mr. Romanowski mentioned they met upstairs first and are continuing their meeting here. He said he hopes to share good news for the town. The committee has been looking for a couple years now to acquire the Ingleside property off of Maple Street. He said there are various ways the town can acquire the property. He said what's transpired is that The Winchendon School and the town came up with a way to exchange the Marvin School for the Ingleside property. He said we are looking, for tonight, for the Board of Selectmen along with the Town Manager to develop an article for the Annual Town Meeting warrant to put before town vote. Mr. Romanowski introduced the committee members. Mr. Deline spoke about Ingleside and mentioned when he was young he thought it was a magical place to play there. He would like to see it saved for the town and make it work. He said this is our chance to save 43 acres of property near downtown. Mr. Romanowski said this is something to move our town forward.

Selectwoman Salter said she has concerns about the property being secluded and asked how will it be secured. She also questioned the liability of it. She said she lives off of Maple Street and it's a dangerous cut in. Mr. Romanowski said he spoke with Police Chief Walsh. He shares similar concerns. He said if it becomes town property, it will be patrolled as are other roads. There was some talk of alarm systems or

cameras or to have a tenant or caretaker on site. Mr. Romanowski said there is an alternate entrance that could be used. Jason Moury a resident off of Maple Street came forward. He said he is speaking as a public health professional not a Board of Health member. He voiced sidewalk and pedestrian safety on Maple Street. Mr. Romanowski said there is opportunity to improve what already exists on Maple Street.

Mr. Hickey spoke of the process moving forward. He has met with the entire group once or twice, and with representatives involved. One member of the group, the Headmaster of The Winchendon School, is interested in trading the property for Marvin School. He spoke of the process with the need to have a warrant article for the town to sell Marvin School; be creative with the article looking for bids to acquire Marvin School which could require cash and property. Mr. Hickey said the appraisal is scheduled for tomorrow. He said once they have a value they can get a sense if there is a significant difference in value. He said he would come back to the Select Board with a draft warrant article in the future.

Selectwoman Salter said it's wonderful and wishes them luck but she is a numbers person and we have a deficit; she can't support it. She said we can't continue to spend money.

Selectman Cyganiewicz said we need to look at other ways to help pay for this. He said we need to be aggressive in ways to fund this. He said he supports this project and is willing to speak on behalf of the project. Mr. Romanowski said he is not requesting any funding now or in the near future. He said this is to acquire the land at no cost to the town. He said in the future, if the town community chooses to develop the property as recreation and parks, we would reach out for funding or investors, grants and any other opportunities. Ms. Boucher was sorry to hear Selectwoman Salter didn't support the project because of cost. The bike trail in Winchendon just opened the new section and she is thrilled on how much it is being used. The Town of Winchendon did not pay one cent for what is located in Winchendon. The two phases were \$3.2 million. Robinson-Broadhurst Foundation did support this and the rest was state and federal funding. Selectwoman LaBrie said she would support an article as discussed tonight. Ms. Anderson said it's important to remember Marvin School is expensive for us to maintain. She and Mr. Cyganiewicz went to the Fall Festival and had a great time. She would support a warrant article with the proper verbiage so the Town can vote on it.

Mr. Hickey said with support from the Board he will get a legal proposed article that would address the acquisition and/or trade of the property and bring it to the March 28th meeting. The Joint meeting ended at 8:06 p.m.

#### **NEW BUSINESS:**

Seven Point Medical Marijuana Dispensary Proposal - Atty. Valerio Romano introduced himself. He said their firm represents a number of new applicants in his office. He introduced the members of Seven Point here this evening: Brad Zerman, CEO and Co-Founder of Seven Points, Jeff Bilodeau, Director of Dispensary Properties, Dave Miller, Director of Real Estate, Ryan Goldstein, Co-Founder, and Mitch Suzan, Director of Security Michigan. He spoke of other dispensaries approved in Ayer to grow marijuana and was successful working with that town. He said he is now working on the retail aspect of it. He said the proposed location is 660 Spring Street. Mr. Mitchell, who is the security director, said he was a police officer for thirty years. He said he met with Chief Walsh. He said he answered the questions the Chief had. He said it would be a year before it would be up and running. They said they are here tonight looking for a letter of support of non-opposition.

Mr. Hickey said the property that is being discussed is currently the Carriage House Restaurant. He said according to the zoning bylaw a retail store like this would be allowed. He said state law says it has to be

500 feet away from children. Selectman Cyganiewicz asked about security. Mr. Zerman talked about security cameras and restricted access.

They said they look forward to meeting with the Town Manager to discuss this further. Mr. Hickey said he would meet with them and forward any information to the Board to discuss at a future meeting.

#### Fee Schedule Review

Mr. Hickey passed out an updated schedule. He said he looked at fees. Some haven't been changed for a number of years. Highlighted in yellow were the changes proposed by him. He mentioned unregistered motor vehicle; he said we charge only \$5 which isn't covering our costs. He proposed to increase the fee to \$25.

He specifically spoke about the ambulance fees to do a combined rate. He said it looks like a large increase but the a la carte charges are rolled into a combined rate. He said he believes this will increase collection rates. He said the Building Department said they couldn't justify raising the fees. The Planning Board and Zoning Board of Appeals are not looking to increase fees. He said the Board of Health is still investigating whether or not to make recommendations.

Selectwoman Anderson said the auditors have concerns with collections. She asked if changing the fees would improve our collections. Mr. Hickey said these fee changes won't clear up the concerns the auditors had because it was old receivable balances that needed to be cleared up. He said he would like to adopt a proposed ambulance billing policy to work on and a write off policy for the Board's approval.

Selectwoman Anderson asked about a trench permit. Chief Smith explained if you are putting a water pipe in to your property, it would need to be secure for proper safety. Mr. Hickey said he is looking for the fee changes to have an effective date of July 1st. Selectwoman LaBrie moved the Board approve the changes in the town wide fee schedule with said changes to be effective July 1, 2016. Selectwoman Salter seconded.

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

#### **OLD BUSINESS:**

Water Shut Off Policy – 2<sup>nd</sup> Reading – Mr. Hickey explained the policy is back before them with changes from their last meeting and also reflects Mass state law. He said it provides a more detailed policy concerning when a town employee can go into a building and a time frame required to notify people. He said it also addresses placing a door hanger. He said we can put this into effect once we move into quarterly billing later this year. He said if they are making payments we want to work with them. He said right now we have water/sewer bills that are two to three years old. He said it is affecting cash flow.

Mr. Jason Moury, Vice Chairman of the Board of Health, said he would like to have the Board of Health notified about water shut offs. He said not having water is a violation of the state sanitary code. Selectwoman LaBrie said she would like to have MGL on the door hanger.

**Selectwoman LaBrie moved to approve the Town of Winchendon Water Shutoff policy as presented with two changes: notification being sent to the Board of Health and Health Agent of potential property being impacted and door hangers are notified of MGL. The motion was seconded by Selectwoman Salter.**

**TOWN MANAGER’S REPORT:**

Mr. Hickey said a couple of things not in his report: the Public Works has unexpended funds and he was asked, and approved, a temporary Highway Operator for cleanup between now and June 30th. He also hired a new Assistant Town Accountant who will start on March 21st. He said the former Assistant Accountant has been coming in processing payroll and assisting the Town Accountant and he said he appreciates that very much.

He said the Board may be aware the Planning Board Chair allowed Brandywine Farms to come to a meeting. Brandywine is seeking a postponement.

He said he sent to the Board a draft advertisement for the Town Accountant position. He said he hopes the Board will provide feedback for the advertisement he drafted to get it out to papers and start the process. Selectman Cyganiewicz asked where the salary range came from. Mr. Hickey said it is the same as the current Town Accountant’s steps she was hired at. Selectman Cyganiewicz said the salary range should be on the advertisement. Mr. Hickey would be coming back to the Board later in the month on formalizing the hiring process.

Below is the Town Manager’s Report this evening:

**1. Financial Updates-**

- a. I have signed the FY16 audit engagement letter with Roselli, Clark and Associates to complete the FY16 annual financial audit.
- b. I will be completing my proposed FY17 budget this week for presentation to the Board on March 21<sup>st</sup>.

**2. Personnel Updates-**

- a. I have hired Joanne Goguen as Winchendon’s Assistant Town Accountant. Joanne is currently employed as the Assistant Treasurer/Collector for the City of Gardner. In Gardner Joanne has processed payroll and uses MUNIS software. Joanne’s starting date is March 21<sup>st</sup>.
- b. I have met with the DPW union to discuss a successor collective bargaining agreement. We will continue to meet in the coming weeks to try to come to an agreement. I will also be meeting with the patrolman’s union this week to begin contract discussions with them.

**3. Project Updates-**

- a. The contractor that has been hired to replace the fire station roof has notified the Town that they intend to begin the project the week of March 22<sup>nd</sup>. They expect the project to be completed by April 1<sup>st</sup>.
- b. The police station project continues to be on time and on budget. Selectwoman Anderson and Selectman Cyganiewicz toured the project on March 3<sup>rd</sup>. Selectman Barbaro and I toured on March 8<sup>th</sup>. Work on the parking lot will begin later this month for new drainage piping followed by utility work under the Central Street sidewalk in April.

- c. Ted Fiffy, the Town's project manager on the police station renovation has been hired to oversee the library elevator/accessibility project.
- d. The State has allowed the new parking lot for the bike path to be opened for use.

**4. Miscellaneous Updates**

- a. I have been in contact with the State of Massachusetts seeking guidance on the process to begin the development of a personnel pay and classification system. I am hopeful to begin the process of finding a vendor later in March.
- b. Al Gallant and I met with the Ashburnham Town Manager and Director of Public Works on Tuesday to discuss their interest in researching the cost savings of having Town staff operate the water treatment plant rather than Veolia. Al believes the water district can save upwards of \$100,000 if Veolia did not manage the water system for the district. Ashburnham is interested and both towns will continue the discussion at next week's water district meeting.

He said he has engaged a company by the name of SpyGlass to audit Winchendon's phone bills to determine if the Town's local and long distance phone, Internet, data and wireless carriers are overbilling the Town. SpyGlass will only be paid if they find billing errors.

**MINUTES:**

**Monday, February 15, 2016-Regular Meeting - Selectwoman LaBrie moved to approve; Selectwoman Salter seconded.**

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

Monday, February 22, 2016 Regular Meeting – With the minutes not being complete, this agenda item was passed over.

Selectwoman LaBrie asked about the cemetery street naming. Mr. Hickey updated the Board. He said there are signs in the shed but the signs are for the existing cemetery and are not new. He will bring back recommendations at the March 28th meeting.

**COMMUNICATIONS:**

**AGENDA ITEMS:**

Meeting Schedule:

The Capital Planning meeting on March 21<sup>st</sup> is being rescheduled. Mr. Hickey will reach out and reschedule the meeting.

Mr. Hickey said he is presenting the proposed budget at the March 21st Select Board meeting. He said he will present the proposed budget to the Finance Committee on March 22nd. He said he will invite the Finance Committee, Audit Committee and the School Committee to attend if they are interested.

Selectwoman Salter notified the Board she cannot attend the March 21st meeting.

**ADJOURNMENT:**

**A motion was made by Selectman Cyganiewicz to adjourn. The motion was seconded by Selectwoman LaBrie.**

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

The meeting was adjourned at 9:53p.m.

Respectfully submitted,

Debra Dennis  
Recording Secretary