

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
INCLUDES JOINT MEETINGS WITH:  
BOARD OF HEALTH  
TOY TOWN PARTNERSHIP  
MONDAY, MARCH 28, 2016  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

Present:

Mike Barbaro, Chairman	
Barbara Anderson, Vice Chair	Keith R. Hickey, Town Manager
Audrey LaBrie	Linda Daigle, Executive Assistant
Amy Salter	Debra Dennis, Recording Secretary
Austin Cyganiewicz	

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List of Documents Presented at Meeting:

- Notice of Vacancies as of March 2016 (attached)
- Transfer Station Study Committee Email of Interest Larry Sordoni (filed)
- Transfer Station Study Committee Letter of Interest Richard Lucier (filed)
- Class II Application - Vilson Auto Sales, 230 Baldwinville State Road (filed)
- Proposed Warrant Article for the Sale/Transfer of Marvin School (filed)
- Draft Ambulance Billing and Collections Policy 1st Reading (attached)
- Draft Special and Annual Town Meeting Warrant for May 16, 2016 (filed)
- Cemetery Street Names Memo from Town Manager (filed)
- FY17 Proposed Budget Presentation to Finance Committee Memo from Town Manager (attached)
- Report of the Town Manager (attached)
- Minutes Approved: (filed)
  - o Monday, February 22, 2016 – Regular Meeting
  - o Monday, February 29, 2016 - Joint Meeting - BOS/FC/SC/Audit Committees

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Chairman Barbaro called the meeting to order at 6:30 p.m. with the Pledge of Allegiance to the Flag of the United States of America. The meeting aired live on local cable access channel 8.

Announce audio/video recording disclosure - When asked by the Chairman if anyone would be audio or video recording the meeting this evening, there was no response.

**SELECTMEN'S COMMENTS:**

Selectwoman Anderson said last Thursday Montachusett Planning Organization met with Representatives from our district. She said in order to get federal funding you have to participate in this group. She said she was chosen to be the alternate.

Chairman Barbaro said he attended the Toy Town Century 21 play which was Cinderella and it was very entertaining.

**PUBLIC COMMENTS AND ANNOUNCEMENTS:**

Roger Ducette came forward and thanked everyone that supported him last year when he was going for Town Selectman. He said he supports the present board and they are doing a good job so far. He said staying with the Audit Committee he feels he is more useful in that area. He said he likes the budget the Town Manager did.

Vacancies-Chairman Barbaro read the current vacancies which included the Cultural Council with many vacancies, Fence Viewer/Field Driver one vacancy, Parks and Recreation Committee one regular vacancy and 2 student vacancies.

Audit Committee Appointment-Chairman Barbaro said he would like to volunteer his time on the Audit Committee as the Selectmen Representative. **A motion was made by Selectwoman LaBrie to appoint Michael Barbaro as the Selectmen Representative on the Audit Committee. The motion was seconded by Selectwoman Salter.**

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Transfer Station Study Committee Appointments-Mr. Rick Lucier came forward. He said he is a former purchasing agent and has a background with the recycling process. He said it needs to be more profitable. Mr. Zbikowski and Mr. McAllister came forward. Mr. Zbikowski said they were on the committee the last time. Chairman Barbaro said the DPW Director Al Gallant also expressed interest. Selectwoman Anderson asked what they hoped to do. Mr. McAllister said to have the Transfer Station stay open. He said it's a benefit to the town. **A motion was made by Selectwoman LaBrie to appoint Richard Lucier, Larry Sardoni, Albert Gallant, Robert Zbikowski and Richard McAllister to the Transfer Station Study Committee. The motion was seconded by Selectwoman Salter.**

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**PERMIT/LICENSE APPLICATIONS:**

Class II-Vilson Auto Sales, 230 Baldwinville State Rd.-Mr. Vilson Camargo came forward. Chairman Barbaro said this is to revert back this Class II license to Vilson Auto Sales. Mr. Camargo the owner previously turned the Class II business over to United Vehicle Remarketing . This special permit for this license is issued to the property owner. **A motion was made by Selectman Cyganiewicz to move for the applicant; Selectwoman LaBrie seconded.**

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**BOARDS/COMMITTEES/DEPARTMENT HEADS:**

Fire Chief Tom Smith-Chief Smith came forward to give a department update. He said he has started the process as to how to go about marking buildings that are unsafe. He said he is looking at area towns and fire code. He said he will bring a draft policy when done to the Select board.

Chief Smith said he has been working on a policy for billing and collections and has a draft to present to the Select board. The Fire Department had 500 plus calls since January 1st. He said we had 2,000 last year. He thanked the responders for their service. He said the new ambulance is currently being built and

should be done the end of May or the first part of June. The current ambulance will be used for the dive team. Chairman Barbaro asked how often the dive team is called upon. Chief Smith said around fifteen times a year. He said the equipment and training needs to be up to snuff.

Chief Smith said they are working on additional programs in the community such as working on improving the fire and medical information that is out there. We have had tours for children at the Fire House. We also do CPR training throughout the community. Chairman Barbaro asked if it was okay to take out of order the Ambulance Billing Policy. Selectwoman Anderson told the Chief that they do a great job with the Face book page. She also mentioned that we need to protect firefighters from dangerous buildings. Chief Smith said we have pre-planning for certain buildings and we are updating our pre-planning system. He said we get trained that these are in order of importance at a fire: protect life safety of responders and victims, property and environmental issues. Chairman Barbaro asked if the roof at the Fire Station is getting done. Chief Smith said it is scheduled to begin next week weather permitting.

**A motion was made by Selectwoman Anderson to take Ambulance Billing Policy out of order; Selectwoman Salter seconded.**

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**NEW BUSINESS:**

Draft Ambulance Billing and Write-Off Policy-1st Reading-Fire Chief Smith said uncollectibles go back to 2008. He said it's important to have a consistent billing policy. Mr. Hickey said he is ok with having a policy. Selectwoman Anderson asked if he would hire a part time billing assistant. Chief Smith said if the FY17 budget goes through the person would do billing and administrative duties. Selectman Cyganiewicz asked when this would go into effect. Chief Smith said July 1st. He said they would review previous bills prior to the new fiscal year. Chairman Barbaro said if there is money left over for the Senior Citizens Work off program maybe someone can step up until the end of the fiscal year. Chief Smith said there is quite a bit of training. **A motion was made by Selectwoman Anderson to adopt the Ambulance Billing and Write Off Policy effective March 28, 2016 first reading; Selectwoman LaBrie seconded.**

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**A motion to waive the second reading of the Ambulance Billing Policy was made by Selectwoman Anderson; Selectwoman Salter seconded.**

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**JOINT MEETING:**

Joint Meeting with the Toy Town Partnership /Winchendon Enhancement Sub-Committee – Warrant Article Request – 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 said they are requesting the Board of Selectmen to sponsor a warrant to have an up or down vote to sell the Marvin School for either cash and or in exchange for property of similar value. Mr. Hickey said the Subcommittee has received the language for the article. He said the property was acquired in the 1900's. Mr. Hickey read the article. He said the appraisals are done and Marvin School was appraised at \$400,000 and Ingleside property was appraised at \$500,000. He said he will verify with

the Winchendon School to make sure there are no issues trading properties. He said he thinks there will be none. He said with this article there is no money appropriated. He said if the article is voted he will draft an RFP and focus on accepting the property in lieu of cash for Marvin School. Selectwoman Anderson said if we approve the article this will still need to go out to bid. Mr. Hickey said the sequence is to first approve the article and then the RFP to sell the property. He said the article gives authority to sell the property. Selectwoman LaBrie said the committee and Mr. Hickey have stated no cost. In the warrant article any instinct where we will have to have money. Mr. Hickey said an example would be if the Winchendon School wanted the \$100,000 difference. Selectman Cyganiewicz asked if there are any other plans if the article doesn't get passed. Mr. Hickey said no at that point we would have to wait. He said the Select board can't dispose of the property without the vote. If a no vote, it would be up to the Select board to decide what to do with it. Chairman Barbaro said he would like to see a private public partnership for tax relief. He said to the committee develop it or get some taxes. Mr. Romanowski said the short term goal is the warrant article and getting the town's support. He said some benefits of getting the property are it's going to be a 10 or 20 year project. Mr. Hickey said the warrant article allows taking cash or other land. **A motion to adopt the article to present to Town Meeting was made by Selectwoman Anderson; Selectwoman LaBrie seconded.**

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Mr. Hickey said he would work with the subcommittee and put the article and information on the town website. Mr. Rick Lucier came forward and said you have to do a survey and mark the wetlands at Ingleside. Ms. Linda Daigle said a Masterplan has been done on Ingleside where this has been delineated. She said funds from the Robinson-Broadhurst Foundation are available for associated costs if necessary.

#### **NEW BUSINESS CONTINUED:**

Draft Special and Annual Town Meeting Warrant for May 16, 2016-Mr. Hickey said it's informational tonight. He said he included comments that the attorney has made. He said based on this information there is no need for a Special Town meeting just an Annual Town Meeting. He said there are thirteen articles and one may be removed. He is waiting for guidance from the Department of Revenue concerning article 10. The attorney wants to make sure the Dept. of Revenue (DOR) is okay with the language of this article. He said when he gets comments from the DOR he will forward them to the Select board.

Mr. Hickey said the capital articles there is one for the renovation of the water tanks. He said he is waiting for the language from the DOR. He said there are no zoning articles.

#### **OLD BUSINESS:**

Cemetery Street Names Update-Mr. Hickey said the Select board is being asked to name the streets in the new section of the cemetery. He said the signs that were discussed at a previous meeting can't be used for this purpose. Selectwoman LaBrie said she would personally like them to be named after trees. It was decided by the Select board to have Selectwoman LaBrie choose the names to be used. She selected Willow, Mulberry, Cottonwood, Hawthorn and Alder. **A motion was made by Selectwoman Anderson to name the streets in the cemetery Willow, Mulberry, Cottonwood, Hawthorn and Alder; Selectman Cyganiewicz seconded.**

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FY17 Proposed Budget Update-Mr. Hickey said the Health Insurance dollar amount is more than he needs. He said he presented his proposed FY17 budget to the Finance Committee on Tuesday evening. He said they had a few questions about the indirect cost calculations and some questions on specific line items. He said he has summarized those questions and has put his responses into a document that is in their packets. He said Chairman Barbaro has placed an agenda item on the Select board's April 4th meeting agenda to continue discussion on the FY17 budget. Chairman Barbaro asked the other members to sit down with the Town Manager to address any questions or concerns concerning the budget.

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

Below is the Town Manager's Report this evening:

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

- a. I presented my proposed FY17 budget to the Finance Committee on Tuesday evening with Chairman Barbaro. There were a few questions asked. The Committee found a couple of minor mistakes in my sewer indirect costs that I will correct next week.

### **2. Personnel Updates-**

- a. Library Director Brian Tata informed me Monday that he reinjured his back and expects to be out for an extended period of time. We will know more towards the end of next month when he will be re-evaluated by his physician. I have met with Library Trustee representatives and with their efforts will work to keep the library operation functioning on a short term basis until a determination is made about the Director's status.

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

- a. The Police Station project continues to be on time and on budget with an August 1st completion date.
- b. Ted Fiffy had been hired to oversee the library access project. Ted has met with the trustees and the architect to finalize plans and prepare bid documents.

### **4. Miscellaneous Updates**

- a. The Water Department was informed of a possible water leak at the intersection of Route 202 and Benjamin Street. After some exploratory digging, a leak was found and a repair was made. Water Department staff believes the leak had been ongoing for quite some time, leaking at least 50 gallons per minute. This leak would have been contributing significantly to the unaccounted water the Town has been billed for in the past. He said this has been going on for nearly a year and this was a significant amount of water loss.
- b. I approved the purchase of a used grader in the amount of \$24,500. The graders original owner was a municipality in Florida and is in excellent condition with very low hours. The Town's current grader has been out of service in need of a new transmission for the past eleven months. The cost of the new transmission is \$30,000 and the current grader is in much worse overall condition. Public Works sought out other used graders and could not find one from four other dealers in the same condition for the same price. Public Works mechanics inspected the grader and believe it is in excellent condition. Funds for the grader will come from the FY16

- budget savings. The new grader is scheduled to be delivered on April 14th. He said to repair the transmission of the old grader it would be out of service for six months.
- c. Al Gallant, Tracy Murphy and I met with representatives from the engineering firm Tighe and Bond about their fees. We explained that some of the fees charged in the past for inspection services with higher than we thought necessary. They have agreed to work with the Town to offer options that will be less costly for the same quality of work. Overall the meeting went well and Tighe and Bond have a better understanding of the Town's expectations.
  - d. On behalf of the Town, I supported the renewal of the five year contract with Veolia to manage the water plant for Winchendon and Ashburnham. The Ashburnham representatives are very loyal Veolia and are willing to work with Winchendon to search for cost saving ideas to operate the plant. Part of my rationale for voting with Ashburnham to renew the contract was the desire to work with Ashburnham to have Ashburnham secure partial grant funding to replace the main water line from the plant currently owned by Winchendon which will save Winchendon approximately 30% of the pipe replacement cost.
  - e. I have signed up to attend a seminar offered by the State to become a procurement officer, something that is currently lacking. Tracy Murphy will also be attending. The seminar is next Wednesday thru Friday (3/30/- 4/1). I will be out of the office but will be available by e-mail or cell. Mr. Hickey said he is rescheduling to June needing the time to work on the budget. Selectwoman Anderson asked him to explain what a procurement officer does. Mr. Hickey said it's a purchasing agent. It's a certified officer who understands the bidding process. He said someone in the community has to have that designation.

Chairman Barbaro asked for an update on the posting for a new Town Accountant. Mr. Hickey said it closed Thursday and will bring information of applicants to the Select board.

**MINUTES:**

February 22, 2016-Regular Meeting - Selectwoman **Anderson moved to approve; Selectwoman Salter seconded.**

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Selectwoman LaBrie asked when Seven Points was coming back. Mr. Hickey said he met with representatives from Seven Points and told them the Select board was receptive. He said they will be coming in on April 18th. He said they are looking at a growing operation and or distribution facility. He said he has asked for documentation as to what details of operation. He said there has been desire and interest shown in Gardner but they said they will likely have interest locating in both communities.

Selectwoman Anderson asked if there was any way to research the amount of money the town has invested in the solar field. Chairman Barbaro said they did all the work. Mr. Hickey said he knows they have financial issues.

**Minutes Continued:**

February 29, 2016-Joint Meeting BOS/AC/SC/FC - **Selectwoman Anderson moved to approve; Selectwoman Salter seconded.**

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**COMMUNICATIONS:**

**AGENDA ITEMS:**

Meeting Schedule:

Monday, April 4, 2016 - Draft STM/ATM Warrant  
Monday, April 11, 2016 - Regular Monthly Meeting if needed.  
Monday, April 18, 2016 - BOS Votes Final Warrant  
Monday, April 25, 2016 - BOS Votes their Recommendation on each STM/ATM article  
Finance Committee- Public Hearing Scheduled for April 20, 2016

Selectwoman Salter notified the Board she cannot attend the April 25th meeting.

**ADJOURNMENT:**

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

**BARBARO(Y) ANDERSON(Y) LABRIE(Y) SALTER(Y)  
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The meeting was adjourned at 8:22p.m.

Respectfully submitted,

Debra Dennis  
Recording Secretary