

Approved: July 25, 2016

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, MAY 23, 2016**

**Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Chairwoman
Audrey LaBrie, Vice-Chairwoman
Michael Barbaro
Amy Salter
Austin Cyganiewicz

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

List of Documents Presented at Meeting:

- Election Constable Appointment note of Interest - Rick Marinelli (filed)
- Formal Request from Town Accountant-Appointment of Assistant Town Accountant (filed)
- Financial Statements through April 30th (attached)
- Entertainment Permit Application – Immaculate Heart of Mary Strawberry Festival (filed)
- Entertainment Permit / Special 2-One Day Liquor Licenses Application - Immaculate Heart of Mary Church (filed)
- Entertainment Permit Application /32nd Annual Mass. State Chili Cook-Off and Kiwanis Family Fun Day-Kiwanis Club (filed)
- Parade Permit Application -Memorial Day Parade, May 30th-Veterans Services (filed)
- Memo from Keith Hickey, Town Manager- Audit of Street Light Assets-5/19/16 (attached)
- Application for Adjustment of Water/Sewer Charges- 37-39 Ash Street (filed)
- Sewer Betterment Assessment Administrative Abatements - 66 Highland Street-Map/Parcel No. 5A3 0 143 (filed)
- Sewer Betterment Assessment Administrative Abatements - Rear Brooks Road -Map/Parcel No. 4018(filed)
- Draft Financial Policies (filed)
- Memo from Keith Hickey, Town Manager-Request Changes to Transfer Station Operations-5/19/16 (attached)
- Report of the Town Manager (attached)
- Minutes Approved: (filed)
 - o -Regular Meeting May 9, 2016
 - o -Executive Session May 9, 2016
 - o -Regular Meeting prior to Annual Town Meeting May 16, 2016

The meeting was called to order by Chairwoman Anderson at 6:33 p.m. with the *Pledge of Allegiance to the Flag of the United States*.

Announce audio/video recording disclosure – There was no one who announced they would be audio or video recording the meeting this evening.

SELECTMEN’S COMMENTS:

Selectwoman LaBrie wished all seniors at Murdock good luck with their finals tomorrow.

Chairman Anderson said this weekend is Memorial Day weekend. There is a parade this weekend. She said she will be at the Veteran’s Cemetery on Monday.

PUBLIC COMMENTS AND ANNOUNCEMENTS:

Dave Romanowski of the Toy Town Partnership/Winchendon Enhancement Sub-Committee came forward. He thanked everyone who showed up at Town Meeting and participated on Article 14 regarding the sale of Marvin School and the and especially those who supported the non-binding referendum vote. He thanked the board for their support and said he would be more than happy to serve in any capacity moving forward with this project. Mr. Hickey said he reached out to the town's attorney for help drafting the RFP to sell Marvin School. He said he will bring it to the board for their satisfaction and then will advertise. Chairman Anderson said the town will be in touch with Mr. Romanowski.

Selectman Barbaro came in at 6:35 p.m.

APPOINTMENTS/RESIGNATIONS:

Election Constable – Rick Marinelli – Mr. Marinelli wasn't in attendance this evening. Mr. Hickey said the Town Clerk would like to have three constables to provide assistance and recommends this appointment. **Selectwoman LaBrie moved to appoint Rick Marinelli as constable; Selectman Barbaro seconded.**

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

BOARDS/COMMITTEES/DEPARTMENT HEADS:

Town Accountant / Town Manager FY16 Update

Town Accountant Donna Allard came forward. Mr. Hickey said the Town Accountant asked the board to appoint Joanne Goguen as the Assistant Town Accountant. He said under Mass General Law it's a formality the board consider appointing Joanne Goguen who has been here 4-6 weeks as the Assistant Town Accountant.

Selectwoman LaBrie moved the board appoint Joanne Goguen as the Assistant Town Accountant; Selectman Barbaro seconded.

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

Donna Allard said in your packet you have the budget expenditures through April for the town, school and the enterprise funds. She said you also have revenues posted as of April. She presented a summary and asked if they had questions about it. Chairman Anderson said she has concerns with the school accounts in deficit. Ms. Allard said the school has presented transfers and some are on deficit accounts that she can't do. She said she is still waiting to get \$532,000 worth of transfers. Mr. Hickey said Ms. Allard had ongoing meetings with the school office and has raised concerns for four to five months now. He said he asked the School Superintendent if they could have a meeting which would include Ms. Allard, the business office and the owner of TMS. He is concerned with some of the conditions of the negative balances. He said he has been assured by the business office that the issues will be addressed. He said they have been notified today from the state that the out of district tuition revenue Winchendon received \$300,000 will only come in at \$150,000 based on the out of district students coming to Winchendon to be educated which was based on the October 2015 number. He said Ms. Allard reached out to the state to get a better handle on it. He said right now \$14,000 will have to be funded out of some other source. We have actually received more than \$150,000 to date and the state would like us to return that money. We have received \$28,000 over the \$150,000. He said we will know by June 15 what the final figure is. He said they basically have sent the bill which will come out of school choice.

The board discussed the \$552,000 which is the deficit in the operating budget. Selectman Barbaro asked if we cannot pay these people. (TMS). Mr. Hickey said he's asked to have a meeting with TMS. He said they were hired by the school, not the town. He said the conditions of the financial records are less than desirable. Mr. Hickey said the owner needs to know current conditions and there could be some liability for not performing. Mr. Hickey said there are a lot of moving parts of the budget. He said we will work with them the best we can. Chairman Anderson thanked Donna Allard for the work done on the reconciliation. Mr. Hickey mentioned savings on health insurance and workmen's compensation. He said we will have some free cash at the end of the fiscal year. Selectwoman LaBrie spoke about unpaid bills which totaled \$782,390. Ms. Allard said the bills went out on May 1st. She said she spoke with the Treasurer and she said they usually collect 80%, she said the rest is liens. They are looking to see a big change in quarterly billing which will improve cash flow. Mr. Hickey said he spoke to the Treasurer today and the tax attorney is working to collect past due taxes which is just over \$100,000. Chairman

Anderson asked about the computer updates. Donna Allard said the bridge is connecting with revenues and that they were looking at proving April. Selectman Barbaro asked if they anticipated closing the books easier this year. Ms. Allard said she thinks closing this year is pretty straight forward. She was thanked for her attendance this evening.

PERMIT/LICENSE APPLICATIONS:

Immaculate Heart of Mary Strawberry Festival-Entertainment Permit June 17 – June 19, 2016

(2) Special One-Day Liquor Licenses June 17 & 18, 2016-Father Michael Clements, and Mrs. Gail Connors, Chairwoman Fundraiser of the parish came forward. Father Clements explained the strawberry festival which is an annual event that occurs during strawberry picking time. It is a major source of the church's revenue. It is a three day event with lots of activities. They said they wrap things up at 8:00p.m. instead of 9:00 p.m. **Selectman Barbaro moved for the applicant; Selectwoman LaBrie seconded.**

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

Entertainment Permit – 32nd Annual Mass. State Chili Cook-off and Kiwanis Family Fun Day 8/6/16 – Mr. Bruce Cloutier came forward on his application. He said he is the President of the club. He said it's a family fun day featuring a chili cook-off. He said the only difference is they moved it to the American Legion. The money stays in the town. He said there have been no problems in thirty two years. There will be no alcohol. He said the American Legion will be open. There will be a petting zoo and kid's games to get them involved. He said there are usually 1,500 to 2,000 people who attend with 40 to 45 cooks. **Selectman Cyganiewicz moved for the applicant; Selectman Barbaro seconded.**

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

Parade Permit – Memorial Day Parade, May 30th – Veterans Services – Mr. Scott Gauthier came forward on his application. He said this is something we do annually. He said he met with Lt. Wolski concerning police coverage. The parade starts at Glenn Allen Street; the marines throw wreaths in Whitney Pond. They salute at all the cemeteries and when finished, the fire squad goes to the Veterans Cemetery. The parade starts at 10 a.m. from the fire station down Central Street, it stops at the Legion Park, salute, then goes down Route 12, and salutes at the VFW Park. He said all speaking arrangements are at GAR Park. He said it's a great event. **Selectman Barbaro moved for the applicant; Selectwoman LaBrie seconded.**

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

NEW BUSINESS:

Proposal to Acquire Street Lights from National Grid - Mr. Hickey said Al Gallant has been working with National Grid to present to the board and public an opportunity to acquire street light assets. This would save money and the cost would be less than \$50,000. He said we would then contract with a company to replace all fixtures with LED, saving at least 50% of street light costs. The cost to retro fit the street lights up would be fronted by the company we partner with and we would pay the company back with savings. He said there is no impact to the budget. It would take 1 to 2 years before the town starts enjoying the savings. The life expectancy of LED is much more. He said we need to do an audit of what we have and what wattage is appropriate in what area. The audit would cost \$10,152 which would be covered in the FY16 budget. He said we could bring this to the fall town meeting and we could start in the spring. Selectman Barbaro asked about cost reduction and could we turn more lights on. Chairman Anderson asked about the ones that are out. Mr. Gallant said only the ones that are lit now by National Grid; the audit company will give us a price for everything else out there. Mr. Hickey asked for the board's approval and direction on how to move forward. **Selectman Barbaro moved to support the project with Tanko Lighting for the energy audit at a cost of \$10,152; Selectwoman Salter seconded.**

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

Selectman Barbaro moved to take the Transfer Station out of order of the agenda; Selectwoman LaBrie seconded.

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

Single Stream Recycling / Change of Transfer Station Hours

Mr. Hickey spoke of the two changes he said they are moving from typical recycling to single stream recycling. He said you can put everything into one container. It's easier for the residents to recycle. He said he hopes having single stream recycling will make more people recycle which could generate less trash. He said it costs the town \$75 for every ton of trash. He is proposing moving to single stream recycling. He said there would be a cost to this and some costs would be to pour a cement pad, running some electric lines. Al Gallant said he could cover the costs of these in his FY16 budget. A benefit is that there will be no need for a truck to bring the recycling to Jaffrey. He said a trailer will be put in and the contractor will pick it up.

Mr. Hickey said another issue which is supported in the budget is to extend the hours of the Transfer Station. He proposed having the Transfer Station open all day on Wednesday and open five months of the year to 7:00 p.m. He said he is hoping for the board to support single stream recycling and the hours.

Mr. Hickey said there are two members of the Transfer Station Study Committee in the audience. They were supposed to come before you on June 13th. Selectman Cyganiewicz asked if the report is ready. Al Gallant said the Committee has not taken a formal vote on the proposals. He said the major change is not having full time employees and having 4 part time employees and to not be open on Wednesday's. Mr. Hickey said he does not support the idea of having four part time employees. Mr. Gallant said it does save money but not certain it would work properly. He said the union has already agreed with the previous hours.

Mr. Hickey said we need to print decals and we can't start the process unless the board makes a decision. He said it takes 3 weeks to get decals.

Mr. Zbikowski came forward. He is the Chairman of the Transfer Station Study Committee. He said he just found out this was on the agenda and if he knew he would have had the committee take a vote and the report would have been ready for tonight. He recommend single stream recycling, he said one thing changing is going from \$150 to \$160 a ton for building material. He said the hours can be printed out on a half sheet of paper and those two things are not holding things up. His request is to vote on single stream recycling and hold off until you hear our report which we were assigned to do.

Selectwoman LaBrie moved the board approve single stream recycling and after hearing the report of the Transfer Station Study Committee to address the proposed hours: Selectman Barbaro seconded for discussion. Selectwoman Salter said the Transfer Station Study Committee has put time in and we should honor their work and listen to the report.

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

Chairman Anderson asked Al Gallant why they are doing Harris Street Bridge before High Street Bridge. Mr. Gallant replied the state is paying for the Harris Road Bridge and that they were reviewing the High Street Bridge. He said hopefully the state says yes and we can go out to bid by June.

Application for Adjustment of Water/Sewer Charges – 37-39 Ash St. – Mr. Hickey explained the applicant's application. He said this was a leak in the toilet. He said we don't support and we believe the abatement should be denied by the Board of Selectmen. **A motion to deny the applicant was made by Selectman Barbaro; Selectwoman Salter seconded.**

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

Sewer Betterment Assessment Administrative Abatements

66 Highland St. – Map/Parcel No. 5A3 0 143 – Mr. Hickey said the next two betterments are bookkeeping issues. They are paid in full. **Selectwoman LaBrie moved the town grant abatement at 66 High Street as presented; Selectman Barbaro seconded.**

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

Rear Brooks Rd, Map/Parcel No. 4 0 18 – **Selectwoman LaBrie moved the board grant an abatement to property owner as presented; Selectman Barbaro seconded.**

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

Al Gallant came forward to inform the Board about the May 26th 6:00 P.M. hearing on the Royalston Road North Bridge. He said the state offered to pay for that bridge. They want to talk to the general public. Selectman Cyganiewicz asked how they offered to pay for that bridge. Mr. Gallant said the state goes around and inspects bridges; those really deteriorated are paid for between federal and state funds, even when they are ours. He said we will have a bypass so we won't have to have a very long detour.

Acceptance of Donation from The Winchendon School for the new Police Station – Chairman Anderson said The Winchendon School generously donated \$30,000 for the Police Station. She said we received the first of three installments which will be received for three fiscal years for the renovations of the new Police Station. She said their year-end is in September. **Selectman Barbaro moved to approve the donation of \$10,000 for the Police Station; Selectman Cyganiewicz seconded for discussion.** Selectman Cyganiewicz said a lot of departments serve The Winchendon School and potentially they might want to recognize other departments too.

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

Chairman Anderson said there was a horrible police shooting in Auburn. We tend to take our police/fire and dispatchers for granted and she would like to set aside a day to honor the Fire Department, Police Department and Police Dispatchers. She said they put their lives on the line all the time. Selectman Barbaro said we need to have a proclamation first responder day. Chairman Anderson said she wants this once a year to acknowledge them.

OLD BUSINESS:

Financial Policies – 2nd Reading – Chairman Anderson said she wants to make sure that Selectman Barbaro's recommendation to put in the Financial Policies "when fiscally possible" was entered in the document. Chairman Anderson commented that on page 5 it should say property values appraised "every three years" instead of annually. **A motion was made by Selectman Barbaro to amend "every three years" to the fifth page of the Financial Policies; Selectwoman Salter seconded for discussion.** Selectwoman LaBrie talked about changing possible to prudent. Mr. Hickey said he would change it from fiscally possible to fiscally prudent. **Selectman Barbaro moved to amend to "fiscally prudent"; Selectwoman Salter seconded.**

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

TOWN MANAGER'S REPORT:

Mr. Hickey said the Complete Streets policy was accepted eight weeks ago.

He reported the new Town Accountant, Mr. Bill Schlosstein, would be coming in next week to get acclimated to Winchendon.

He reported he reached out to Comcast to seek reopening the franchise agreement but they are not interested in doing this.

Mr. Hickey reported that he and Linda Daigle and Margaret Giacobone met with a representative from Access TV and discussed the broadcast control room upgrades to improve the quality of the picture and sound. He said he will put together pricing. It doesn't address expanding the programming but we will have a camera here that people can sign out to record events. Mr. Hickey thinks the Finance Committee also had concerns how revenues were utilized that were received by Comcast. Selectman Barbaro asked about the fiber optic line from the high school. Ms. Daigle said the line still exists from the school.

Town Manager's Report as presented:

a. Financial Updates-

- a. I have asked all Department Heads to prepare any proposed budget transfers that need Board of Selectmen and Finance Committee approval to me so I can prepare a complete list and present the requests to the Board and Finance Committee at the joint June 13th meeting. Linda will be checking on the time that is convenient for both committees.

b. Personnel Updates-

- a. Moving forward I will be placing any personnel updates that should not be shared with the public will be placed in a folder in the Board's office
- b. I have been meeting with the Police Patrolman's union regarding a successor collective bargaining agreement. Negotiations are going well. We are meeting next week and may finalize a tentative agreement.

c. Project Updates-

- a. The used generator that was proposed to be donated for the Police Station project did not come to fruition. The costs for moving & installing it would exceed its current value.
- b. The Police Station project remains on time. However the Town was notified this week that due to their strike Verizon may not be able to do the telephone work necessary to move into the building. That could delay the move in date. I will keep the Board up to date when I receive more information.

Chairman Anderson wanted to address the police station. She said the strike affect us opening our police station. She said we haven't had delayed yet. She said building on our end is on schedule and is contingent on Verizon.

d. Miscellaneous Updates

- a. The Cumberland Farms redevelopment project will be submitting their proposed site plan to the Planning Board at their June meeting. It is the exact same one submitted to ZBA.

MINUTES:

Monday, May 9, 2016 - Regular Meeting – **Selectman Barbaro moved to approve as presented; Selectman Cyganiewicz seconded.**

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

Monday, May 9, 2016 EXECUTIVE SESSION - **Selectwoman LaBrie moved the board approve and release the minutes of the Executive Session; Selectman Barbaro seconded.**

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

Monday, May 16, 2016 Regular Meeting prior to Annual Town Meeting - **Selectman Barbaro moved to approve as presented; Selectwoman LaBrie seconded.**

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

COMMUNICATIONS: N/A

AGENDA ITEMS:

Meeting Schedule:

Tri-Board Meeting with School Committee and Finance Committee June 13, 2016 at 6:30 p.m. (Tentatively set pending Finance Committee's availability).

Regular Meeting June 27, 2016 - Selectman Barbaro noted he will be away for this meeting.

**ADJOURNMENT: Selectman Barbaro moved to adjourn; Selectwoman Salter seconded.
ANDERSON (Y) LABRIE(Y) BARBARO(Y) SALTER(Y) CYGANIEWICZ(Y)**

The meeting was adjourned at 8:28 p.m.

Respectfully submitted;

Debra Dennis
Recording Secretary