

Approved: 8/28/16

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, June 27, 2016
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present: Barbara Anderson, Chairman Keith Hickey, Town Manager
Audrey LaBrie, Vice-Chair Linda Daigle, Executive Assistant
Amy Salter
Austin Cyganiewicz

Absent: Michael Barbaro

List of Documents Presented at meeting:

- Appt. Form Montachusett Joint Transportation Committee (filed)
- Appt. Form Montachusett Regional Planning Commission (filed)
- Permit application for Ingleside Fall Festival for 9/17/16 (filed)
- Permit application for Max Performance for 2 one day special liquor license during their 10th Annual Mass. State Triathlon, July 9 & July 10th, 2016 (filed)
- Permit application for a Boot drive to be held on 7/2/16 for the Winchendon Veteran Fireman's Muster Ass. (filed)
- Letter requesting to name Tannery Hill Square in memory of Edward Gandy (filed)
- Application for Water/Sewer Abatement for Richard Lavigne of 67 Central St. (filed)
- Year-end budget transfers (attach)
- FY 17 Board of Selectmen & Town Manager Draft Goals & Objectives – (filed)
- Town Manager's Recommended FY 17 Goals & Objectives for Town Accountant (attach)
- Town Manager's Report (attach)
- Minutes: Executive Session, June 13, 2016 (attach)

Chairman Anderson called the meeting to order at 6:30PM 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 – No one announced they would be video or audio recording the meeting this evening when asked by the Chair.

SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:

Chairwoman Anderson commented that this was the seconded time she and Selectman Cyganiewicz attended the Lake Association meeting to talk about business of lake.

The group said that they had met several times with conservation and that they had a milfoil (weed) problem in the lake. They stated that there are ways they can address that. One way would be to request a 3 foot drop in the lake instead of a two foot drop. Selectmen Cyganiewicz suggested working with the conservation committee to address this issue. Austin said that it was important that the BOS was represented there and told them to let the Board know if there is anything else they can do to help.

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Selectwoman LaBrie mentioned that she had brought her granddaughters to the Winchendon Winds Concert. She said that the concert was comprised of musicians from all over the region. LaBrie mentioned that they would be having another one on July 23 at 1:30 and another one in August and urged residents to go.

Selectwomen LaBrie also said that she had gone to the Veterans Cemetery that afternoon to a service for Sgt. Leroy Gladsdale. She said that the American Legion had face booked them stating that this man had served the US in the Air Force and signed up right after Pearl Harbor. He passed away with no living kin and they asked if anyone in the area would show up to pay their respects to him. LaBrie said that she heard that there were anywhere from 100 to 150 people in attendance and that speaks well of the people in the area. The Chair thanked Audrey for going.

Selectwomen LaBrie congratulated Tracy Murphy, Al Gallant and Keith Hickey for being awarded the CDBG grant in Boston. The Town was able to get funding for a lot of projects including Chestnut Street, Walnut Street, fuel assistance, as well as help people to fix their homes up. That is a really positive thing for the town.

She also wanted to remind everyone about the summer concerts and encouraged everyone to go out and see them.

Chairwoman Anderson commented that the Summer Solstice was a great hit. She said that many people came out and that she was happy to be included into the parade. She also thanked the Fire Dept. for letting them use the fire truck.

North Central Pathway officially opened same day as summer solstice. The Board was there as well as Mr. Hickey. Anderson thanked Senator Gobi and Representative Zlotnik for attending.

PUBLIC COMMENTS AND ANNOUNCEMENTS: – There were none this evening

APPOINTMENTS/RESIGNATIONS:

MJTC Appointment – Selectmen Cyganiewicz said that he would be interested in serving again. Selectwoman LaBrie made a motion to name Austin Cyganiewicz as the Board representative to the MJTC for the upcoming fiscal year. Salter seconded the motion. By a vote of all aye the motion carried by majority vote.

MRPC Alternate Member Appointment – Selectmen Cyganiewicz said that he would be interested in serving again. LaBrie moved to name Austin Cyganiewicz as the Board representative the MRPC for the upcoming fiscal year. Amy seconded the motion. By a vote of all aye the motion carried by majority vote.

PERMIT/LICENSE APPLICATIONS:

Live Entertainment Permit – Toy Town Partnership 3rd Annual Festival at Ingleside. - Dave Romanowski was present to speak about this permit. He said that this is the third year that they are sponsoring this event and the first year they are trying to raise money on their own without having Robinson & Broadhurst fund them as in the past. They are looking for about \$5,000 in donations and if anyone is interested in donating they should go through him through face book or email. Selectmen Cyganiewicz asked if there would be any changes from last year. Dave said it would be pretty much the same. Selectmen Cyganiewicz made a motion to move for the applicants. Salter seconded the motion. By a vote of all aye the motion carried by majority vote.

Special One Day Liquor License – Max Performance 10th Annual Triathlon, Lake Dennison Recreation Area on July 10, 2016 - Tim Richmond was present to speak about this permit. This was an addendum to the original permit application that was given to them in the winter time. The event is moving forward for Sunday July 10th with about

400 hundred athletes at this time. Tim stated that today's application is for a one day liquor license. He mentioned that they have worked with DCR for all of their other venues in addition to Lake Dennison for the last 10 years. For the last 3 they lobbied and talked to them about the opportunity to host a one day post event celebration in a very responsible way providing beer to athletes. They gained that approval contingent upon getting a one day liquor license from the local municipality being Winchendon. The Chair questioned the issue from the police department regarding getting a detail to work overnight. Tim said that he has put that detail out to the environmental police officers. If they do not take it then it generally falls to the local police department. If they couldn't fill it, it would ultimately go to the state police. He mentioned that they always have two police officers there on site during the event from the environmental police to assist with the swim portion of the race and they would already be on site and would be there to monitor the area just to make sure that everything is safe.

Selectwoman Salter said that she spent a lot of time at Lake Dennison as a family and doesn't feel that there should be any beer there. She said that she was going to vote no but it was just her personal opinion. She just wanted to say that that is a family environment and they just don't allow this at Lake Dennison or at any State Park because families go there. Cyganiewicz asked if they were restricted to just under the tent. Tim said absolutely. It is going to be a hard fenced area and the only way you can get in and out of that area is with a wrist band. LaBrie asked if this was just for the athletes and he said that was correct. He said one of the largest stipulations there is that there is absolutely no alcohol sale on DCR property.

There was some discussion on where the tent would be set up. LaBrie asked if the park was open to the public. Tim said no from approximately 7:45 till about 10-10:30 they close that main road and the in and out access from the park. He said that the campground has a separate entrance. Salter mentioned that the campground is still open and the campground comes all the way down right by this. Selectmen Cyganiewicz moved for the applicant. Selectmen LaBrie seconded. Anderson (YES) LaBrie (YES) Cyganiewicz (YES) Salter (NO). The motion passed.

Volunteer Boot Drive Permit – July 2, 2016 Winchendon Veteran's Fireman's Muster – Corey Bohan came before the Board to speak to this event. He said that this boot drive was to support the Hand Tub Muster to be held on August 20th. Barbara asked who benefits from this. Corey said the money goes directly to the pumping teams, a police detail and a few other expenses annually. He stated that they have very little left in their coffer by the end of the year. There are no paid employees. They get no proceeds from the American legion that puts on the barbecue part of this event. It costs them about \$2,500 to \$3,000 to put on every year. The boot drive is how he raises the money. The Chair mentioned to Corey that he waited until the last minute last year as well. Corey said that he doesn't recall and asked if there were any comments from the department heads. Anderson said there weren't any issues as long as town policies are followed. LaBrie made a motion to move for the applicant. Salter seconded the motion. Salter (YES) LaBrie (YES) Cyganiewicz (YES) Anderson (NO). The motion carried.

LaBrie made a motion for a two minute recess. Salter seconded. Vote was unanimous. The meeting went into recess at 6:56.

Chairwoman Anderson called the meeting back to order at 6:59PM

NEW BUSINESS

Tannery Hill Square Dedication in Memory of Edward Gandy - Town Manager Hickey stated that he was approached last week with a letter regarding Mr. Gandy that was not signed. He invited Mrs. Coral Grout along with Mr. Gandy's son, David and Scott Gauthier our veteran's agent to speak to the Board regarding Mr. Gandy. Coral Grout started her presentation with a photo of Ed Gandy. She said that he was a lifelong resident of Winchendon and he served in the United States Navy during World War II on a submarine. While serving on the

USS Bank, he did something that impacted his life as well as the lives of every one of us in the United States. One day they were cruising through the ocean and received word that an air craft was down and the pilot needed to be rescued. They found the pilot and Ed rescued the pilot from his safety gear. The gentleman that he rescued was George Bush. Ed became very good friends with George Bush and was allowed to see him at Kennebunkport without even stopping for security. The town of Winchendon was also a very big part of Ed's life. Ed was involved in all aspects of the American Legion and many community groups as well.

Ms. Grout mentioned that the unsigned letter that was sent to the BOS office recently was written by Michael Smith, a member of the Sons of the Legion. She was hoping that he would show up their tonight but he is kind of shy and just wanted Ed to be remembered by the Town of Winchendon for all of his accomplishments and the fact that he had such a huge impact on our country by saving the life of one man. Coral said that it was her pleasure to request that perhaps the Board can form a subcommittee to find an appropriate location for a memorial in Ed's memory. She says she knows that the family is in support of this and she knows that the member of the American Legion and the Sons of the American legion will help in any way they can because Ed was such a valuable part of their lives.

Chairwoman Anderson stated that she loved the story. Scott Gauthier said that Ed did a lot of outreach to the youth and back in the 90's assembled a group of veterans that would present to US History classes. This started in 1996 and they were doing this right along until he got sick. Ed really relished the thank you cards that he got back from the kids. He said what great kids we have in Winchendon.

The Chair stated that she knows that Tannery Hill Square is going to be redone and she feels that he needs something that is substantial, something that is worthy of Mr. Gandy's service to this country. Coral stated that she couldn't agree with her more and that is why when the Town Manager suggested a subcommittee she thinks that would work. Anderson said that she certainly would want something that his son and daughter would be proud to say this was named after their dad. LaBrie asked Keith if he has thought of the makeup of this subcommittee. He said if these three individuals wanted to volunteer some of their time as well as himself and a Board member they could sit down the next few months and try to identify some locations and bring a recommendation back to the full Board for the ultimate location of the site and then the Board can vote on it and make a decision. LaBrie volunteered to serve on this subcommittee. LaBrie volunteered to serve. Cyganiewicz made motion to establish a subcommittee to search for an appropriate location to dedicate towards Edward Gandy. Salter seconded the motion. By a vote of all aye the motion carried by a majority vote.

Water/Sewer Abatement Application - 67 Central Street – Applicant was not present. The Chair read through the addendum. Mr. Hickey pointed out the graphs in the application and how the meters track the usage showing the significant amount of water going through the meter during the period there was a leak. Based on technology, it appears very likely there was significant water usage for about a 2-3 month period. Based on the facts, the Public Work Director and Keith recommend the water abatement application be denied for that reason. If the Board wanted to abate the sewer part 50%, the amount would be \$142.89. LaBrie after hearing the information and reading the documents moved the Board disapprove the application as presented; Salter seconded. By a vote of all aye the motion carried by a majority vote.

Final Year End Transfer requests - The Town Manager presented two of transfers within the Police Department. The first is to move \$1,670 from animal control electricity to the electricity in the police department budget itself. This is to cover the electric cost for the new police station. The second is a request to transfer money in the amount of \$3,000 from police overtime to dispatch overtime. The Chief is able to cover any of his overages within his own budget. We are asking that these two transfers be approved by the Board. There is no need to go to the

Finance Committee for these as they are staying within the police budget in this case. LaBrie moved to approve the first transfer from animal control electricity account to the police electricity account in the amount of \$1,670. Salter seconded the motion. By a vote of all aye the motion carried by a majority.

LaBrie moved that the Board approve the request for the budget transfer from the police overtime account to the dispatch overtime account in the amount of \$3,000. Salter seconded the motion. By a vote of all aye the motion carried by a majority.

Keith talked about the software upgrade to MUNIS and that it is getting started. They had provided us an initial quote for a couple of days of training. We asked for them to provide more in depth training to the Town Accountant as well as the Business Manager and some training for some of the staff at the school office as well as the town office. Using either a refresher for some of modules or modules that we have or ones that we might want to use. He has spoken to the Finance Committee Chair and will ask them to authorize the use of \$10,500 from their reserve account. Keith understands there is \$60,000 that was appropriated at the previous town meeting for software. He just doesn't know what modules we might move to in MUNIS. He candidly wants to keep that 60K for upgrades and use the other for training. He would be asking Fin. Comm. to support no more than \$10,500 and would ask them to move that money from the Finance Committee reserve account to another line item in the operating budget to allow for training to occur next fiscal year. The Chair asked about the payroll module. Keith said that was one of the things he had a conversation about. He knows the school has had trouble with Harpers. Keith said there was a reason we left MUNIS, but those problems might have changed with the upgrade. They will be looking into both Harpers and Munis for payroll and see which one makes more sense for both the school and the town. He would like to encumber the money with the Board tonight and then get approval from the Finance Committee.

LaBrie moved that the Board support the Town Manager's request for transferring \$10,500 from the Finance Committee reserve fund into a training fund to be determined over the next few days by the Town Manager. Salter seconded the motion. By a vote of all aye the motion carried by a majority.

Senior Property Tax Work Off Program - Proposal to increase maximum credit.

Keith told the Board he was requesting an increase in the amount of credit each senior work off person receives. He said that right now the credit is \$750 and individuals are paid \$10 an hour to work to equate to 75 hours. The last time this program was adjusted was in 2007. It moved from \$650 to \$750. The minimum wage is going up from \$10 to \$11 an hour in January. What he is asking the Board is to consider an increase in the senior work off program from \$750 to \$850 allowing people who are alleageable to get another hundred dollars. This would help offset the rate increase by increasing the dollar amount provided to those people so that we still get the same number of hours. LaBrie moved that the Board approve an increase in the maximum amount that an individual under the senior property tax work off program has access to \$850 dollars for the coming fiscal year. Salter seconded the motion. By a vote of all aye the motion carried by a majority.

Discussion of Process to establish FY17 Board of Selectmen and Town Manager Goals and Objectives – Keith reviewed samples of goals and objectives from a couple of other Massachusetts communities. Some may be appropriate and pertinent to the Town of Winchendon and some may not. But he wanted to provide the form and content for the Board's consideration. He was hoping to provide these examples so the Board could see and start thinking about what some of their goals would be for the upcoming year. Mr. Hickey requested that when the Board finalize their goals at the July 25th Board meeting. There was some discussion on the process. Audrey asked Keith for some information on what the prior Board looked at. Keith said that he would research it and give the

Board anything that was done in the past. It was decided to send them to Linda as they compile their lists and to try and categorize them so that it would be easy for Linda to work with them. Keith suggested listing each one of the goals that the Board has under categories , budget, personnel whatever it happens to be, put the subcategories underneath those and the name of the person submitting next to that and then finalize what that budget goal is that night and walk away ideally with a list of things to do.

Review of Town Manager's Recommended FY17 Goals and Objectives for Town Accountant - The Chair said that the only thing she wanted in there was that there be period communications between the town accountant and department heads. She said that DOT suggested that. She also would like to complete the year end closing by late August. LaBrie asked Keith if he thought that that was feasible. Keith said we could do a preliminary year end close. He doesn't think that that is going to be a huge problem if everything is in order June 30. Keith would like to update the Board on a monthly basis on some of these goals so the Board understands where we are and if there are concerns or they aren't meeting the expectations that there is a rational reason why and we can have that conversation publicly. LaBrie would like to have him before the Board quarterly to do a review to the Board and she would also like to coordinate the presence of the Town Accountant at quarterly meetings with the School and Business Manager. She said the draft goals and objectives looked fine. Mr. Hickey said he could add the few things this evening and bring back with the three things added: 1) year-end closing by August 31st, 2) meet quarterly with the BOS, Finance Committee and School Committee and 3) establish a line of communication with each department head sharing any concerns with them in a timely matter.

Salter asked about communication with school and asked how Keith sees it working with new people. Mr. Hickey feels it will work well. Both have very similar personalities, both driven and want to do a good job. He has met with the superintendent and two accountants. It is a team approach and he doesn't want to get this wrong. Ideally he and Steve leave the town accountant and the business manager in a room with Munis and work out details together and collaboratively. He expects them to be resources for each other. Keith said this is a clean slate and an opportunity to do this right and he's feels confident to get this done.

Salter asked whose goal it was to make sure the correct person is aware of when the school is behind. Keith said Donna has made him aware and he would then reach out to Steve and at times we all get in a room. He has established a relationship with Steve that they can discuss it without being critical.

Salter asked how he will interact with those responsible, the Account and the Treasurer. Keith said there is no established policy yet but Bill has been a treasurer for 15 years and understands the needs. When Bill is here full time he will sit with Donna and go over the DOR report and see how to address things.

LaBrie moved to approve the fiscal 2017 Town Accountant goals as amended; Salter seconded. By a vote of all aye the motion carried by a majority.

OLD BUSINESS: None

TOWN MANAGER'S REPORT: (The entire Town Manager's Report Enclosed)

Financial Updates –

Keith said as he mentioned earlier, Bill Schlosstein, Steve Haddad, Rick Ikonen, the new Business Manager, and himself met with a representative from MUNIS last week. He thanked the Board for the support and the training monies that will be very helpful moving forward. He meets with the Finance Committee this Thursday and hopes that they will be supportive.

Personnel Update

Town Accountant - Keith said that Bill Schlosstein starts on July 1st Keith stated that we are very excited to have him here full time. He has been here a couple of days a week getting the lay of the land.

Library Director- Keith told the Board that we have received a few applicants for the Library Director's position and some of them look very encouraging. He shared this information with the Library Trustees earlier that day. Keith wanted to make the Board is aware the library opened a little bit late today and probably tomorrow as well. Some personnel issues going on because of vacation, sick time etc. We are trying to make sure there are two people in that building when it is open to the public for safety purposes. He said that the Library Trustees have been outstanding and going over there and donating their time to be that second person if we need them. Until today Keith felt that the library hours haven't suffered since the library director stopped working over there a few months ago. Mr. Hickey thanked the Library Trustees for their willingness to assist Library staff during this transition period.

Project Updates

Police Station - Keith told the Board that the police station is going very well. Public works anticipates getting the lighting in and the pavement done by the end of July. We still haven't been finalized a delivery date on the generator. We need the generator for 911 purposes so it may be pushed back a little bit because of that. We really aren't sure yet. The building itself will still be turned over to the town in the middle of July by the contractor.

Town Website Upgrade- The upgraded of the Virtual Town Hall software has begun. Linda, Margaret, Don and himself had an audio conference where they showed us some of the upgraded virtual town hall websites. We came to some consensus on the look, feel and some of the things that we wanted to see. We shared some of the concerns that the Board has raised about wanting to get information out there with Virtual Town Hall. Virtual Town Hall has requested pictures for the website so if you have any pictures that you have of Winchendon that you would like to have across the top of the webpage or if you have any opinions on some of the link buttons, or any suggestions on what you see there we would be all ears. We are trying to put those together now. Audrey suggested the Courier could be a good source for pictures

No. Royalston Rd Bridge - Keith said there were a couple of things that came up today that he made a couple of Board members aware of. The Royalston Rd. Bridge is down to one lane because of some deficiencies with the bridge. Public Works Director Al Gallant has been speaking to Tighe and Bond about a cost to do an analysis of whether or not the bridge should be closed completely until replaced or is it safe to use one lane of road. That price at this point is \$12,000 to have the engineering study done. At the end of the engineering study it may say that the bridge should be closed completely it may say that the bridge may be open for one lane. It is not going to say anything better than one lane. Once it goes beyond them, it is a DOT approval ultimately. So the DOT has to decide whether or not they support the recommendation from Tighe and Bond.

Keith said that he realizes that there is going to be an inconvenience for people in that area, some more than others. Keith said Al and himself feel they hate to spend \$12,000 on an engineering study that may come back and tell us that the bridge should be closed. DOT has funded and it is in the queue for bridge replacement for that particular bridge next summer so the bridge could be out for 12 to 16 months and people would have to utilize alternative routes. He wanted to bring it to the Board tonight to make them aware of it. It is staff's recommendation that they keep the bridge open with one lane as long as possible but ultimately close the bridge

when DOT says to close the bridge and wait for DOT to replace the bridge. He would hate to spend \$12,000 and not know what the end result was going to be.

Audrey said that someone had asked if the state is funding the Harris Road Bridge and the Royalston Road Bridge, how come they are not funding the one at the bottom of High St. Keith said that he couldn't give her a specific answer for that but could find out and get back to her.

Water Demand Notices - Keith told the Board that we sent out demand notices last week for water and sewer and that totaled over \$418,000 for the last semi-annual bill alone. The demand notices were sent out June 2nd and they are due July 7th. A reminder that the first quarterly bill will be sent out in August. The Town is going to get a little more aggressive with the customers that aren't paying within the allotted time of the policy.

Bid Documents for the Library - Lastly, the bid documents for the library project are being finalized and will be advertised in the central register in July and the bid closing will be August 10th. That project is moving along and the idea is to wait to start the project until fall when we have the contractors that are busy now would have time then. We are hoping to do the work outside before the winter season comes. The internal work can be done during the winter. That will help to save us some money that way. It is moving along as well.

Chairwoman Anderson mentioned that Mr. Hickey had a chance to get out to the Garden Club. Mr. Hickey stated that he had a great time and would be happy to go anywhere if someone asked.

LaBrie asked if anything was asked about the flower boxes in Blair square. Keith said nothing was raised. They did talk about the rotary and some potential need for some plantings. Keith asked the Garden Club if they would be willing to take ownership of that project and they seemed very willing to do so.

Chairwoman LaBrie discussed Welcome to Winchendon signs and showed pictures of a slated structure with signs on it for all of the organizations in town. These would be placed at various locations in Town. LaBrie said she would do more research and bring it back to their next meeting. The Chair said that it would be a good idea to follow through with it.

MINUTES:

LaBrie moved to approve the executive session minutes of Monday June 13, 2016. Salter seconded. By a vote of all aye the motion carried by a majority.

AGENDA ITEMS:

The Chair said that the next meeting will be on Monday July 25 unless they have to post one earlier. She asked that everyone to pay attention to emails to see if signatures are needed.

ADJOURNMENT: With no Executive Session this evening, LaBrie moved to adjourn; Salter seconded. By a vote of all aye, the meeting was adjourned at 8:00 p.m.

Respectfully submitted



Margaret Giacobone, Administrative Assistant.