

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, OCTOBER 17, 2016
Town Hall, 2nd Floor Auditorium
109 Front Street, Winchendon, Mass.**

Present:

Barbara Anderson, Chairwoman
Audrey LaBrie, Vice-Chairwoman

Keith R. Hickey, Town Manager
Linda Daigle, Executive Assistant

Amy Salter
Austin Cyganiewicz
Michael Barbaro

Debra Dennis, Recording Secretary

List of Documents Presented at Meeting:

- Notice of Early Voting (attached)
- Notice of Grand Opening and Ribbon Cutting Ceremony for the Winchendon Police Station on October 22, 2016 (attached)
- Notice of Vacancies-October 2016 (attached)
- Information on the Beals Memorials Library Accessibility Project (attached)
- FY16 CDBG Application Old Winchendon Village Target Area Map (filed)
- Downtown Traffic Flow Map dated October 13, 2016 (attached)
- Conservation Commission Proposed Special Town Meeting Warrant Article to transfer the Management of the Winchendon Town Forest to the Conservation Commission (attached)
- Proposed Draft letter to the State from the Town for Mylec Inc. dated September 23, 2016(filed)
- Copy of TIF with Mylec Inc. (filed)
- Report of the Town Manager (attached)
- Minutes Approved: (filed)
-Monday, October 3, 2016 Executive Session

The meeting was called to order by Chairwoman Anderson at 6:30 p.m. with the *Pledge of Allegiance to the Flag of the United States of America*.

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

1. SELECTMEN’S COMMENTS:

Selectwoman LaBrie read the notice to inform residents that early voting will be from October 24 to November 3.

Buy Local Day-Saturday,November 26, 2016 - Chairwoman Anderson announced the Community Development Office is interested in organizing a Buy Local Day. Any businesses interested in participating are asked to contact the Community Development office at (978) 297-3308. Director Tracy Murphy will facilitate a meeting of local businesses to gauge their interest in participating in a buy local campaign for that day.

Chairman Anderson said the grand opening of the Police Station will be on October 22, 2016 from 11am to 2 pm.

2. PUBLIC COMMENTS AND ANNOUNCEMENTS:

Mr. Snow came forward and said he wanted to file a complaint against a member of a Board for their unfounded and unprofessional actions. He said Mr. Burton Gould was bad mouthing the Zoning Board of Appeals. He said he took it as an insult to himself and also the ZBA.

3. APPOINTMENTS/RESIGNATIONS:

Selectwoman LaBrie read the current vacancies appointed by the Board of Selectmen. The Cultural Council has twelve vacancies; Parks and Recreation Committee has one vacancy; Communications Commission Committee has one vacancy and the Planning Board has one alternate member vacancy.

Chairwoman Anderson said the School Committee vacancy deadline to submit letters of interest is November 7th. The Board discussed joining the School Committee at their November 10th meeting to vote on the new member.

4. PERMIT/LICENSE APPLICATIONS: None at this time.

5. BOARDS/COMMITTEES/DEPARTMENT HEADS:

Meeting with the Library Trustees to Discuss Funding Options for the Library Accessibility Project Shortfall-The Chairman of the Library Trustees, Ron Muse, and Trustee Suzanne Rader came forward. The Chairman said he is asking for support from the Board for an article at the Special Town Meeting for \$140,000 to cover the current shortfall. The shortfall is because the price of steel went up. He said the library needs to be accessible to all residents. He said that they are out of options because they used all of the available trust funds. Mr. Hickey said the funds are available and when the audit is finished there will be more than enough money to put back into stabilization. Selectman Barbaro discussed giving the voters two options, either out of stabilization or as debt exclusion. **Selectwoman LaBrie moved that the Board support the inclusion of a warrant article; Selectman Barbaro seconded.**

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

Update on Existing CDBG Grant and Discussion of Future CDBG Grant Funding Request-Tracy Murphy, Director of Community Development, came forward and said she met with the engineers last Thursday and the project is coming in on cost. They will be going out to bid after the first of the year. You have a map of the proposed expansion of the target area for consideration. They are looking at the traffic flow and taking into consideration making Walnut and Chestnut Streets one way streets. She said this would enable us to have bike traffic. Mr. Hickey said if the Board agrees he would invite the property owners on these two streets to a future meeting to discuss this. Tracy Murphy said there has been no disbursement of any funds yet. There are twenty applicants so far. She informed the Board the state is looking at recommendations to not give funding if you had funding the year before. The next Steering Committee meeting is on October 27th. **Selectman Barbaro made a motion to support the expansion of the target area; Selectwoman Salter seconded.**

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

Discussion with the Conservation Commission on Their Proposed Special Town Meeting Warrant Article to Transfer the Management of the Winchendon Town Forest to the Conservation Commission- David Koonce, the Conservation Agent, and Janet Morrison, Executive Director of the North County Land Trust,

Inc. came forward. Mr. Koonce said Winchendon's contribution was to turn over a portion of the Winchendon Town Forest. The grant has been awarded. A drafted warrant article has been prepared to transfer 87.32 acres of the Winchendon Town Forest from the Board of Selectmen to the Winchendon Conservation Commission. They were asking the Board for their support of the article. Mr. Hickey said he wanted this brought before the Board in preparation of next week's meeting. David Koonce said there is another land grant and he is looking to file another grant application. **Selectman Barbaro made a motion to support the Conservation Commission's warrant article; Selectwoman Salter seconded.**
ANDERSON(Y) LABRIE(Y) BARBARO(Y) CYGANIEWICZ(Y) SALTER(Y)

6. **NEW BUSINESS:** None at this time.

7. **OLD BUSINESS:**

Continued Discussion on a Request for a Letter of Support for Mylec, Inc. to the Commonwealth of Massachusetts:

Mr. Rick Laperriere came forward. Mr. Hickey said he and Mr. Laperriere have agreed to make sure whatever information is required by the TIF is submitted and received by the Board in a timely manner. Selectman Cyganiewicz asked about the job creation plan that is noted in the TIF. Mr. Laperriere said he was told as long as you are there, the Town isn't a stickler on the number but the State is. He said the Town TIF is more serious; it is imperative that we keep that. Selectman Barbaro said the TIF with the Town hasn't even been considered to be taken away. The Board is just speaking about the support letter to the State. He said Mr. Laperriere is asking for a letter of support even though the jobs haven't been created and we haven't received the reports. Mr. Laperriere said he would supply any report needed. Mr. Barbaro doesn't like the bottom language of the drafted support letter but wants to send a letter to say we support your business. **Selectman Barbaro moved to send the letter striking the bottom language; Selectman Cyganiewicz seconded for discussion. Selectman Cyganiewicz said the motion should clarify putting a period after project status on the last line and dropping the rest. Mr. Hickey mentioned changing the word "office" to "Board" in that paragraph. Selectman Barbaro agreed to amend the motion; Selectman Cyganiewicz seconded.**

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

The motion passed by majority.

Mr. Laperriere said he will put on his calendar to meet with Mr. Hickey monthly and submit monthly reports. Selectwoman Anderson said she would like it put on the Board's agenda once a month.

Continuation of Review of the BOS Policies and Procedures: **Selectman Barbaro moved to table this to a later date; Selectwoman Salter seconded.**

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

8. **TOWN MANAGER'S REPORT:**

Financial Updates

Mr. Hickey said the annual audit begins on Monday, October 17th. The Town Accountant expects the audit to go smoothly. Chairwoman Anderson asked if we could look into the town's overall budget and also look into specific budgets. Mr. Hickey said we are getting things cleaned up and not spending as much time reconciling. He will look at weakness in controls and will do some of that if auditors are retained by the town to look broader.

Personnel Updates- Nothing to report this week.

Project Updates-

- a) The water storage tank bids were received and opened. The low bidder was DN Tanks who originally constructed the tanks and will be performing warranty work as well. There was \$180,000 budgeted in FY17 and the bid is for \$149,800. The tank repair will not occur until the spring because of the temperature. The DPW isn't concerned with waiting until the spring. DN Tanks is also good waiting until the spring.
- b) Public Works and Community Development will be meeting with representatives from Tighe and Bond to finalize plans for bidding on the Walnut Street project that is being funded through the CDBG grant. The idea of looking at one way streets is a good idea.

Miscellaneous Updates – Mr. Hickey received an email about a debt relief sewer program. Our program isn't eligible. There is funding for small bridge work which we applied for and received for two small bridges in town. He said he had a conversation with Green Communities concerning our boiler bid that came in higher than what we have funding for. With their assistance we received a quote for half the price for a propane furnace. He said the old furnace will remain and be decommissioned. A new furnace will be installed next to it. We will still have to remove the old boiler and asbestos in the future. Selectwoman LaBrie asked if we purchase propane how will it affect our oil price. Mr. Hickey said he'll double check with the vendor.

Mr. Hickey mentioned an anonymous email he received inquiring if the bid procedures and protocol were followed concerning road work. He reiterated to the Board that he and Al Gallant, the DPW Director, acted in an appropriate manner. He said we haven't spent \$125,000. The final bills have not come in yet but we are well within our bid. The individual is concerned and wants to write to Chapter 90. Mr. Hickey said he urged him to do that and feels all has been done in an appropriate manner. He assured the public that he is following all procurement laws.

9. MINUTES:

Monday, October 3, 2016 – Executive Session – **Selectman Barbaro moved to accept the minutes as presented; Selectwoman Salter seconded.**

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

11. AGENDA ITEMS: None at this time.

12. ADJOURNMENT:

Selectman Barbaro moved to adjourn; Selectwoman LaBrie seconded.

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

The meeting was adjourned at 8:17 p.m.

Respectfully submitted;

Debra Dennis
BOS Recording Secretary