

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
MONDAY, OCTOBER 24, 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:

- Tax Classification Hearing Information from Winchendon Board of Assessors (attached)
- Entertainment Permit and Two Special One Day Wine and Malt Liquor Licenses Application -Immaculate Heart of Mary Church's Fall Festival (filed)
- Solicitation Permit Application - Cailte Kelley, Edward Jones (filed)
- Poppy Sale Drive Application -Nov. 4 & 5, 2016-VFW Auxiliary 2158 (filed)
- Board of Selectmen License Renewals 2017 (filed)
- Order of Layout of Royalston Road North (Portion) as a Public Way(filed)
- Order of Layout of Toy Town Lane (Portion) as a Public Way (filed)
- Check rest Memo dated October 17, 2016 from Keith Hickey re: request from James Kreidler to transfer the deed to his cemetery plot (attached)
- Charter of the Town of Winchendon with proposed changes(filed)
- Draft Special Town Meeting Warrant November 14, 2016 (filed)
- Report of the Town Manager (attached)
- Minutes Approved: (filed)
-Monday, October 3, 2016 Regular Meeting

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*.

6:30 P.M. –TAX CLASSIFICATION PUBLIC HEARING: Chairman Anderson read the tax classification public hearing notice into record. Selectman Barbaro moved to open the Public Hearing; Selectwoman LaBrie seconded the motion.

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

Mr. Harold Scheid and Mr. George Bourgault from the Winchendon Board of Assessors came forward to present the property assessment recommendations. Mr. Scheid said it is up to the Board of Selectmen to determine if they want to continue a single tax rate or have a split rate. They recommend a single tax rate. Mr. Bourgault said this year there was an increase in value. The property assessments have gone through revaluations and there is a slight 3% increase. This is the first time the valuations have gone up since he has been here. The areas that have gone up more are waterfront properties with a 5% increase. Condos had virtually no change. Single families, commercial and industrial

have a 3% increase. He said the property tax levy to be raised for the FY17 budget is still open for discussion. Selectman Barbaro said with an \$18.05 tax rate and changes in the levy that would mean an increase of \$187.00 for a single family. Mr. Bourgault said there was new growth projection and some new commercial buildings.

Selectwoman LaBrie moved to adjourn the Public Hearing; Selectman Barbaro seconded.

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

Selectman Barbaro moved the Winchendon Board of Selectmen vote in accordance with M.G.L., CH. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2017 tax rates and set the Residential Factor at 1.0, with a corresponding CIP shift of 1.0, pending approval of the town's annual tax recap by the Massachusetts Department of Revenue; Selectwoman LaBrie seconded.

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

Selectman Barbaro moved to take the Town Meeting agenda out of order that relates to Article 6; Selectwoman LaBrie seconded.

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

NEW BUSINESS:

Review Draft Warrant for Special Town Meeting November 14, 2016 – Article 6

Supt. Steve Haddad and Business Manager Rich Ikonen came forward. He explained there is a home game this evening that had been rescheduled to tonight and thanked them for letting them come forward. They are asking to transfer some FY16 free cash to pay off some prior debt. The new Business Manager, Mr. Ikonen, started on July 7th and has found bills going back to 2008 and 2009. The article list those bills and years. He wants to take care of these bills and have a clean slate. Selectwoman Salter asked Mr. Hickey if he is ok with this. He replied he is ok paying off prior bills that TMS hadn't taken care of before.

Selectwoman LaBrie made a motion to approve article 6 on the Special Town Meeting Warrant; Selectman Barbaro seconded.

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

SELECTMEN'S COMMENTS:

Trick or Treat, Monday, Oct. 31st from 5:30 p.m. – 7:30 p.m. Chairman Anderson noted.

Selectman Barbaro thanked the general public for coming out to the Police Station grand opening on Saturday. He thanked all the volunteers. He thanked the Police Chief for going over the history of the building. He thanked Senator Gobi and State Representative Zlotnik.

Selectman Cyganiewicz said on behalf of the Board they send condolences and prayers to the Dexter and Thomas families. There was a tragic accident on Rte. 140. It is unfortunate we have had several accidents in this area of 140 and hoped on the next agenda we can have a petition to the state to improve the safety of that section of Rte. 140.

Chairman Anderson reiterated what Selectman Barbaro said. The Police Station grand opening worked out wonderfully. The Police Chief had a wonderful speech. She thanked Mr. Bernie Lynch for getting it started and Mr. Hickey for moving them forward on this project.

PUBLIC COMMENTS AND ANNOUNCEMENTS: None at this time.

APPOINTMENTS/RESIGNATIONS: None at this time.

PERMITS/LICENSE APPLICATIONS/PUBLIC HEARINGS:

Entertainment Permit and Two Special One Day Wine and Malt Liquor Licenses-Immaculate Heart of Mary Church's Fall Festival-Saturday November 12th and Sunday November 13, 2016-Reverend Clements came forward. The Special One Day liquor license is for Friday and Saturday only. The event is on Saturday and Sunday with no alcohol being offered on Sunday. This is a fundraiser to help pay for the heat at the church. **Selectman Barbaro made a motion to amend the Special One Day Alcohol License application to say Friday and Saturday only ; Selectwoman Salter seconded.**

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

A motion was made by Selectman Cyganiewicz to move for the applicant; Selectwoman Salter seconded.

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

Solicitation Permit-Cailte Kelley, Edward Jones- Mr. Kelley came forward. He explained Edward Jones is a full service investment firm. He said he wants to network in the community, visit neighborhoods and introduce himself. He isn't selling door to door. It is important for him to make personal face to face connections. Selectwoman LaBrie asked a stipulation prior to going out would be to call police dispatch and inform them of the neighborhood he would be in. Mr. Kelley said yes he prefers that. **Selectwoman LaBrie moved for the applicant. She amended her motion and added Mr. Kelley to notify Police Dispatch; Selectman Barbaro seconded.** Chairman Anderson said it made her a little nervous and Selectman Cyganiewicz said he would like to see him open a branch in town, but is concerned about going door to door.

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

Poppy Sale Drive November 4 & 5, 2015-VFW Auxiliary 2158-**Selectman Barbaro moved for the applicant; Selectwoman LaBrie seconded.**

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

2017 BOS License Renewal List- Chairman Anderson noted the list of license renewals. Ms. Daigle explained the process. This list has been sent to Department Heads for their inspection and their part in the renewal process. The paperwork for the license holders has been mailed out and the office is in the process of receiving the required documents for the renewals. They will be back before the Board in early December for consideration of renewal. The list this evening was for them to be aware of the licenses that are coming up for renewal.

BOARDS/COMMITTEES/DEPARTMENT HEADS: Selectwoman LaBrie asked if the Building Inspector is still part time. Mr. Hickey said in his report he notes he has hired Mr. Geoffrey Newton permanently. He has done the interviews of other candidates and thought Mr. Newton fit the position and hired him. He is excited to have him on board and is a good addition to the town. Mr. Hickey said he will be coming to the November 7th meeting.

NEW BUSINESS:

Board Vote to Lay Out Royalston Road North (Portion) as a Public Way- Mr. Hickey said there are no changes from what was originally presented at a prior meeting. It has been recommended by the Planning Board. **Selectman Barbaro motioned to approved to layout Royalston Road North as presented; Selectman Cyganiewicz seconded.**

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

Board Vote to Lay Out Toy Town Lane (Portion) as a Public Way- **Selectman Barbaro motioned to approve the layout of Toy Town Lane as a Public Way; Selectwoman LaBrie seconded.**

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

Mr. Hickey asked to move to the Hillside Drive agenda item because the individual isn't here yet. **Selectman Barbaro so moved; Selectwoman Salter seconded.**

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

OLD BUSINESS:

Residents Request to make Repairs on a Private Road Hillside Drive- Mr. Hickey reviewed his memo and map noting the houses that are located on this road. The Babineaus came forward. Mr. Hickey talked about the dirt road and some gully's caused by water. He said the developer usually spends an amount of money to meet specifications of the town to accept the road. If you approve their request, it opens the town up to having to spend money on this road instead of town roads that need it and other private roads that you would have to spend money on. There is a process for developers to follow, like with Toy Town Lane that was just approved. For the residents of this road he recommends the same process be followed. Selectman Cyganiewicz said he understands the residents don't have the funds to repair the road, but their hands are tied. There are public roads in bad condition that they don't have funds to care for. **Selectman Cyganiewicz moved to regrettably deny the request to make repairs on a private road Hillside Drive; Selectman Barbaro seconded.**

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

Request by James Kreidler to Transfer Ownership of his Cemetery Deed- Mr. Kreidler came before the Board and explained he has a Town of Winchendon cemetery deed in his name and has the ability to transfer the lot to another party with approval of the Cemetery Commissioners. A Winchendon resident is in need and he and his wife wish to transfer the deed to the family. **Selectwoman LaBrie moved to approve the request from Mr. Kreidler to transfer ownership of his Cemetery deed; Selectman Cyganiewicz seconded.**

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

Review Draft Warrant for Special Town Meeting November 14, 2016/Vote to Finalize Warrant/Vote Recommendations of Warrant Articles:

Mr. Hickey started by saying he was presenting to the Board this evening a revised warrant; one copy of all the changes, revisions and recommendations by Town Counsel and the second document is the same without the changes noted for easy reading. He reviewed the articles one by one.

Article 1 is to accept all committee reports.

Article 2 relates to the Town Charter revisions. Mr. Hickey mentioned the Charter Committee is in the audience this evening and would be happy to answer questions. Selectwoman LaBrie asked about the summary of the article. She asked about the change authorizing the Town Manager to sign warrants. Ms. Judy LaJoie, Town Clerk, said sometimes you can't get the signatures for the warrant. This would allow the Town Manager to sign. It doesn't mean you, as the Board of Selectmen, can't add a policy that the Town Manager shows you the warrant. Mr. Hickey said a lot of the changes were to just have it more gender neutral. It has been reviewed by Town Counsel.

Ms. Lajoie said the only Town changes are the warrant and the term of elected officials, which will begin on July 1st instead of after the election. She said they thought it would work better for the Annual Town Meeting and the budget process for the current officials to stay in place.

Chief Dave Walsh said they are having another public hearing on November 1st at 6p.m. Ms. Lajoie said once accepted at Town Meeting, it goes to legislation and then on the ballot after that.

Ms. Lajoie noted the times for early voting and added they had 115 voters come in today.

Selectwoman LaBrie moved the Board approve Article 2; Selectman Barbaro seconded.

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

Article 3-Selectman Barbaro moved to recommend Article 3; Selectwoman LaBrie seconded.

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

Article 4-Selectman Barbaro moved to recommend Article 4; Selectwoman LaBrie seconded.

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

Article 5-Toy Town Lane-Selectman Barbaro moved to recommend Article 5; Selectwoman LaBrie seconded.

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

Article 6 – This article was previously voted on.

Article 7 - Mr. Hickey asked the Town Accountant, Mr. Bill Schlosstein, to come to the table. This article is asking for adjustments to the water fund, sewer fund and the transfer station. Mr. Hickey explained the article. He said the adjustments will come out of the health insurance line. The adjustments are for the Police Station electricity, water invoice and the remainder to be used for FY16 wages. The health insurance line item will absorb all of these expenses. He said the two library bonds approved will not be issued yet and will reduce the FY17 budget by \$117,000.

Selectwoman LaBrie pointed out that the warrant articles should not have been voted on prior to the Board approving the Special Town Meeting Warrant as reviewed. They continued the review of the draft warrant.

Article 8 - Mr. Hickey explained a separate vote is needed at town meeting to reflect the retained earnings be used to offset the water budget. He said we are looking to have proper approval to offset the water budget. This is to clarify the authorization. We are asking to formally vote to use that \$152,000 in retained earnings as a revenue source to balance the budget.

Article 9 - Mr. Hickey explained the use of free cash to reduce the tax rate. He said the free cash had to be identified and authorized by the voters by June 30, 2016. We are proposing to increase it from \$72,000 to \$200,000. When the budget was put together we used estimated revenues and some aren't coming in as anticipated. He said they are confident that free cash will be over one million dollars. The majority of the savings have come from changing the health insurance to a GIC; other savings were property liability and workmen's compensation insurance, other insurance and some smaller accounts. Some of this can be used for bond interest payment and to reduce the estimated revenues. He said we can take more money out of free cash to offset revenues not coming in. Selectman Barbaro said we have the potential to pay one million dollars of the \$3.6 million dollar bond payment. Mr. Hickey noted it could go down a quarter or a third of what we are paying now annually.

Article 10 - Library Accessibility Project-Mr. Hickey said this article gives flexibility to borrow money or take out of free cash per the Board's request.

Article 11 - Transfer of Management of the Town Forest from the Board of Selectmen to the Winchendon Conservation Commission. Mr. Hickey said there is \$25,000 potentially that could be used for research that would come out of their special Conservation funds. Instead of paying cash towards the Landscape Partnership grant this asset would be Winchendon's contribution.

Selectwoman LaBrie moved to approve the November 14, 2016 Special Town Meeting Warrant as reviewed; Selectman Barbaro seconded. Selectwoman Salter said on Article 10 she doesn't want to borrow and she won't support it if it says borrow. Mr. Hickey explained the wording is present to allow the flexibility to use stabilization or to borrow; it can be amended on Town floor. **Selectwoman LaBrie amended her motion to have the Board finalize the warrant; Selectman Barbaro seconded.**

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

The Board readdressed the recommendations for each article:

Article 1-Selectman Barbaro moved to recommend Article 1; Selectwoman LaBrie seconded.

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

Article 2-Selectman Barbaro moved to recommend Article 2; Selectwoman LaBrie seconded.

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

Article 3-Selectwoman LaBrie moved to recommend Article 3; Selectman Barbaro seconded.

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

Article 4-Selectwoman LaBrie moved to recommend Article 4; Selectman Barbaro seconded.

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

Article 5-Selectman Barbaro moved to recommend Article 5; Selectwoman LaBrie seconded.

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

Article 6-Selectman Barbaro moved to recommend Article 6; Selectwoman LaBrie seconded.

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

Article 7-Selectwoman LaBrie moved to recommend Article 7; Selectman Barbaro seconded.

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

Article 8-Selectwoman LaBrie moved to recommend Article 8; Selectman Barbaro seconded.

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

Article 9-Selectwoman LaBrie moved to recommend Article 9; Selectman Barbaro seconded.

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

Article 10-Selectman Barbaro moved to recommend Article 10; Selectwoman LaBrie seconded.

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

Article 11-Selectwoman LaBrie moved to recommend Article 11; Selectman Barbaro seconded.

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

OLD BUSINESS:

Town Manager Goals and Objectives Update-**Selectman Barbaro moved to table until the November 7th meeting; Selectwoman LaBrie seconded.**

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

TOWN MANAGER’S REPORT:

Financial Updates –Mr. Hickey informed the Board the books have been closed for FY16. Town Accountant Bill Schlosstein has worked with Eric Kinsharf, our Independent Auditor, to get this done. Roselli and Clark began the annual audit on Monday. Mr. Roselli is very pleased with the condition of the financial records and has done some internal control testing spending some time looking at the internal controls of the Transfer Station. He seems to be pleased with the operations and may have a couple minor recommendations. A draft audit will be completed during the week of October 24th and submitted to the DOR. He spoke to Debra Wagner of DOR who indicated she will review and certify free cash quickly after receiving the draft audit so the free cash amount will be available for the Fall Town Meeting.

Personnel Updates-Mr. Hickey said he hired Geoffrey Newton as the Building Commissioner.

Project Updates-Mr. Hickey said the projects to develop a personnel policy and update job descriptions are moving along. He said he has a meeting with the consultant, Bernie Lynch, on Thursday to review the progress.

Miscellaneous Updates-Mr. Hickey said Cumberland Farms will be closing on the garage behind the Town Offices on November 3rd.

He said right now we are beyond the 50 days for the water shut off. There are over 400 unpaid accounts. The bills were due on September 6th. We sent out letters and will start shut offs on November 15th. He commented that if you can’t pay, you can set up a payment schedule with the Tax Collector.

Mr. Hickey said the DPW Director, Al Gallant, previously did a presentation to take over the street lights. The street lights’ value by National Grid is zero. He said he will bring this forward this winter for the Board to talk about. We will own the lights only, not the poles.

Mr. Hickey said the Finance Committee is meeting tomorrow night to make recommendations of the Special Town Meeting Warrant articles.

MINUTES:

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

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

COMMUNICATIONS: None at this time.

AGENDA ITEMS: None at this time.

ADJOURNMENT:

Selectwoman LaBrie moved to adjourn; Selectman Barbaro seconded.

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

The meeting was adjourned at 9:05 p.m.

Respectfully submitted;

Debra Dennis
BOS Recording Secretary