

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
INCLUDES JOINT MEETING WITH FINANCE COMMITTEE
MONDAY, JUNE 28, 2021**

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

Present – Selectmen:

Audrey LaBrie, Chair
Rick Ward, Vice Chair
Barbara Anderson
Danielle LaPointe
Amy Salter

Justin Sultzbach, Town Manager
Linda Daigle, Executive Assistant
Taylor Tower, Administrative Assistant

Present – Finance Committee:

Thomas Kane, Chair
Keith Kent
David Alexander
Charles Corts

Absent –

Dr. Maureen Ward
Phillip Levine
Douglas Delay

List of Documents Presented at Meeting:

- National Grid's Hall Road Pole Petition No. 30338441 (filed)
 - June 2, 2021 Memo from DPW Director to BOS Regarding Pole Petition (filed)
 - June 14, 2021 Abutter's Notice (filed)
- June 9, 2021 Email from Tiffany Newton – Interest in Joining Recreation Commission (filed)
- June 16, 2021 Email from Tina Santos – Resignation from Cultural Council (filed)
- Notice of Board/Committee Vacancies (filed)
- Max Performance Road Race and One Day Liquor License Permit Application (filed)
- Recreation Commission Summer Concert Series Entertainment Permit Application (filed)
- Snowbound Club Damianstock Entertainment Permit Application (filed)
- Kalon Farms "Bull Yard Pop Up" Entertainment Permit and One Day Liquor Licenses Applications (filed)
- Town Manager Special Reserve Fund Transfer Requests (attached)
- End of Year Budget Transfer Requests (attached)
- June 28, 2021 Memo from Town Manager to Board of Selectmen re: Community Preservation Act (CPA) (filed)
 - Winchendon CPA Estimated Calculations (filed)
- June 28, 2021 Memo from Town Manager to Board of Selectmen re: American Rescue Plan Act of 2021 (attached)
- June 28, 2021 Memo from Town Manager to Board of Selectmen re: Extension of Pandemic Related Relief Provisions (attached)

- June 28, 2021 Memo from Town Manager to Board of Selectmen re: Goals & Objectives (attached)
 - 2020 Town Manager Goals & Objectives (attached)
- June 28, 2021 Memo from Town Manager to Board of Selectmen re: Brandywine Tax Payments (attached)
- June 28, 2021 Town Manager's Report (attached)
- Minutes to be Approved:
 - May 24, 2021 Regular Meeting
 - June 14, 2021 Regular Meeting
 - June 14, 2021 Executive Session

LaBrie called the meeting to order at 6:31 p.m. All rose for the Pledge of Allegiance. LaBrie asked if anyone was video or audio recording, to which Keith Kent, reporter for the Winchendon Courier, disclosed that he was.

1. **SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** LaBrie announced the opening of Simply Ground Yoga & Pilates Studio at 5 Summer Drive, explaining that there will be a ribbon cutting ceremony held this coming Tuesday, June 29th, at 5:00 p.m. She welcomed the business to Town and wished them future success.
2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** None were heard.
3. **PUBLIC HEARINGS:**
 - 3.1. National Grid Pole Petition for Three Single Owned Poles on Hall Rd. – Ward read aloud a copy of the abutter's notice that was sent out to nearby residences.

Ward moved to open the Pole Petition Public Hearing for Hall Road, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

Rebecca Marques from National Grid was present representing this Pole Petition. DPW Director, Brian Croteau has no issues with this pole petition and abutters have been notified. LaBrie asked how many houses going in, to which Marques answered three. LaBrie asked if there were any abutters present that wished to be heard; none came forward.

Ward moved to close the Pole Petition Public Hearing for Hall Road, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

Ward moved to approve the Pole Petition for three single owned poles on Hall Road as presented this evening, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

4. **APPOINTMENTS/RESIGNATIONS:**
 - 4.1. Recreation Commission Appointment – Tiffany Newton – Ms. Newton was unable to be present tonight but a letter from the Recreation Commission indicated that she has support of the Commission.

Ward moved to approve the appointment of Tiffany Newton to the Recreation Commission with an expiration date of 6/30/2024, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

- 4.2. Board of Selectmen Additional Appointment Renewals - The following two candidates wish to be re-appointed to serve another three-year term, and had not returned their paperwork to be reappointed for the last meeting.

Ward moved to approve the re-appointment of Linda Hofhaug to the Cultural Council and James McCrohon to the Historical Commission/Historic District for another term, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

- 4.3. Cultural Council Resignation – Tina Santos – Due to Massachusetts State Cultural Council requirements, elected officials cannot serve as council members, therefore Ms. Santos who has been elected to the Board of Health has tendered her resignation.

Ward moved to accept the resignation of Tina Santos from the Cultural Council and thanked her for her service, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

- 4.4. Board of Selectmen Board and Committee Vacancies – LaBrie read aloud an updated list of current vacancies on Selectmen-appointed Boards and Committees. She asked that anyone interested in serving on any of these committees send a letter or email with their interest to the Town Manager's office. She noted that there is also an online application for those interested in serving.

5. PERMIT/LICENSE APPLICATIONS:

- 5.1. Max Performance, 15th Annual Massachusetts State Triathlon, Sunday, July 11, 2021 - Tim Richmond, Race Director for Max Performance, was in attendance this evening. He explained to the Board that he is seeking to hold the 15th Annual Mass. State Triathlon here in Winchendon on Sunday, July 11th at the Lake Dennison Recreation Area. This event was held here in Winchendon four years in the past and there have been no issues reported at those prior year events. He elaborated that he needs a permit for the road race itself and he is also seeking a one-day liquor license for the malt beverages that will be served to participants following the race. The Selectmen were presented with maps that outlined the route. Department heads have conducted their review and a Police detail will be provided. Ward asked the distance of the race. Richmond answered there are different distances for each leg of the trip. The running portion goes through the state forest so there is no overlap. Anderson asked if there is a fee for the permit and if the Board wished to waive those fees in support.

- 5.1.1. Road Race/Cycling Permit – Max Performance is seeking a permit to hold a Road Race for the cycling part of the event on Sunday, July 11, 2021.

Ward moved to approve the Road Race permit for Max Performance to be held on Sunday, July 11, 2021 as presented this evening and to waive the permit fee, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

- 5.1.2. Special One Day Liquor License for July 10 & 11, 2021– Max Performance is seeking two (2) Special One-Day Liquor Licenses to distribute beer at the conclusion of the race to participants as part of the entry fee. There will be no beer sales at the event and there will be a specific area that will be roped off where the beer will be consumed. The timeframe for distribution is from 10:30 a.m. - 12:30 p.m. on Sunday. Richmond noted that Bull Spit is unable to provide the beer as noted in the application so they will be moving forward with Moon Hill Brewery as recommended by Bull Spit. The rest of the information provided remains unchanged.

Ward moved to approve two Special One Day Malt Licenses for Max Performance's 15th Annual Mass. State Triathlon on Saturday, July 10th and Sunday, July 11th, 2021 as presented this evening, and to waive the fees, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

- 5.2. Entertainment Permit – Summer Concert Series, Winchendon Recreation Commission – Debra Bradley of the Recreation Commission was present on their request to hold the Summer Concert Series to be held at GAR Park every Friday beginning July 2, 2021 through August 27, 2021. The time will be from 6:30 p.m. – 8:00 p.m. Members of the Board expressed support for this event and said they are happy to see this concert series come back after the cancellations due to COVID-19 last year.

Ward moved to approve the Entertainment Permit for the Recreation Commission for their Summer Concert Series as presented this evening, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

- 5.3. Entertainment Permit – Damian Stock Concert on July 17, 2021, Snowbound Club, Inc. – Dean Sweeney was present on his application for Damianstock to be held outside the Club on July 17, 2021. The time is from 4:00 p.m. to 10:00 p.m. and will feature live music and food by the Club. Damianstock is to celebrate the life of Damian Kuchta Jr. who battled against addiction and to raise money to help others affected by addiction. LaBrie noted that the State of Emergency that allowed for outdoor sales of alcohol has been extended so Sweeney will not need a special permit for that.

Ward moved to approve the Entertainment Permit for the Snowbound Club to hold the Damianstock Concert on July 17, 2021 as presented this evening, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

- 5.4. Entertainment Permit / Special One-Day Beer and Wine License – Kalon Farm Pop Up Bull Yard, 270 Central St. – Jim Hunt was present on this application to hold a “Pop Up Bull Yard” every Friday, Saturday and Sunday beginning July 9th through the end of August with the possibility of coming back to the Board and continuing in September and October. Bull Spit Brewery is a DBA of this corporation and will be the noted distributor. With this unusual request to issue multiple One Day Licenses, a request submitted to the ABCC confirmed the Board, acting as the Local Licensing Authority, could issue up to 30 one day licenses in a calendar year. Holding them through July and August will be 23 One Day Licenses issued, with adding one in October for Winchendon's Fall Festival bringing it to twenty-four. The Town Manager and staff met with Mr. Hunt and worked out issues relating to parking and traffic flow and set up. It was also decided by the Town Manager to send notice of this meeting to abutters to inform them of what is being planned and give them an opportunity to comment.

LaBrie questioned the 30 one day licenses limit mandated by the ABCC, noting that this request will account for 23 one day licenses. Daigle clarified that the 30 day mandate is per person who can act on behalf of an establishment and does not limit the Town to only 30 licenses issued for the whole year.

Hunt confirmed that if there is a rain date, that one day license is not wasted and they are able to push that license to a later date. LaBrie asked if Hunt has worked to include neighboring local businesses at all, to which he responded that Gabby's and Not Just Produced are excited about the opportunity to provide food. He thinks this is a good way to get the whole community together. At LaBrie's request, he explained the insurances that his organization has and that the Town of Winchendon has been added as a “certificate holder” to the policy. LaBrie asked if any

abutters had comments or concerns, to which Daigle and Tower answered that no calls or emails had been received from abutters.

Hunt explained that the Bull Yard will open at noon all three days, close at 8:00 p.m. on Friday and Saturday and close at 6:00 p.m. on Sunday.

Ward asked Sultzbach to monitor this establishment once open and to update the Board on any impact. He said this is a great idea to bring business to that section of Central Street. He noted that the music will be moderate and will not be blasting loudly for all the neighbors to listen to.

LaPointe disclosed that she and her husband are a part of a band called the Big Random, which will be playing at this establishment. She stated that she and her husband do not collect a fee.

Ward moved to approve the Entertainment Permit and Twenty Four Special One-Day Beer and Wine Licenses as presented this evening to Kalon Farm for their Pop Up Bull Yard to be located at 270 Central Street, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

Ward moved for a five-minute recess, seconded by LaPointe. With a vote of all aye, the Board entered into recess at 7:07 p.m.

The Board reconvened at 7:11 p.m.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:

6.1. JOINT MEETING WITH FINANCE COMMITTEE - Tom Kane, Chairman of the Finance Committee, called their meeting to order at 7:11 p.m. Corts moved to approve the minutes of June 8th, seconded by Kent. With a roll call vote of Corts, aye, Alexander, aye, Kent, aye and Kane, aye, the motion carried unanimously.

6.1.1. FY21 Town Manager Requests for Transfers from the Finance Committee Reserve Accounts - Kane asked Sultzbach to speak to these transfers. Sultzbach explained he is seeking Reserve Funds for time-sensitive projects that could not be budgeted for since he only started his tenure in May. He started with Blair Square, describing it as a hazard to motorists and a hindrance to economic development in that area. The total price tag for that project is about \$2 million; he is requesting about \$25,000 to begin with a preliminary study to decide the best way to address this hazardous intersection. With the Central Street development beginning in 2022, Sultzbach said that the preliminary work must be done at that time so the projects could be done cohesively. Kane commented on the need for the Town to fund some of this preliminary work to put the Town in a position to be able to move forward in requesting grants. He noted the Town approved \$40,000 at Town Meeting for that purpose. He said if we applied that money to this project, we would have already used it all up. It's an opportunity where we have these reserves to address some of these needs. Corts moved to approve the transfer of \$25,000 from Special Reserve Fund 011312-578035, seconded by Alexander. With a roll call vote of Corts, aye, Alexander, aye, Kent, aye, and Kane, aye, the motion carried unanimously.

The next project Sultzbach is requesting Special Reserve Funds is to potentially take by tax title the blighted downtown property at the intersection of Beech Street and Spring Street. Sultzbach explained that he has been working with the property owner of 111 Spring Street, on the corner of Spring and Beech Street, to take that property by tax title. The attorney for the homeowner actually approached the Town, explaining that the homeowner left the state many years ago. The house was occupied by squatters for some time who have since been evicted. Sultzbach described this as a once in a lifetime opportunity for the Town to take control of this property

that is a gateway into Town. It's a visual eyesore, a hazard and realistically does not say "Welcome to Winchendon". With significant improvements on the horizon such as the Brewery nearby on Summer Drive and the Central Street reconstruction, this is a great opportunity for the Town to continue the downtown revitalization. With that in mind, Sultzbach said, there are some concerns to keep in mind. Hazardous materials onsite are currently unknown. The garage hosts a repair shop currently that has hydraulic lifts and tires. Sultzbach is requesting \$26,200 for Phase 1 or 2 Hazard Study on Blighted Downtown Properties.

With the liabilities discussed, Kane was not sure if this property is worth anything to the Town. As such, he described this funding as essential to ascertain the value of this property to the Town before moving forward with ownership. **Corts moved to approve the transfer of \$25,000 from Special Reserve Fund 011312-578035 to address Phase 1 or Phase 2 Hazard Studies on Blighted Downtown Properties, seconded by Alexander. With a roll call vote of Corts, aye, Alexander, aye, Kent, aye, and Kane, aye, the motion carried unanimously.**

Sultzbach is also requesting \$17,500 from the Reserve Account for emergency repairs to Town Hall. He noted that the Town Hall, the Old Police Station behind it and the part of the building that connects the two are all built at different times and thus have different needs/damage. The mortar holding the brick exterior has almost completely disintegrated, leaving bricks loose and also allowing water to enter and further damage the building. The wooden railings along Front Street adjacent to Cumberland Farms are completely rotted through, opening the Town up to liability. He said the Town Hall is currently contributing to the blighted downtown appearance and he would like to fix that. He would like to conduct a top-to-bottom conditions assessment of the building. He noted this request would deplete the Reserve Account to zero. Kent noted rotting wood falling off of the cupola. LaBrie said during World War II, citizens would climb into the cupola to watch for aircraft, making it a very historic piece of the building. **Corts moved to approve the \$17,500 transfer, seconded by Alexander. With a roll call vote of Corts, aye, Alexander, aye, Kent, aye and Kane, aye, the motion carried unanimously.**

6.1.2. FY21 End of Year Budget Transfers –

22	Unemployment Insurance	DP Software Support	\$ 2,000.00
23	Unemployment Insurance	Life Insurance	\$ 1,075.20
24	Water Operator	Water System Maintenance	\$15,000.00
25	DPW Assistant Director	DPW Highway Foreman	\$20,000.00
26	Fleet Maintenance	Highway Operator	\$ 3,000.00
27	Fleet Maintenance	Highway OT	\$ 5,000.00
28	Transfer Station Maintenance	Transfer Station Foreman	\$ 300.00
29	Ambulance Certification	Ambulance Small Equipment	\$ 250.10
30	EMS Salaries	Ambulance Small Equipment	\$ 1,500.00
31	MSW-4	Highway Vehicle Maintenance	\$10,000.00
32	DPW Assistant Director	Fleet Maintenance Supplies	\$26,363.00

22. Corts moved to approve the transfer of \$2,000 from Unemployment Insurance to DPW Software Support, seconded by Alexander. With a vote of all aye, the motion carried unanimously.

Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

23. Corts moved to approve the transfer of \$1,075.20 from Unemployment Insurance to Life Insurance, seconded by Alexander. With a vote of all aye, the motion carried unanimously.

Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

24. Anderson requested an audit of this account, saying she believes there to be several discrepancies. Corts moved to approve the transfer of \$15,000 from Water Operator to Water System Maintenance, seconded by Alexander. With a vote of all aye, the motion carried unanimously.

Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

25. Corts moved to approve the transfer of \$20,000 from DPW Assistant Director to DPW Highway Foreman, seconded by Alexander. With a vote of all aye, the motion carried unanimously.

Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

26. Corts moved to approve the transfer of \$3,000 from Fleet Maintenance to Highway Operator, seconded by Alexander. With a vote of all aye, the motion carried unanimously.

Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

27. Corts moved to approve the transfer of \$5,000 from Fleet Maintenance to Highway OT, seconded by Kent. With a vote of all aye, the motion carried unanimously.

Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

28. Corts moved to approve the transfer of \$300 from Transfer Station Maintenance to Transfer Station Foreman, seconded by Alexander. With a vote of all aye, the motion carried unanimously.

Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

29. This transfer request notes that it is to assist with the Town's portion of the radio infrastructure grant. Kane said he doesn't think this is the proper way for a capital purchase and that we need to be more coordinated as a town. He would like the remaining transfer requests to go through the Capital Planning Committee before coming back to the Finance Committee. Transfer requests 29 through 32 were withdrawn.

Corts moved to adjourn at 8:16 p.m., seconded by Kent. With a vote of all aye, the meeting adjourned. Kent noted that tonight is his last meeting with the Finance Committee and that Austin Cyganewiecz will be his replacement.

Anderson said that many of these requests simply noted "Budget Shortfall" with little other explanation. She would like to see more detail next time.

LaBrie stated the Board will next address transfer requests numbered 1 through 23, noting that the Finance Committee has already addressed and approved these requests.

1	Unemployment Insurance	Town Manager Salary	\$16,500.00
2	Unemployment Insurance	C/T Office Assistant	\$ 3,100.00
3	Unemployment Insurance	Snow & Ice Materials	\$56,680.87
4	Unemployment Insurance	Snow & Ice Overtime	\$ 989.80
5	Unemployment Insurance	Worker's Compensation	\$ 1,133.00
6	Ambulance Small Equipment	FD Housemen	\$ 4,000.00
7	FD Equipment	FD Housemen	\$20,000.00
8	Ambulance EMT	FD Housemen	\$ 7,000.00
9	FD Heating Fuel	FD Housemen	\$ 4,000.00
10	FD Building Repair	FD Housemen	\$ 6,000.00
11	FD Radio Repair	FD Housemen	\$ 2,500.00
12	FD Alarm Maintenance	FD Housemen	\$ 1,000.00
13	FD Diesel Fuel	FD Housemen	\$ 2,000.00
14	FD New Recruits	FD Housemen	\$ 3,500.00
15	FD Dive Team	FD Housemen	\$ 2,500.00
16	FD Subscriptions	FD Housemen	\$ 2,300.00
17	FD Travel	FD Housemen	\$ 3,000.00
18	Ambulance EMT Certificate	FD Housemen	\$ 2,200.00
19	Ambulance Computer	FD Overtime	\$ 3,000.00
20	Ambulance Office Supplies	FD Overtime	\$ 400.00
21	Ambulance Oxygen	FD Overtime	\$ 1,000.00

1. LaPointe moved to approve the transfer as presented, seconded by Ward. With a vote of all aye, the motion carried unanimously.

2. Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

3. Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

4. Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

5. Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

6. Sultzbach noted that requests 6 through 21 are part of the previously discussed Fire Department budgeting issues where a grant that had phased off throughout the years was not budgeted properly.

Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

7. Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.
8. Ward moved to approve the transfer as presented, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.
9. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.
10. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.
11. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.
12. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.
13. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.
14. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.
15. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.
16. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.
17. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.
18. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.
19. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.
20. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.
21. LaPointe moved to approve the transfer as presented, seconded by Anderson. With a vote of all aye, the motion carried unanimously.

7. NEW BUSINESS:

- 7.1. Community Preservation Act Presentation – Sultzbach presented the following memorandum to the Board.

As you may recall, the Community Preservation Act has come up as a possible funding solution for some of the challenges we are facing in town. This state funded program includes an annual match – this year was 32.3%. That would mean that for a project such as

the Old Murdock, the \$5,000,000 in repairs we are currently facing would have been reduced by an automatic \$1,615,000 contribution from the Commonwealth. In addition to historic preservation, this program funds affordable housing initiatives, open space preservation, and several other initiatives in town that are on the horizon.

This would be a community initiative. If implemented, the town would need to appoint a 5 member Community Preservation Commission. As directed by the CPA statute, this board would be comprised of a member of 1) Conservation Commission, 2) Planning Board, 3) Historical Commission, 4) Housing Authority, 5) Recreation. Four additional members are permitted at the discretion of the Board of Selectmen. All expenditures from these CPC accounts would be approved by this board in public meetings, then brought to the people of Winchendon for debate and a Town Meeting vote.

This presentation is strictly informative. I have provided state issued guidelines for adoption and implementation from the Secretary of State should the board have any interest in exploring this option further. If that is the case, it would be my recommendation to appoint an exploratory committee and hold multiple public input sessions throughout the summer to provide residents an opportunity to ask questions about what impacts this would have in their community. Additionally you will find attached a "CPA at work in small towns" presentation, as well as an excel spreadsheet highlighting potential financial scenarios for residents.

Salter asked if this is an override or permanent, to which Sultzbach answered permanent. Ward said the message was clear at the last Town Meeting, residents want to see any increase in investment in our infrastructure and our Town. He noted that the last time this was presented to the Town in 2014, it was unanimously defeated but it did not have the support of the Selectboard or the Finance Committee. He would like to try it again and suggested if the Board is interested, a five member Community Preservation Commission would be established. Public hearings and a preliminary investigative committee could be established to see if the voters in Town are interested in pursuing this further.

LaPointe moved to direct the Town Manager to explore the next step in implementing the Community Preservation Act and report back to the Board with his findings, seconded by Anderson. With Salter opposing, the motion carried 4-1.

7.2. American Rescue Plan Act of 2021 – Sultzbach presented the following memorandum to the Board.

The American Rescue Plan Act (ARPA) is releasing funds to states and municipalities as part of the Coronavirus Local Fiscal Recovery Fund (CLFRF) in response to needs created by the COVID-19 Pandemic. My office has applied for our share of CLFRF Funding, and funds are expected to land in the month of July. I have attached documentation highlighting the application process. We are anticipating \$3,259,579 in funding which will be released in two parts. The Commonwealth will also have access to a separate, significantly larger pool of funding. I have spoken with our State House delegation, and the details for disbursement are still being finalized. We expect these funds to be primarily dedicated to capital needs throughout the Commonwealth.

I have also attached to this memo a CLFRF Guideline that provides direction to municipalities in regards to approved uses for this one time resource. This document has been reviewed by our office, our Finance team, Public Safety, DPW, and Planning and

Economic Development. In many ways this can be perceived as an extension to CARES – in that anything permitted under CARES is permitted under CLFRF – but this program also includes a broad use of funds for Water, Sewer, and Broadband projects.

I wanted to bring this forward to the Board of Selectmen to start a discussion about priorities in town for the use of these funds. We have no shortage of infrastructure needs in town, and we want to ensure we are using these resources in a targeted and efficient manner. Expenses that directly respond to the public health crisis created by the COVID-19 pandemic are our first concern – with a secondary focus on economic and infrastructure issues created by the pandemic over the last year. Please review the attached materials, and I look forward to your input and direction this evening.

Labrie would like to invest in water infrastructure. LaPointe talked about internet access not being available to the whole Town and would like to see the Town work on infrastructure to get competition in here. Online remote schooling was a necessity this past year and some people had to struggle. Ward would like to see improvements made to the acoustics in the auditorium, saying that some people prefer to watch the meeting from home because it is easier to hear from the recording.

- 7.3. Extension of Pandemic-Related Relief Relative to Municipal Operations – At the last meeting with the COVID-19 State of Emergency ending, the Board voted to request all board and committees to resume their public meetings live in person. Since then, the House and Senate approved a compromise relief bill that codifies and extends several pandemic-relief provisions important to municipal operations. One of them is for the Open Meeting Law and the extension until April 1, 2022 of the relief provided by Gov. Baker’s temporary suspension of certain provisions of the OML authorizing public bodies to continue to hold public meetings entirely by virtual or remote means. Public bodies may, but are not required to, continue to hold entirely virtual meetings until April 1, 2022. It’s anticipated some municipalities may decide to move forward with entirely in-person meetings, while others may choose to hold “hybrid” meetings simultaneously in person and via remote means.

Another site visit has been scheduled for July 15, 2021 with our Cable/Access TV/ LiveStream provider to review adding the 4th floor conference room for “Zoom” hybrid meeting capabilities to our current system.

- 7.4. Board of Selectmen/Town Manager Goals and Objectives Discussion – LaBrie asked the Board members to have their recommendations to Sultzbach by July 12th to be included on the agenda for July 19th.

8. OLD BUSINESS:

- 8.1 Status Update Regarding Brandywine Property Tax Payments – Sultzbach presented the following memorandum to the Board

As an update, our Treasurer has confirmed that the Brandywine property consists of four separate parcels. The larger, main parcel is paid in full at a total of \$10,247.87. Three smaller parcels have outstanding taxes in the combined amount of \$232.31. Copies of the account balances have been attached to this memo for your review.

9. TOWN MANAGER’S REPORT:

1. Financial Updates-

*Board of Selectmen Regular Meeting Minutes
June 28, 2021*

- a. We are reaching the end of Fiscal Year 21. All departments have been closely monitoring their remaining balances.
- b. Preliminary tax bills are set to be mailed out for July, due in August.
- c. I met with our health insurance provider to hold a preliminary discussion on rates. These are contractually set to be reviewed in 2022.

2. Personnel Updates-

- a. We are hiring for a part time position at the Council on Aging. This is 18 hours a week, Monday through Friday, and would predominantly work to help lift and deliver meals to our senior population.

3. Project Updates-

- a. The Winchendon Community Park Committee is set to go before the Conservation Commission at their upcoming July 8th meeting. I have been working closely with the committee to help navigate our permitting processes.
- b. I sat down with the architect for the Beals Library project. We are in the early stages of establishing a timeline for this initiative.
- c. We are working with our Planning and Economic Development team to secure \$160K in CDBG funds that would allow us to move forward with the water line replacement "Ad Alternate" for the Railroad St road reconstruction project.
- d. We have established weekly meetings with the Bull Spit team to ensure the project at 4 Summer stays on track. Early pricing for the remediation of hazardous materials came back high. We requested a more in depth test of the roofing materials and are happy to report testing showed a significant decrease in asbestos containing materials. We are waiting to see what reduction in remediation cost will come of that result.
- e. DPW, Planners, and the Town Managers office met with engineers to discuss a redesign of Blair Square. This unfunded future improvement will encourage commercial growth along Front Street and increase walkability for pedestrians. A preliminary estimate shows this crucial project coming in at \$2.25 Million.
- f. CARES funding permits for minor building modifications and ventilation improvements as an allowable expense. We have added standalone AC units to the Auditorium in response to the COVID-19 Pandemic. This will allow us to use the Auditorium year round by addressing temperature issues and a lack of fresh airflow. The alternative of utilizing the 19' by 19' Robinson Broadhurst room did not allow for appropriate social distancing for larger groups.
- g. The WRA met last Monday to discuss a number of topics, among them the possibility of a Cannabis Grow Facility on one of their properties. I will be working with the prospective future owners to develop an HCA and will keep the Board up to date on any developments.
- h. I met with the Toy Town Community Partnership last week to discuss the "Big Toy Initiative" downtown. This project would incorporate large scale toy-themed public art installations throughout our town center. I would expect to see these begin to roll out following the Central St reconstruction in Spring 22.

4. Miscellaneous Updates –

- a. Senator Gobi and Representative Zlotnik were both in town at different points last week. I invited them up to walk downtown and fill them in on some of our projects. We discussed the Whitney Pond Dam, the Winchendon Community Park, Bull Spit Brewing, and the urgent need for funding for the Blair Square redevelopment project – among other initiatives.

10. MINUTES:

*Board of Selectmen Regular Meeting Minutes
June 28, 2021*

- 10.1. Monday, May 24, 2021 Regular Meeting – Anderson moved to approve the minutes of the May 24, 2021 Regular Meeting, seconded by Ward. With a vote of all aye, the motion carried unanimously.
- 10.2. Monday, June 14, 2021 Regular Meeting - Anderson moved to approve the minutes of the May 24, 2021 Regular Meeting, seconded by Ward. With Salter abstaining, the motion carried 4-0-1.
- 10.3. Monday, June 14, 2021 EXECUTIVE SESSION - Anderson moved to approve and release the minutes of the June 14, 2021 Executive Session Meeting, seconded by Ward. With Salter abstaining and by roll call, the motion carried 4-0-1.

11. COMMUNICATIONS: N/A

12. AGENDA ITEMS:

The Board is on summer schedule and will be meeting the following dates in July and August:

- o Monday, July 19, 2021
- o Monday, August 9, 2021
- o Monday, August 30, 2021

Any other meetings that become necessary, will be called by the Chair. The updated schedule has been announced on the Town's website and Facebook as well as Cable Channel 8.

- 13. EXECUTIVE SESSION:** Exemption No. 2 to conduct strategy session in preparation for negotiations with non-union employees; Subject – Town Accountant Contract Renewal.

Anderson moved to enter into Executive Session under Exemption #2 to conduct strategy session in preparation for negotiations with non-union employees and to reconvene into public session. The subject is the Town Accountant's Contract Renewal. This motion was seconded by Ward and with a roll call vote of Ward, aye, Anderson, aye, LaPointe, aye, Salter, aye and LaBrie, aye, the Board entered into Executive Session at 9:37 p.m.

The Board reconvened into open session at 9:51 p.m.

- 14. TOWN ACCOUNTANT CONTRACT RATIFICATION:** LaPointe moved to ratify the vote to accept the Town Accountant contract as presented by the Town Manager, seconded by Anderson. With a vote of all aye, the motion carried unanimously.

- 15. ADJOURNMENT:** Ward moved to adjourn, seconded by Anderson. With a vote of all aye, the meeting adjourned at 9:52PM.

Respectfully submitted,



Taylor Tower
Administrative Assistant