

Approved: August 9, 2021

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
MONDAY, JULY 19, 2021**

**Town Hall, 2<sup>nd</sup> Floor Auditorium, 109 Front Street, Winchendon, Mass.**

**Present – Selectmen:**

Rick Ward, Vice Chair  
Amy Salter (6:45 p.m.)  
Barbara Anderson  
Danielle LaPointe

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

**Absent –**

Audrey LaBrie, Chair

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**List of Documents Presented at Meeting:**

- July 15, 2021 Memorandum to Board from CDBG Consultant re: FY'20 CDBG Grant Amendment (filed)
- July 1, 2021 Letter of Interest from Donna Spellman re: Appointment to Board of Registrars (filed)
- Town Clerk's List of Recommended Election Worker Appointments (filed)
- Broadview Assisted Living Entertainment Permit Application (filed)
- Winchendon Community Park Programming Committee Entertainment Permit Application (filed)
- Snowbound Club Amendments to Change of Manager Application Forms (filed)
- Beals Memorial Library Department Head Annual Update (attached)
- Central Street / Route 202 Final Layout Plans (filed)
- Draft FY'22 Town Manager Goals & Objectives (attached)
- July 19, 2021 Town Manager's Report (attached)
- Minutes to be Approved:
  - June 28, 2021 Regular Meeting

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Vice Chair Ward called the meeting to order at 6:30 p.m. All rose for the Pledge of Allegiance. Ward asked if anyone was video or audio recording, to which Edward Ford, Jr. of Brown Street disclosed that he was.

- 1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** Anderson reminded everyone that the Summer Concert Series, hosted by the Recreation Commission and held at GAR Park on Friday evenings, has begun and there are snacks and coffee available for purchase.

Ward shared that he was impressed with the crowd at the Bull Spit Brewing "Bull Yard" pop up. He hopes for more events like that in town.

- 2. PUBLIC COMMENTS AND ANNOUNCEMENTS:** None were heard.

**3. PUBLIC HEARINGS:**

- 3.1 FY2020 CDBG Public Hearing to Discuss Proposed Amendment to Grant** – Ward read aloud the public hearing notice.

**Anderson moved to open the public hearing, seconded by LaPointe. With a vote of all aye, the hearing opened at 6:35 p.m.**

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Tracy Murphy, Director of Planning & Development, and Linda Overing, the Town's CDBG consultant, were present to discuss the proposed amendment to the FY'20 Community Development Block Grant. They explained that the amendment under consideration is the addition of water upgrades to the scope of the Railroad Street Improvements project already funded with this grant. The bid came in lower than expected, so the Town will utilize surplus funds from the grant to pay for these additional improvements. Anderson verified that the proposed water improvements will not be paid for by water users.

**Anderson moved to close the public hearing, seconded by LaPointe. With a vote of all aye, the hearing closed at 6:37 p.m.**

**LaPointe moved the Board request DHCD to amend the scope of the Town's FY'20 Community Development Block Grant to include water improvements to Railroad Street and to authorize the Town Manager to sign all associated amendment documents, seconded by Anderson. With a vote of all aye, the motion carried unanimously.**

#### **4. APPOINTMENTS/RESIGNATIONS:**

- 4.1. Board of Registrar's Appointment - Donna Spellman – With the recent passing of Judy LaJoie, there is a vacant position on the Board of Registrars with the term expiring on March 31, 2023. Donna Spellman has submitted a letter of interest to join the Board; the Town Clerk recommends her appointment.

**Anderson moved to approve the appointment of Donna Spellman to the Board of Registrars with a term expiration date of March 31, 2023, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

- 4.2. Election Workers' Appointments – Mass General Law Chapter 54, Section 12 requires the Board of Selectmen to annually appoint town election workers between July 15<sup>th</sup> and August 15<sup>th</sup>. Town Clerk, Wendy Stevens, provided her recommendation to the Board. She said the list was composed of workers who had worked the election last year and did a fantastic job. Ward disclosed he will be abstaining due to his wife's position as an election worker.

**Anderson moved the Board of Selectmen approve the list of election workers presented this evening and recommended by Town Clerk Wendy Stevens, seconded by LaPointe. With Ward abstaining, the motion carried 2-0-1.**

Stevens took the opportunity to remind everyone to be sure to respond to the census.

#### **5. PERMIT/LICENSE APPLICATIONS:**

- 5.1 Entertainment Permit – Broadview 25<sup>th</sup> Anniversary Celebration – Bethany McCormick, Executive Director of Broadview, Inc. Assisted living was present on her application to hold a 25<sup>th</sup> Anniversary Celebration on August 7, 2021 which will include a car show, craft fair, animal craze, live singers and food. Department heads have reviewed the application and have no concerns.

**Anderson moved the Board of Selectmen approve the Entertainment Permit for Broadview, Inc. as presented this evening for their 25th Anniversary Celebration to be held on August 7, 2021, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

- 5.2 Entertainment Permit – Winchendon Community Park Family Events – Tiffany Newton was present on behalf of the Winchendon Community Park Programming Committee on their application for recreational/family events to be held at the Park once a month on Saturdays, September 18<sup>th</sup>, October 30<sup>th</sup>, November 13<sup>th</sup> and December 11<sup>th</sup>. She explained that the October and November events will be held in the evening.



Ward confirmed that Newton was aware that the Fire Department requests notification prior to each event so the area for any cooking fires is inspected and also a phone call is to be made to the fire station on the day of the event to ensure that the conditions are not too dry. The Planning and Conservation Departments ask to ensure all trash handling is appropriate. Bonfires should be monitored carefully and be in the same location and cleared to accommodate and to be not located less than 100 feet from any wetlands. Any food service at events must be permitted through the Board of Health.

Anderson said Newton is doing a fabulous job planning events, getting the information out and making sure people are aware of these events.

Selectwoman Salter joined the meeting at 6:45 p.m.

**LaPointe moved the Board of Selectmen approve the Entertainment Permit for the Winchendon Community Park for Family Events to be held on September 18, October 30, November 13 and December 11, 2021 as presented this evening, seconded by Anderson. With a vote of all aye, the motion carried unanimously.**

- 5.3 Change of Manager Application Amendment – Snowbound Club, Inc. – The Application from the Snowbound Club to change their Manager was reviewed by the ABCC but no action was taken. The Investigator reached out to Dean Sweeney, the applicant who was present this evening, on requests for amendments to the application. The amendments are minor in nature; the Snowbound Club has corrected the application and the ABCC advises the Board of Selectmen, the Local Licensing Authority, to review the changes and submit the updated application for reconsideration.

**Anderson moved to approve the amendments to the Change of Manager application for the Snowbound Club, Inc. as presented this evening and to forward to the ABCC for reconsideration, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

## **6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:**

- 6.1. Department Head Update from Beals Memorial Library Director, Manuel King – Director Manuel King was present on his Department update to the Board and provided a presentation. He apprised the Board of a library renovation project update, saying that the architect has provided an updated quote that will include LED lighting to be installed in the top two stories of the library. This adds a cost of \$240,000 and places the total project costs at \$760,000. He said the summer reading club has been a huge success, with community participation exceeding expectations. Local vendors and organizations such as the Cultural Council, Friends of the Library, Subway, Lickety Splitz, Brooks Automotive, Not Just Produced, To Each His Own Design and Smith Country Cheese have donated prizes. He discussed the “Library of Things” initiative and said the library is seeking donations of items in good, clean working order, such as a sewing machine, musical instruments, a DVD/BluRay player, a microscope, gardening tools, etc. The “Library of Things” seeks to obtain items outside the range of things you would normally expect a library to hold. He noted that the library has seen a decline in attendance and item circulation due to the pandemic. There will be a 108<sup>th</sup> birthday celebration in honor of the library, held on Friday, October 8<sup>th</sup>. More details will follow.

LaPointe commended library staff for all their hard work in hosting fun events. Ward wanted to reiterate LaPointe’s comment; when people say there’s “nothing to do in Winchendon”, they might want to check out the Library. Their website lists fun activities for kids and adults, as well.

## **7. NEW BUSINESS:**

- 7.1. Central St. Road Layout / Easements – Brian Croteau, Director of Public Works and Tracy Murphy, Director of Planning and Development, came forward to review with the Board as well as seek to execute the “Order

of Taking” for the purpose of undertaking the Central St. (Route 202) Reconstruction Project and certain permanent and temporary easements. Murphy said there are several easements, and they are all for a term of three years. The one permanent easement obtained is for a guy wire for a telephone pole. In order for us to allow our contractors to use the sidewalk, when there is a chance they will be on or touching other properties, we must have their permission. Usually, property owners will choose to donate the easement but they also have the right to request an appraisal so they can be paid appropriately for the easement. She reminded the Board that they had previously authorized staff to obtain easements and appraisals where required. Three of the abutting property owners asked for appraisals.

**Anderson moved that the Board vote to approve and execute the Order of Taking for the Central Street – Mass DOT reconstruction project, and authorize Town Counsel to record the Order of Taking with the Worcester Registry of Deeds, and, further, authorize the Treasurer or her designee to pay compensation to those property owners who have not donated the necessary easements for the project, including but not limited to, the United States for the post office property, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

There was discussion on the inclusion of a bike lane, which some residents have voiced opposition to. Sultzbach reminded the Board that this is a DOT project, as such, we must abide by DOT rules. Murphy elaborated that the Complete Streets grant mandates that there must be a bike lane in order to receive the rest of the grant funding for this project. She added that the bike lane is simply just painted lines on either side of the road, 5 feet in width, and is a very small amount of the money to be expended.

## **8. OLD BUSINESS:**

8.2 Remote Participation of Board/Committee Meetings for Citizen Participation Status Update – Daigle informed the Board that our broadcast contractor, AccessAV, visited Town Hall again on Thursday last week to take a look at the 4<sup>th</sup> floor configuration for live broadcasts on cable TV and Livestreaming on the Town’s website to ascertain the costs/technology to include a remote participation of the public through Zoom Remote Meeting. The initial estimate did not consider the 4<sup>th</sup> floor capabilities and need to be included in the quote. She discussed how the contractor plans to tie in Zoom access while still allowing for document/screen sharing. Ward would like to see Chairs and Vice Chairs of committees have some formal training so that hybrid meetings move forward smoothly.

8.3 Board of Selectmen/Town Manager Goals and Objectives – Sultzbach showed his proposed Goals and Objectives, which he compiled by soliciting feedback and goals from each Board member (a copy of this document can be found on the website, under Town Manager’s Office.)

Anderson asked if anyone had reached out to Representative Trahan to remind her that we need funding for the Fire Station project; Sultzbach said he would.

Ward said he appreciates the clarity of the document, and hopes that it makes it clear how comprehensive the Town Manager job is and how much the position is responsible for.

**Anderson moved to approve the FY’22 Town Manager Goals and Objectives as presented and amended this evening, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

## **9. TOWN MANAGER’S REPORT:**

### **Financial Updates-**

- a. Preliminary tax bills are due this upcoming Monday, August 2<sup>nd</sup>.
- b. The final warrant for FY’21 was issued last week, and year end wrap up is nearing completion.

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- c. After a conversation with the property owner, taxes for the Brandywine property are now paid in full.

#### Personnel Updates-

- a. N/A

#### Project Updates-

- a. The Town Manager, DPW, and Planning/Development have been meeting regularly to discuss Blair Square. We met with three firms - TEC will be doing preliminary studies, traffic counts, and surveys from Lincoln Ave to Beech St.
- b. I met with the architect for the Library restoration project. We are currently reviewing unbudgeted pieces of the scope including lighting upgrades.
- c. The Winchendon Community Park project is moving forward, and will be going before Planning and Zoning this week for feedback.
- d. Preliminary testing is complete on the Beech St property. Phase 2 testing will take place this month.
- e. I met with members of our Statehouse Delegation and MVOC to tour the Poland and Streeter schools. This project is on track, and will more than likely be breaking ground in spring 2023 depending on availability of funding sources.
- f. I walked the 4 Summer property with Sen. Gobi and Rep. Zlotnik to highlight the economic development initiatives we are pushing forward off Central St. Interior hazardous material remediation is now complete on the structure, with exterior work to take place through the fall, interior in the winter.

#### Miscellaneous Updates –

- a. Our team received a \$400,000 Complete Streets Grant for infrastructure improvements along Maple Street. This will link the spring 2022 work on Central Street with the Winchendon Community Park and Amphitheater.
- b. A ribbon cutting was held in late June for Simply Grounded Yoga Studios located on 5 Summer Drive. Congratulations to Stephanie Simon for taking the initiative to bring this new business to town.
- c. I met with representatives from the Brandywine property to discuss a path forward for the project. We also walked the property to better understand some of the potential in the area.
- d. The pop up “Bull Yard” on Central Street was well received by the community. I followed up with Public Safety and no complaints were brought forward.
- e. I toured Memorial Elementary with Superintendent of Schools Thad King last week. We have been touring every school on a biweekly basis to better understand potential infrastructure needs throughout the community.

#### **10. MINUTES:**

- 10.1. Monday, June 28, 2021 - Regular Meeting including Joint Meeting with Finance Committee – Anderson moved to approve the Board of Selectmen minutes of Monday, June 28, 2021 as presented this evening, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

#### **11. COMMUNICATIONS:**

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12. **AGENDA ITEMS:** Ward noted that the next meeting is scheduled in three weeks for August 9, 2021 and will consist of a tri-board meeting.
13. **EXECUTIVE SESSION:** There was no Executive Session scheduled this evening.
14. **ADJOURNMENT:** LaPointe moved to adjourn, seconded by Anderson. With a vote of all aye, the meeting adjourned at 8:01 p.m.

Respectfully submitted,

*Taylor C. Tower*

Taylor Tower  
Administrative Assistant