

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
MONDAY, OCTOBER 18, 2021  
Town Hall, 2<sup>nd</sup> Floor Auditorium, 109 Front Street, Winchendon, Mass.**

Present – Selectmen:

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

Justin Sultzbach, Town Manager  
Linda Daigle, Executive Assistant

---

List of Documents Presented at Meeting:

- October 12, 2021 Letter of Interest from Camille Hart to Serve on Communications Committee (filed)
  - October 12, 2021 Email from Communications Committee Expressing Support (filed)
- Entertainment Permit Application from Massachusetts Critical Housing Service (MCHS) for “Pumpkin Roll” to be Held October 24, 2021 (filed)
- 2020 Vote of Re-Precincting Plan for Town of Winchendon (filed)
  - Information for Block Reports (filed)
  - Information for Legal Boundary Descriptions (filed)
  - Winchendon Draft Legal Boundary Description (filed)
  - Winchendon 2021 Final Block Reports (filed)
  - Winchendon 2021 Final Map (filed)
- October 18, 2021 Memo from Town Manager to Board re: Old Murdock Owner’s Project Managers (OPM) Scope of Work (filed)
  - October 21, 2021 Request for Qualifications for OPM (filed)
- Final Special Town Meeting Warrant for November 8, 2021 (attached)
- October 18, 2021 Town Manager’s Report (attached)
- Minutes to Approve
  - Regular Meeting September 13, 2021
  - Regular Meeting September 27, 2021

---

LaBrie called the meeting to order at 6:30 p.m. All rose for the Pledge of Allegiance. LaBrie asked if anyone in the audience was video or audio recording, to which there was no response.

**1. SELECTMEN’S COMMENTS AND ANNOUNCEMENTS:**

- 1.1. Halloween Trick or Treat – Ward said that Trick or Treat in the Town of Winchendon is Halloween Day, Sunday, October 31<sup>st</sup> from 5:30 p.m. to 7:30 p.m. He noted the current health guides include the recommendation of a mask, even when outdoors.
- 1.2. Winchendon Fall Festival – LaBrie wished to extend a thank you to all of you who came out to enjoy the Winchendon Fall Festival last Saturday, October 9<sup>th</sup>. It was a great turnout and she thanked everyone that made it possible.

**2. PUBLIC COMMENTS AND ANNOUNCEMENTS:**

- 2.1. Beals Memorial Library Trustees Third Annual Toy Town Tree Festival, "Stories in the Trees" – Robert Courtemanche and Cindy Darcy, Library Trustees, came before the Board to announce the third annual festival and invite the Board and the community to participate. The theme this year is stories in the trees, and the public is invited to come decorate a tree from November 29<sup>th</sup> through December 11<sup>th</sup>. There will be a holiday open house at the Library on December 11<sup>th</sup> from 9:00 a.m. to 1:00 p.m. Courtemanche said

information can be found on the Beals Memorial Library Facebook page or by emailing [toytowntreefestival@gmail.com](mailto:toytowntreefestival@gmail.com).

3. **PUBLIC HEARINGS:** There were no Public Hearings this evening.

4. **APPOINTMENTS/RESIGNATIONS:**

- 4.1. Communications Committee Appointment – Camille Hart – Ms. Hart expressed her interest to serve on the Communications Committee; the Committee supports this appointment. Ms. Hart attended the meeting this evening. LaPointe recused herself due to being Ms. Hart's mother. Hart discussed her community involvement and why she would like to join this committee.

**Ward moved the Board appoint Camille Hart to the Communications Committee with a term to expire on 6/30/2023, seconded by Anderson. With a vote of all aye, the motion carried unanimously.**

5. **PERMIT/LICENSE APPLICATIONS:**

- 5.1. Entertainment Permit – MCHS Pumpkin Roll Fundraiser Oct. 24<sup>th</sup> – Theresa Suzor was present on her application for an Entertainment permit to host a "Pumpkin Roll" fundraiser at the Winchendon Community Park "soccer field" on Sunday, October 24<sup>th</sup> from 12:00 p.m. to 3:30 p.m. to benefit Massachusetts Critical Housing Service (MCHS). Department Heads have reviewed the application and have no issues. The Board of Health noted that the food for the event will be coming from licensed food establishments and he has discussed the storing and serving with Ms. Suzor.

**Anderson moved the Board approve an Entertainment Permit to Theresa Suzor of MCHS for a "Pumpkin Roll" fundraiser to be held at the Winchendon Community Park at Ingleside on October 24, 2021 as presented this evening, and to waive the fee, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

6. **BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:** There are no Department Heads scheduled for this evening.

7. **NEW BUSINESS**

- 7.1. Vote to accept the 2020 Re-Precincting Plan - The Town Clerk was present to explain this agenda topic. The plan includes the map, block data report, and legal description. The legal description has been reviewed by the Town Clerk and Planning and Development Director and sent to the Secretary of State for approval.

LaPointe asked if there will no longer be a 1A precinct, to which Stevens answered it is part of precinct 1.

**Ward moved the Board of Selectmen accept the map, block data report, and legal description as presented by the Town Clerk, Wendy Stevens, for the 2020 Re-Precincting Plan for the Town of Winchendon, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

- 7.2. Draft Request for Proposal for Owner's Project Manager for Old Murdock Senior Center Restoration Project – The Town Manager provided the following memo regarding the Old Murdock Senior Center Scope of Work and the Request for Qualifications for the Owner's Project Manager.

As you are aware, given the dollar threshold of the first phase of the Old Murdock Restoration Project we are required by MGL Ch.30B to secure the services of an Owners Project Manager (OPM). I have been working with Tighe & Bond at no cost to develop an RFP for these services. This will allow us to draw from a large pool of candidates and select an OPM based on merit and experience by using a set of standardized, predetermined criteria. These criteria can be found in the attached RFP.



The scope of services for the OPM role will include four components, 1. Designer Selection, 2. Construction Document Oversight, 3. Bid Phase Services, and 4. Construction Phase Service. The RFP will be released for October 21st, with a mandatory on-site briefing session to be held on October 28th. Submissions are due on November 18th. This timeline will allow us to secure a designer by March of 2022, with the design phase to occur throughout the summer. After going out to bid, we anticipate construction to begin first thing in March 2023.

While we follow through on this long process, we will be sure to continue monitoring the existing conditions of the Old Murdock structure. This lead time will also allow us to better plan for the second and third phases of the project, and will provide the community additional time to identify funding for each of those phases. The January 2020 Winchendon Senior Center Conditions Assessment calls for Phase 1 to begin immediately, Phase 2 to occur within 2-5 years, and Phase 3 to occur in 6-10 years. At our current pace, we are on target to meet those recommended timeframes.

Anderson asked what will happen to the monies appropriated at Town Meeting for this purpose, to which Sultzbach answered the majority of it will be used for phase 1 of this project. It is possible that phase 1 could come in over budget due to rising construction costs.

- 7.3. Board of Selectmen Voted Recommendations of Special Town Meeting Warrant – The Board was provided with the updated Final Special Town Meeting Warrant of November 8, 2021 which now includes the Finance Committee's recommendations. The final warrant with recommendations will be dispersed to the community. The Board voted their recommendations as follows:

Article 1: Committee Report – **Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

Article 2: Payment of Prior Year Bills - **Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

Article 3: Central Street Municipal Lot Construction - **Ward moved to recommend this article, seconded by LaPointe.** Anderson clarified that the drainage issues in that area will be rectified as part of this project. **With a vote of all aye, the motion carried unanimously.**

Article 4: DPW Replacement Truck Purchase – **Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

Article 5: Fund FY'21 Water Budget Deficit – Ward said articles 5 and 6 represent enterprise funds which should be self-sustaining and should not require the use of free cash. Wishing to address articles 5, 6, 7 and 8, Anderson said that she is very alarmed with our enterprise funds. She said that in 2019, voters were told the sewer enterprise funds would be okay without a raise in prices. She expressed concern with the continually increasing prices of water and sewer. Salter acknowledged that Anderson had requested a study to see where the funds go, but in the meantime, she said we do not have a choice but to make sure this deficit is funded. Ward discussed inflation and said raising costs is unavoidable. LaBrie asked for insight as to why the Finance Committee did not recommend article 6 and 7. Sultzbach said the Finance Committee was hopeful there is still time to pivot and adjust to accommodate for this anticipated deficit. **Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

Article 6: Fund FY'21 Wastewater Budget Deficit – **Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

Article 7: Fund FY'22 Water Budget Deficit - LaPointe moved to recommend this article, seconded by Anderson. With a vote of LaPointe, aye, Anderson, aye, LaBrie, aye, Ward, no, and Salter, no, the motion carried 3-2.

Article 8: Fund FY'22 Wastewater Budget Deficit - LaPointe moved to recommend this article, seconded by Anderson. With a vote of LaPointe, aye, Anderson, aye, LaBrie, aye, Ward, no, and Salter, no, the motion carried 3-2.

Article 9: Fund FY'22 Veterans Service Director Personnel Account Deficit – LaPointe asked for clarification as to why the Finance Committee voted to not recommend this article. Sultzbach explained they are concerned about setting a precedent. They would like this to come back before their board at the end of the year in a year-end transfer. Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

Article 10: Fund OPEB Trust Account – Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

Article 11: Fund Contractual Separation Payouts – Anderson asked if this is expected to be an annual line item. Sultzbach said the language in the article won't hold us to it but it is the intent as the Town is currently liable for \$260,000 worth of contractual payouts for staff. The goal is to continue paying in until that amount is fulfilled in order to protect the Town. Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

Article 12: Fund Stabilization Account - Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

Article 13: Cracksealer Authorization – LaBrie noted that the Finance Committee had some discussion on Article 13 and seeks an amendment to add the total cost of the lease amount to be \$93,000. LaPointe moved to recommend this article with the amendment, seconded by Ward. With a vote of all aye, the motion carried unanimously.

Article 14: Accept Deed in Lieu of Foreclosure – Beech St. – LaPointe asked why a member of the Finance Committee did not recommend this article. Sultzbach said a member was concerned about the projected cleanup cost of this property, anticipated to be about \$130,000. He thinks the sale of the two-family would cover any cleanup costs. Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

Article 15: Transfer Beech St. to WRA – LaBrie noted that this article will be passed over if Article 14 does not pass. Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

Article 16: Transfer Parcel 153 to Bull Spit - Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

Article 17: Street Acceptance – Madison Ave - Ward moved to recommend this article, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.

8. **OLD BUSINESS:** There was no old business tonight.

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

1. **Financial Updates-**

*Board of Selectmen – Regular Meeting Minutes  
October 18, 2021*



- We are closely monitoring our CARES balance which sits at roughly \$150,000. I have been coordinating with department heads to identify impactful ways to use these funds as they must be expended by the end of October.
- Applications have been released for this year's round of Robinson Broadhurst funding. This will be coordinated through my office.
- The tax hearing for FY22 is set to occur on November 22nd.

## 2. Personnel Updates-

- Winchendon resident Tamarah Casavant has accepted the Administrative Assistant role in the Town Manager's office. Tamarah is very involved in the community, and we are excited to have her on our team.
- Interviews have been set up this week for the recently vacant Planning/Conservation Agent position.
- David Tavares is retiring from the Senior Center Meals on Wheels position. Special thanks to David for all of his years serving Winchendon Seniors.

## 3. Project Updates-

- The Capital Planning Committee met on September 29th. The next meeting will be held in December to discuss all projects on the Capital Plan.
- I have met with Fire Chief Smith and the architects to review the Fire Station design. I will provide an update at our next meeting.
- TEC has released their preliminary study of Blair Square. We will review this as a group at an upcoming meeting.
- The grant-funded Railroad Street project is underway, with the water utility portion complete. Thank you to Brian Croteau and Tracy Murphy for their teamwork on this project.
- The Robbins Road culvert replacement project is underway. The road is expected to be closed through April.
- The State is currently paving their portion of Maple Street. The Town portion continuing down to Central Street will be paved next year following the Complete Streets sidewalk grant.
- Sidewalk work has started on Lake Street for the Gateway Park.

## 4. Miscellaneous Updates –

- Fall Fest was a huge success. A big thank you to our Staff, volunteers, businesses, and citizens that made it possible.

## 10. MINUTES:

10.1. Monday, September 13, 2021 Regular Meeting – Anderson shared her concerns regarding the length and content of recent minutes. Referring to Robert's Rules, LaBrie said minutes should be succinct and not a dialogue. Ward agreed and added they should not be a transcript. LaBrie suggested discussing the Board's wishes in regard to minutes at a future meeting. **LaPointe moved to postpone these minutes until the next meeting, seconded by Anderson. With a vote of all aye, the motion carried unanimously.**

10.2. Monday, Sept. 27, 2021 Regular Meeting – **LaPointe moved to postpone these minutes until the next meeting, seconded by Anderson. With a vote of all aye, the motion carried unanimously.**

## 11. COMMUNICATIONS:

## 12. AGENDA ITEMS:

13. **EXECUTIVE SESSION:** There is no Executive Session scheduled for this evening.

14. **ADJOURNMENT:** LaPointe moved to adjourn, seconded by Ward. With a vote of all aye, the meeting adjourned at 7:51 p.m.

Respectfully submitted,

*Taylor C. Tower*

Taylor Tower  
Administrative Assistant