

**TOWN OF WINCHENDON**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**MONDAY, NOVEMBER 22, 2021 6:30 P.M.**  
**Town Hall, 2<sup>nd</sup> Floor Auditorium, 109 Front Street, Winchendon, Mass.**

**Present:**

Rick Ward, Vice Chair  
Danielle Lapointe  
Barbara Anderson  
Amy Salter

Justin Sultzbach, Town Manager  
Linda Daigle, Executive Assistant  
Tamarah Casavant, Administrative Assistant

**Absent:**

Audrey LaBrie, Chair

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**List of Documents Presented at the Meeting:**

- Winchendon Board of Assessor's Tax Classification Hearing Report (filed)
  - Legal Notice of Tax Classification Public Hearing (filed)
- Alteration of Premises/Change of Manager Application – Snowbound Club Inc. (filed)
- National Grid Pole Petition for – Summer St. No. 27634604 (filed)
- National Grid Pole Petition for - Central St. No. 27634604 (filed)
- National Grid Pole Petition for - Central St. (2) No. 27634604(filed)
- Letter of Interest from Brandon Fournier - Zoning Board of Appeals Appointment (filed)
- Master Plan Implementation Committee Information (filed)
  - Letters of Interest –Jill Nicholson Sackett, Amanda Phillips, Nikki Nickerson, Kyle Bradley, Guy Corbosiero, Erika Eitland, Miranda Jennings (filed)
- Notice of Board/Committee Vacancies (filed)
- Entertainment Permit Application –Winchendon Recreation Commission Craft Fair Dec. 11, 2021(filed)
- Entertainment Permit Application – Winchendon Recreation Commission Tree Lighting Dec. 11, 2021(filed)
- Change of License Ownership Application – Ruscito Management, LLC d/b/a McDonald's Restaurant to Sellia Group. LLC d/b/a McDonald's (filed)
- Christmas Tree Permit Application for William Lafrennie, location 231 Main St. (filed)
- Christmas Tree Permit Application for Byron Beauregard, 80 Center (filed)
- Draft letter of support from the Dept. of Public Works and the Planning Dept. supporting a grant to the Safe Route to Schools Program being offered through MassDOT. (attached)
- November 22, 2021 Memo from the Town Manager to the Board of Selectmen re: Water rate study company selection discussion (attached)
- November 22, 2021 Memo from the Town Manager to the Board of Selectmen re: OPM Review Panel for Winchendon Senior Center's Restoration Project (attached)
- November 22, 2021 Town Manager Report (attached)
- Minutes:
  - Monday, September 13, 2021 Regular Meeting
  - Monday, September 27, 2021 Regular Meeting
  - Monday, October 25, 2021 Regular Meeting
  - Monday, November 8, 2021 Meeting Prior to Special Town Meeting

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Rick Ward, acting as the Chairman this evening, 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 no one responded.

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

Ward stated he had the honor of addressing our Veterans at the Military Cemetery on November 11, 2021 saying it was quite a moving experience. He thanked Senator Gobi, Representative Zlotnik, Dr. Coral Grout and everyone else who were in attendance. He also thanked the American Legion for the service that they held on November 11<sup>th</sup>, particularly the Boys Scouts and Girl Scouts and the Murdock Chorale singers for what they did during the presentation and also the Winchendon Winds who held their annual Veterans tribute concert. Thank you for remembering our Veterans.

## **2. PUBLIC COMMENTS AND ANNOUNCEMENTS:**

Ward asked if there was any public comment and DPW Director Brian Croteau stepped forward to speak. He wanted to remind the public of the hours for the transfer station being altered due to the holiday. They will be closed Thursday and Friday and will be open on normal business hours on Saturday.

## **3. PUBLIC HEARINGS**

- 3.1. TAX CLASSIFICATION HEARING FISCAL YEAR 2022 – Ward read the Tax Classification public hearing notice into the record.

**Anderson moved to open the public hearing, LaPointe seconded. With a vote of all aye, the hearing was opened at 6:33 p.m.**

George Bourgault, an assessor for the Town of Winchendon, presented his findings for the 2022 Tax Rate. Every year at this time we make the recommendation to the Board of Selectmen for the single tax rate. Historically the town of Winchendon has always had a single tax rate. Some towns have two tax rates one for the commercial and industrial and one for the residential base. It has never been found to make sense in Winchendon, financially, to go with two tax rates. It doesn't have a big enough industrial tax base and the other disadvantage is it doesn't allow for the industrial and commercial business growth in Winchendon. Bourgault and the Board of Assessors recommend a single tax rate for the Town of Winchendon.

Ward asked for any questions. Ward asked what the tax rate would be for clarification. Bourgault stated that currently the tax rate is determined by the Board of Selectmen and approved by the Department of Revenue. What is being presented is \$15.12 per thousand, a .60 cents drop per thousand from last year. Ward asked for clarification stating that this does not necessarily mean that resident taxes will drop. Bourgault confirmed and stated that the decrease in the rate stemmed from the increase in property value. The town can only increase the rate based on last year's levy plus two and half percent. Overall we had a 10 percent increase in values strictly due to market sales in 2020. In industrial and commercial we do not have an increase. Ward asked what the average bill might increase by in 2022. Bourgault stated that average increase may be about \$213.00 per year for the single families and condos. Two and three family homes may incur an eight dollar increase.

Ward asked for public comment to which none was heard.

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

**Anderson moved the Board of Selectmen vote in accordance with M.G.L., Chapter 40, Section 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 2022 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. Lapointe seconded. With a vote of all aye the motion was unanimously carried.**

- 3.2. Alteration of Premises/Change of Manager Application – Snowbound Club Inc. All Alcohol Pouring Liquor Club License – Ward read the Alteration of Premises/Change of Manager Application legal notice into the record. Anderson noted that the public hearing notice stated that it would start at 6:45 p.m.



**LaPointe moved the Board take the agenda out of order and address item 4.1 the Zoning Board of Appeals Alternate Appointment; Anderson seconded. With all in agreement, the Board addressed item 4.1.**

**4. APPOINTMENTS/RESIGNATIONS:**

- 4.1. Zoning Board of Appeals Alternate Appointment – Brandon Fournier – Brandon Fournier introduced himself and spoke of his interest in becoming an alternate member. Anderson thanked him for his participation.

**Anderson moved to appoint Brandon Fournier to the Zoning Board of Appeals as an Alternate Member with a term to expire on June 30, 2022. LaPointe seconded. With a vote of all aye the Motion was unanimously carried.**

With the time being 6:44PM, the Board moved to item 4.3 in the agenda.

- 4.3 Board of Selectmen Appointed Committees and Board's List of Vacancies – Ward read the open vacancies for the Board of Selectmen's Appointed Committees and Boards in the Town of Winchendon. He asked if anyone was interested, to please notify the Board of Selectmen through the Town Manager's office.

The Board returned to item 3.2.

- 3.2 Alteration of Premises/Change of Manager Application – Snowbound Club Inc. All Alcohol Pouring Liquor Club License – With the notice already being read into the record, **Anderson moved the Board open the Public Hearing for the Snowbound Club Inc.,” LaPointe seconded. With a vote of all aye, the public hearing was opened at 6:45 p.m.**

Mr. Dean Sweeney and Pamela Taintor presented their applications to Change Manager and Alter the Premises for their All Alcohol Pouring Liquor Club License. The applicants are seeking to include permanently the outdoor pavilion as part of their approved premise to serve alcoholic beverages as well as to change the Licensed Manager to Ms. Taintor, who is TIPS certified.

Ward asked for any questions and comments. Anderson asked about the Police Dept. recommendation. Daigle replied they have reviewed the application and had no issues. Sweeney added if there is an outdoor event that would gather a crowd, they would seek Police Detail.

**Anderson moved to close the Public Hearing for the Snowbound Club, Inc.; LaPointe seconded. With a vote of all aye, the public hearing was closed at 6:47p.m.**

**Anderson moved the Board, acting as the Local Licensing Authority, approve the Alteration of Premises and Change of Manager for the All Alcohol Pouring Club License of the Snowbound Club, Inc., located at 130 Baldwinville Rd. as presented this evening and to forward the application to the ABCC.” LaPointe seconded the motion. With a vote of all aye, the motion carried unanimously.**

3.3 Pole Petitions

- 3.3.1. National Grid & Verizon New England to Relocate One Joint Owned Pole – Summer St. No. 27634604. Ward read into record the Public Hearing notice for the pole petition. DPW Director, Brian Croteau, has reviewed each petition and finds each one acceptable. Abutters have been notified.

**Anderson moved to open the Pole Petition Public Hearing for Summer St., seconded by LaPointe. With a vote of all aye, the hearing was opened at 6:51 p.m.**

Matt Veria the representative for National Grid spoke in regards to the petition explaining that these pole petitions were part of the MassDOT Railroad St. project. The poles will be moved back from the road making it safer.

No public question or comment was heard when asked.

**Anderson moved to close the Pole Petition Public Hearing for Summer St., seconded by LaPointe. With a vote of all aye, the hearing was closed at 6:52 p.m.**

**Anderson moved to approve the Pole Petition for one Jointly Owned pole on Summer St. as presented this evening. LaPointe seconded and with a vote of all aye the petition was unanimously approved.**

- 3.3.2. National Grid & Verizon New England to Relocate One Joint Owned Pole – Central St. No. 27634604  
Ward read into record the Public Hearing notice for the pole petition.

**Anderson moved to open the Pole Petition Public Hearing for Central St., seconded by LaPointe. With a vote of all aye, the hearing was opened at 6:56 p.m.**

Mr. Viera explained this pole was being moved 10 feet away from the corner. Anderson asked if it would block the view and he replied no, it wouldn't.

**Anderson moved to close the Pole Petition Public Hearing for Central St., seconded by LaPointe. With a vote of all aye, the hearing was closed at 6:57 p.m.**

**Anderson moved to approve the Pole Petition for one Jointly Owned pole on Central St. as presented this evening, seconded by LaPointe. With a vote of all aye the petition was unanimously approved.**

- 3.3.3 National Grid & Verizon New England to Relocate One Joint Owned Pole–Central St. (2) No. 27634604  
Ward read into record the Public Hearing notice for the pole petition.

**Anderson moved to open the Pole Petition Public Hearing for Central St. (2), seconded by LaPointe. With a vote of all aye, the hearing was opened at 7:01 p.m.**

Mr. Viera explained this was the same situation but moving it 20 feet and will not block the view. Ward asked if there was any public present that wanted to speak. There was no reply.

**Anderson moved to close the Pole Petition Public Hearing for Central St. (2), seconded by LaPointe. With a vote of all aye, the hearing was closed at 7:02 p.m.**

**Ward moved to approve the Pole Petition for one Jointly Owned pole on Central St. (2) as presented this evening. LaPointe seconded and with a vote of all aye the petition was unanimously approved.**

- 4.2 Master Plan Implementation Committee Appointments – Ward noted the variety of skills listed in the resumes they received for serving on this committee. He invited the candidates to speak about their interest in serving on the committee. All but Mr. Corbosiero and Kyle Bradley were present and explained their backgrounds and interest to serve on this committee.

- 4.1.1. Jill Nicholson Sackett
- 4.1.2. Amanda Phillips
- 4.1.3. Nikki Nickerson
- 4.1.4. Kyle Bradley
- 4.1.5. Guy Corbosiero
- 4.1.6. Erika Eitland
- 4.1.7. Miranda Jennings

Board members thanked them for their time and interest.



Anderson moved to appoint the following people to the Master Plan Implementation Committee: Jill Nicholson Sackett, Amanda Phillips, Nikki Nickerson, Kyle Bradley, Guy Corbosiero, Erika Eitland, Miranda Jennings with alternating their expiration dates so as not to expire on the same year. Seconded by LaPointe and with a vote of all aye the appointments were unanimously approved.

**5. PERMIT/LICENSE APPLICATIONS:**

- 5.1. Entertainment Permit – Winchendon Recreation Commission Craft Fair Dec. 11, 2021 – Ms. Tiffany Newton came forward to speak on behalf of the Recreation Commission’s application to hold a Craft Fair here at Town Hall on Dec. 11, 2021. She has spoken with the Health Agent about spacing the booths and the requirements for face coverings inside of Town Hall. This event is in conjunction with the Festival of Lights happening the same day with other activities in Town.

**Anderson moved to approve the Recreation Commission Craft Fair to be held on Dec. 11, 2021 at Town Hall from 9AM to 2PM as presented this evening. Seconded by LaPointe and with a vote of all aye the entertainment permit was unanimously approved.**

- 5.2. Entertainment Permit – Winchendon Recreation Commission Tree Lighting Dec. 11, 2021 – Tiffany Parkhurst of the Recreation Commission was in today and realized the Commission hadn’t submitted the Entertainment Permit for the Christmas Tree Lighting to be held also on Dec. 11<sup>th</sup> from 5:00PM to 7:00PM and hoped the Board would consider approving this event this evening.

**Anderson moved to approve the Recreation Commission Christmas Tree Lighting event to be held on Dec. 11, 2021 at GAR Park from 5:00PM to 7:00PM as presented this evening contingent on Department heads review and any concerns addressed. Seconded by LaPointe and with a vote of all aye the entertainment permit was unanimously approved.**

- 5.3. Change of License Ownership –Ruscito Management, LLC d/b/a/ McDonald’s Restaurant to Sellia Group, LLC, d/b/a McDonald’s – There has been an ownership change to McDonald’s to the Sellia Group, LLC. David Balducci, Owner and President, was present this evening for any questions from the Board and public. Anderson asked about stipulations that were put in place when McDonald’s first opened if they would stay in place. Mr. Sultzbach confirmed that they would.

Ward thanked McDonald’s for providing the Veteran’s with free meals on November 11, 2021.

**Anderson moved to approve the Licensed Ownership Change of McDonald’s located at 235 Spring St. to Sellia Group, LLC, d/b/a McDonald’s as presented this evening. LaPointe seconded and with a vote of all aye the Change of License Ownership was approved.**

- 5.4. Christmas Tree Permit Application for William Lafrennie, location 231 Main St. – William Lafrennie was present on his application to sell Christmas Trees at 231 Main St., at the Lickity Splitz lot, from Nov. 26<sup>th</sup> through Christmas Day from 9 a.m. to 9 p.m.

**Anderson moved to approve the Christmas Tree Sales Permit to William Lafrennie “Willie’s Trees” to be located at 231 Main St. as presented this evening. Seconded by LaPointe and with a vote of all aye the Christmas Tree Permit Application was approved.**

- 5.5. Christmas Tree Permit Application for Bryon Beauregard, 80 Old Center – Mr. Beauregard requested this morning to sell Christmas Trees again this year. He was present to answer questions from the Board and public.

**Anderson moved to approve the Christmas Tree Sales Permit for Byron Beauregard, 80 Old Center as presented this evening contingent on Dept. Heads review and any concerns addressed along with the payment of the \$25.00 fee. Seconded by LaPointe and with a vote of all aye the Christmas Tree Permit Application was approved.**

**6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:** Not applicable this evening.

**7. NEW BUSINESS:**

- 7.1. Safe Route to Schools Program Support – Town Manager Sultzbach introduced an initiative that the DPW Director, Brian Croteau and the Planning Director, Tracy Murphy are working on to provide safe routes to school. DPW Director Brian Croteau was present to answer questions from the Board and public. Sultzbach referenced a draft letter of support that is being requested from the Board this evening from the Dept. of Public Works and the Planning Dept. supporting a grant to the Safe Route to Schools Program being offered through MassDOT totaling, approximately, one million dollars. The work will consist of repaving of sidewalks, increased signage for pedestrian crossing and the installation of new sidewalks in densely populated areas. The targeted area is around Toy Town Elementary School. After a brief discussion on the work and confirming MassDOT would be completing the work, the following motion was made:

**Anderson moved the Board authorize the Chair to sign a support letter to MassDOT for the Safe Route to Schools Program grant offering as presented this evening. Seconded by LaPointe and with a vote of all aye the motion was unanimously approved.**

- 7.2. Water Rate Study Company Selection Discussion – Town Manager Justin Sultzbach spoke about the top priorities of his office is identifying a solution to the physical and financial issues facing our water and sewer program. It's a five piece project which includes updating the capital plan for the water and sewer plants. The second is surveying all existing sub-terrain infrastructure throughout town. The third is reducing INI, Infiltration and Inflow, issue that we have so things that are being tied into the sewer isn't being paid unnecessarily. Fourth, replace the water meters, and lastly conduct a water rate study. We are now at the point in which we can select a firm to provide this service for us. We will be reviewing three large firms that do this type of work and have no connections to existing operations. ARPA funds will be used to pay for this study. It would include project kick off and data collection and the development of a five year financial plan and revenue recovery rate and fee design and customer impact analysis from start to finish.

**Anderson moved the Board authorize the Town Manager to use ARPA funds, not to exceed \$25,000, to execute a contract with the lowest cost and qualified firm under Chapter 30B MA Procurement Laws for the purposes of conducting a comprehensive water rate study. Seconded by LaPointe and with a vote of all aye was unanimously approved.**

- 7.3. OPM Review Panel for Winchendon Senior Center's Restoration Project – Town Manager Justin Sultzbach spoke about the restoration project which would total \$1.5 million. We are required, due to the project price to hire an Owners Project Manager; this would be the eyes and boots on the ground going out throughout the entirety of the project, the design, bid and construction phases. Ten firms were in attendance for the mandatory review design meeting. The seven member committee he is recommending is as follows:

- A member of the Board of Selectmen
- A member of the Finance Committee
- A member of the Historic Commission – Don O'Neil
- Council of Aging Director Sheila Bettro
- Council on Aging Volunteer Art Amenta
- Town Manager Justin Sultzbach
- DPW Director Brian Croteau

**LaPointe moved the Board approve the Old Murdock OPM Selection Panel as presented. Seconded by Anderson, and with a vote of all aye was unanimously approved.**

**Anderson moved to appoint Danielle LaPointe as a member of the Old Murdock OPM Selection Panel as the Board of Selectmen representative. Seconded by Salter and with a vote of all aye, the motion was unanimously approved.**



**8. OLD BUSINESS:** There is no Old Business this evening.

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

**1. Financial Updates-**

- a. We are presently in the process of securing a bond for the water and sewer infrastructure upgrades that were approved as part of the Central Street reconstruction process.
- b. We are working with our auditing firm to confirm the exact amount of lost revenue due to COVID-19. This will determine the flexibility we will have with our remaining ARPA funds. There will be an update at the December BoS meeting.
- c. Our team has finalized the review of town Robinson Broadhurst grant requests and submitted the completed packet to the foundation. Special thanks to Linda Daigle for all of her work in compiling those requests.

**2. Personnel Updates-**

- a. We have received limited responses for the Conservation/Planner position. As such, we are currently working with the staff and the union to identify an opportunity for a potential restructuring. This would break conservation out into a part time position, increase the responsibility of the Planning/Development Coordinator, and add a part time clerical position to support that side of the building. These positions would fit within the existing established budget.
- b. We applied to the RBH for a part time, 10hr a week Recreation Coordinator position for FY2023. This role will help get the Amphitheater up and running, and would be funded by proceeds from the park once it is self-sufficient. As mentioned in several public meetings, we are committed to ensuring the operation of this park would not create an expense for the taxpayers.
- c. A warm welcome to Tamarah Casavant, our new Administrative Assistant for the Office of the Town Manager! She is doing an excellent job.

**3. Project Updates –**

- a. Chief Smith and I met with architects for the Fire Station project to make further cuts to the square footage of the proposed layout. Once we have finalized this process we will be bringing the design forward to different boards and committees for additional reviews for cost-savings.
- b. The Winchendon Community Park committee is finalizing the preliminary design for the Amphitheater project. We are on target to go out to bid this winter, with construction to occur in the spring and summer.
- c. We have received a preliminary design for Blair Square. Our team reviewed the drawings with TEC Engineering, and will be bringing a more finished product before the board around the holiday season for further input.
- d. Legal Counsel is working with the attorneys for the present owners of the Beech Street properties that were approved at the Special Town Meeting. We expect the property to officially change hands close to the New Year, and will be promptly transferred over to the Winchendon Redevelopment Authority.
- e. The Central Street reconstruction project will be kicking off this week, with the contractors working to lay the underground sewer component in advance of the official kickoff next

spring. This will be trench and cover work, and will allow the pipes time to settle over the winter prior to final paving. Traffic disruptions should be minimal.

**4. Miscellaneous Updates –**

- a. We are currently working with our consultant to review energy aggregation prices. In the past Winchendon has farmed this service out and successfully secured electricity rates that are lower than National Grid. We are hoping to secure an equally beneficial deal for the years moving forward.
- b. The Winchendon Redevelopment Authority voted in support of taking the Toy Town Community Partnership under its organizational umbrella. This will assist in ribbon cutting ceremonies and other community initiatives.

The Town Manager thanked staff, every department, for Special Town Meeting appreciating all that they did for it to be successful. He wished everyone a Happy Thanksgiving.

**10. MINUTES:**

10.1. Monday, September 13, 2021 Regular Meeting

**Anderson moved to approve the Board of Selectmen minutes of Monday, September 13, 2021 as presented this evening, seconded by LaPointe. With a vote of all aye the motion carried unanimously.**

10.2. Monday, September 27, 2021 Regular Meeting

**Anderson moved to approve the Board of Selectmen minutes of Monday, September 27, 2021 as presented this evening, seconded by LaPointe. With a vote of all aye the motion carried unanimously.**

10.3. Monday, October 25, 2021 Regular Meeting

**Anderson moved to approve the Board of Selectmen minutes of Monday, October 25, 2021 as presented this evening, seconded by LaPointe. With a vote of all aye the motion carried unanimously.**

10.4. Monday, November 8, 2021 Meeting prior to Special Town Meeting

**Anderson moved to approve the Board of Selectmen minutes of Monday, November 8, 2021 as presented this evening, seconded by LaPointe. With a vote of all aye the motion carried unanimously.**

**11. COMMUNICATIONS: N/A**

**12. AGENDA ITEMS:** The Board is scheduled for their regular meeting on December 13<sup>th</sup> that will include a Tri-Board meeting with the Finance Committee and School Committee. Your second meeting is scheduled for Monday, December 27<sup>th</sup>. Please review and advise if this schedule fits with the holidays.

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

**14. ADJOURNMENT:** Anderson moved to adjourn, seconded by LaPointe. With a vote of all aye, the meeting adjourned at 8:00 p.m.

Respectfully submitted,



Tamarah Casavant  
Administrative Assistant