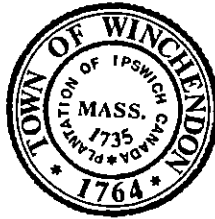


Approved: 6113123

*[Signature]*

# TOWN OF WINCHENDON



WINCHENDON TOWN CLERK  
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## Finance Committee

Telephone (978)-297-5419

**Regular Meeting/Public Hearing**  
Finance Committee Minutes  
April 26, 2023 7:00PM  
Town Hall 2nd Floor Auditorium

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**Members Present:** Chairman Thomas J. Kane Jr., Vice-Chair Dr. Maureen Ward, Charles C. Corts, Anthony Dickson, James Reed  
**Absent:** Doug Delay, Adrian Guerrero  
**Guests:** Justin Sultzbach- Town Manager

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**List of Documents Presented at Meeting:**

- April 26, 2023 Meeting Agenda
  - Warrant Articles for the Special and Annual Town Meeting
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**7:00PM:** Chairman Thomas J. Kane Jr. called the Finance Committee meeting to order, followed by the Pledge of Allegiance. He asked the audience if anyone would be audio or video recording, hearing none.

**Public Hearing- Warrant Articles for the Special and Annual Town Meeting- Monday May 15, 2023:**

**STM Article 1**

To see if the Town will vote to hear and act on the reports of the Finance Committee, and any other Board or Committee, or act in relation thereto.

T. Kane stated the Finance Committee would prepare a report for the Annual Town Meeting.

**STM Article 2: Funding of Snow and Ice Deficit**

To see if the Town will transfer from Free Cash the sum of \$260,000 for use by The Board of Selectmen to offset the Snow and Ice deficit in the Department of Public Works Snow and Ice Budget, or to take any other action related thereto.

Justin Sultzbach stated the deficit exceeded \$400,000 this year. T. Kane stated this has been a trend the last several years and needs to be addressed to increase the budget in order to cover the increased costs.

**ATM- Article 1: Committee Report**

To see if the Town will vote to hear and act on the reports of the Finance Committee, the annual report of the Selectmen and of any other officers or committees required to report to the Town, or act in relation thereto.

**ATM- Article 2: Enterprise Account Authorization Article**

To see if the Town will accept the provisions of Chapter 44, 53F 1/2 of the Massachusetts General Laws and establish a Cable Access Enterprise Fund effective fiscal year beginning July 1, 2023; or act in relation thereto.

**ATM- Article 3: Opioid Settlement Authorization (1 of 3)**

To see if the Town will vote to establish an Opioid Abatement Stabilization Fund, in accordance with Chapter 40, Section 5B of the Massachusetts General Laws, to be used, upon further appropriation, for the purposes of implementing the Abatement Strategies set forth in the Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements, dated March 4, 2022, and consisted with any state guidelines or regulation further clarifying allowable uses of opioid litigation settlement funds; or take any other action related thereto.

A lot of municipalities, nationally, have been involved in a class-action lawsuit over the past decade, Winchendon being along them. The town is expected to receive \$380,000 over the next 16 years in various increments. The state recommended municipalities seek out regionalized help to implement Opioid remediation efforts. In coordinating with GAAMHA, Inc. Gardner, Templeton, Ashburnham, Westminster, and Winchendon want to pool together their resources to support GAAMHA, Inc. which provides regional response for Opioid remediation.

**ATM- Article 4: Opioid Settlement Authorization (2 of 3)**

To see if the Town will vote to accept the fourth paragraph Chapter 40, Section 5B, of the Massachusetts General Laws, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Chapter 40, Section 5B of the Massachusetts General Laws, to be effective for all fiscal years beginning on July 1, 2023, or take any other action related thereto.

**ATM- Article 5: Opioid Settlement Authorization (3 of 3)**

To see if the Town will vote to dedicate all or a percentage, which may not be less than 25 percent, of the receipts from the Statewide Opioid Settlements, as defined in the State-Subdivision Agreement for Statewide Opioid Settlements, to the Opioid Abatement Stabilization Fund established in accordance with Chapter 40, Section 5B of the Massachusetts General Laws, effective for the fiscal year 2024, beginning on July 1, 2023, or take any other action related thereto.

**ATM- Article 6: Revolving Funds Authorization Article**

To see if the Town will vote to fix the maximum amount to be spent during fiscal year 2024 beginning on July 1, 2023 for the revolving funds established in town bylaws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53 E 1/2, or take any other action relative thereto.

### **ATM- Article 7: Senior Tax Work-Off**

To see if the Town will vote to raise and appropriate or transfer from other available funds the sum of seven thousand seven hundred dollars (\$7,700) for the Senior Tax Work-Off Program, or act in relation thereto.

### **ATM- Article 8: Community Action Committee Non-Profit Support**

To see if the Town will vote to raise and appropriate or transfer from other available funds the sum of \$27,500 as a grant to the non-profit Community Action Committee, Inc. 273 Central Street, Winchendon, in consideration of the numerous services provided to the Town, or act in relation thereto.

### **ATM- Article 9: Organizational Restructuring**

To see if the Town will vote to accept the Town Manager's proposed 2023 Organizational Change to Staffing as required by Town Charter.

Dr. M Ward pointed out that the Article must be accepted or rejected in its entirety, it cannot be amended.

#### **Change 1 of 3**

1. Delete DPW Director role and School Maintenance Director role.
  - A. Create combined Director of DPW and School Maintenance.
  - B. Create mid-management School Maintenance Supervisor
  - C. Create mid-management DPW Engineer Supervisor\*

Total projected net change in cost: \$0

\* Role will be funded in part by taking "MS4 Stormwater" permitting requirements in house, rather than paying an outside consultant. The remainder will be covered by peer review fees, revenue that traditionally "passed through" to Tighe & Bond.

#### **Change 2 of 3**

1. Delete Director of Planning and Development role
  - A. Promote current Planning & Land Use Coordinator to Planning & Land Use Agent (Union Supported)
  - B. Shift economic development duties to the Town Manager's scope

Total projected net change in cost: Savings of \$40,000

Since Tracy Murphy left this position, it has sat vacant for nearly a year. Over that time period, the work that the position required did not disappear and was absorbed by other areas in the organization. Anything pertaining to Planning and Land use went to Nicole Roberts and she has done a great job taking over those responsibilities. The economic development responsibilities have been handled by the Town Managers office.

#### **Change 3 of 3**

1. Addition of Recreation Coordinator.

Total projected net change in cost: \$0\*

\*\$45,032 salary is currently fully grant funded, projected to be predominately self supported within three years using revenues from town-sponsored recreational events.

**ATM- Article 10: FY24 General Government Budget**

To see if the Town will vote to raise and appropriate or transfer from other available funds the sum of \$16,744,246 for the operating budget of the Town for the fiscal year beginning July 1, 2023, or act in relation thereto. (usual and customary article)

**ATM- Article 11: FY24 Water Enterprise Budget**

To see if the Town will vote to appropriate the sum of \$1,012,542.48 for direct costs of the Water Department Enterprise Fund for the fiscal year beginning July 1, 2023, and that indirect costs of \$193,815.15 appropriated in the general government budget be funded by Water Receipts, or act in relation thereto.

**ATM- Article 12: FY24 Wastewater Enterprise Budget**

To see if the Town will vote to appropriate the sum of \$1,447,534 (Wastewater Receipts of \$1,002,124 and Betterment Revenues of \$445,410) for the direct costs of the Wastewater Treatment Department Enterprise Fund for the fiscal year beginning July 1, 2023, and that indirect costs of \$173,097.40 appropriated in the general government budget be funded by Wastewater Receipts, or act in relation thereto.

**ATM- Article 13: FY24 Transfer Station Enterprise Budget**

To see if the Town will vote to appropriate the sum of \$242,337 from Transfer Station Receipts for direct costs of the Transfer Station Enterprise Fund for the fiscal year beginning July 1, 2023; and that indirect costs of \$13,761.34 appropriated in the general government budget be funded by Transfer Station Receipts, or act in relation thereto.

**ATM- Article 14: FY24 Cable Public Access Enterprise Budget**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$111,300 to operate the Public, Education, and Government Access Media enterprise for the fiscal year beginning July 1, 2023, or take any other action thereto.

**ATM- Article 15: School Department Budget**

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$16,983,226 (Required Net School Spending of \$20,130,691 plus \$50,000 of the prior years override that includes an escalator in increased funding less \$3,197,464.94 for net school spending and eligible indirect costs budgeted in the general government budget for School Expenses) for the operating budget of the Winchendon Public Schools for the fiscal year beginning July 1, 2023, or act in relation thereto.

**ATM- Article 16: FY24 Monty Tech's Assessment**

To see if the Town will vote to raise and appropriate the sum of \$706,060 to fund the Town's assessment for its share of the Montachusett Regional Vocational Technical School Budget for the fiscal year beginning July 1, 2023, or act in relation thereto.

**ATM- Article 17: Capital Improvements- Free Cash**

To see if the Town will vote to transfer from Free Cash the sum of \$224,750 and that the Town be authorized to accept any available grant funds, for the purposes of funding the following capital requests, or take any action in relative thereto.

Blair Square Phase 3 Design- \$130,000  
DPW Grove St Parking Lot- \$21,750  
DPW Salt Bring System- \$30,000  
DPW Generator House- \$17,000  
Fire Scuba Replacement Phase 1- \$26,000

**ATM- Article 18: Capital Improvements- 5 Year Borrowing**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$784,181 for the purpose of funding the following capital requests; and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow under and pursuant to Chapter 44, Sections 7 or 8 of the General Laws, or any other enabling authority, and to issue bonds or notes for the Town, or take any action relative thereto.

Town Hall Repairs Phase 1, East Side- \$250,000- Annual payments \$52,500  
DPW Six Wheel Dump Truck- \$244,181- Annual payments \$51,278  
Recreation Winchendon Community Park Barn Exterior- \$140,000- Annual Payments \$29,400  
High School Parking Lot Repaving- \$150,00- Annual payment \$31,500

**ATM- Article 19: Capital Improvements- Transfer Station**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow the sum of \$223,411 for the purposes of funding the following capital requests; and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow under and pursuant to Chapter 44, Sections 7 or 8 of the General Laws, or any other enabling authority, and to issue bonds or notes for the Town, or take any action relative thereto.

Roll-off Truck Transfer Station- \$223,411- Estimated annual payment- \$24,000

**ATM- Article 20: Capital Improvements- Water Department**

To see if the Town will vote to raise and appropriate, or transfer from available funds, and/or borrow the sum of \$98,884 for the purposes of funding the following capital requests, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow under and pursuant to Chapter 44, Sections 7 or 8 of the General Laws, or any other enabling authority, and to issue bonds or notes for the Town, or take any action relative thereto.

Service Truck- \$98,884- Annual payment \$20,700

**ATM- Article 21: Capital Improvements- Grants/Other Sources**

To see if the Town will vote to appropriate the sum of \$136,918 and that the Town be authorized to accept any available grant funds, for the purposes of funding the following capital requests, or take action relative thereto.

Police Cruiser (2) Replacement- \$136,918- 911 Grant

**ATM- Article 22: Paving Plan- Free Cash**

To see if the Town will vote to transfer from Free Cash the sum of \$550,000 and that the Town be authorized to accept any available grant funds, for the purposes of funding a portion of the Fiscal Year 2024 Paving Plan, or take any other action relative thereto.

**ATM- Article 23: Paving Plan- Five Year Borrowing**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow the sum of \$450,000 for the purposes of funding a portion of the Fiscal Year 2024 Paving Plan, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow under and pursuant to Chapter 44, Sections 7 or 8 of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor, or take any other action relative thereto.

**ATM- Article 24: Leaf Loader- Cemetery Perpetual Care**

To see if the Town will vote to raise and appropriate, transfer from available funds the sum of \$12,250 for the purposes of funding the purchase of a Leaf Loader, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow under and pursuant to Chapter 44, Sections 7 or 8 of the General Laws, or any other enabling authority, and to issue bonds or notes for the Town, or take any action relative thereto.

**ATM- Article 25: Cemetery Expansion- Cemetery Perpetual Care**

To see if the Town will vote to raise and appropriate, transfer from available funds the sum of \$50,000 for the purpose of funding the expansion of the town cemetery on existing town owned land, or take any action relative thereto.

**ATM- Article 26: Zoning Bylaws**

To see if the Town will vote to amend Chapter 9 of the Zoning Bylaws of the Town of Winchendon Titled: Signs. By Deleting the current Chapter 9 and inserting in its place a new Chapter regulating the signs of Winchendon as recommended by the Planning Board in the document titled 2023 Proposed Zoning Bylaw Revisions on file in the office of the Town Clerk and available on the towns website.

**ATM- Article 27: Authorization- Stormwater Assist Management Project**

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$135,625 and appropriate the 2023 Clean Water State Revolving Fund Asset Management Planning total cost of project \$135,625 for the Winchendon Stormwater Asset Management Project. The total project cost of \$135,625 is comprised of an \$81,375 grant (60% of the total project cost) which will be paid to the Town as a reimbursement from MassDEP and Massachusetts Clean Water Trust. The balance of the project will be comprised of in-kind services provided by the Town at \$15,000 and a cash contribution from remaining funds from the American Rescue Planned Act (ARPA) valued at \$39,250; and to take any other action relative thereto.

**Special Town Meeting Articles**

STM- Article 1

Dr. M. Ward motioned to pass over Article 1, 2nd by C. Corts.

**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

STM- Article 2

Dr. M. Ward motioned to recommend Article 2, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

**Annual Town Meeting Articles**

Article 1

Dr. M. Ward motioned to recommend Article 1, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 2

Dr. M. Ward motioned to recommend Article 2, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 3

Dr. M. Ward motioned to recommend Article 3, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 4

Dr. M. Ward motioned to recommend Article 4, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 5

Dr. M. Ward motioned to recommend Article 5, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 6

Dr. M. Ward motioned to recommend Article 6, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 7

Dr. M. Ward motioned to recommend Article 7, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 8

Dr. M. Ward motioned to recommend Article 8, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 9

Dr. M. Ward motioned to recommend Article 9, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 10

Dr. M. Ward motioned to recommend Article 10, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 11

Dr. M. Ward motioned to recommend Article 11, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 12

Dr. M. Ward motioned to recommend Article 12, 2nd by C. Corts.

**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 13

Dr. M. Ward motioned to recommend Article 13, 2nd by C. Corts.

**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 14

Dr. M. Ward motioned to recommend Article 14, 2nd by C. Corts.

**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 15

Dr. M. Ward motioned to recommend Article 15, 2nd by C. Corts.

**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 16

Dr. M. Ward motioned to recommend Article 16, 2nd by C. Corts.

**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 17

Dr. M. Ward motioned to recommend Article 17, 2nd by C. Corts.

**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 18

J. Sultzbach stated he would find a way to have a condition assessment done on the basement prior to the funds being expended.

Dr. M. Ward motioned to recommend Article 18, 2nd by C. Corts.

**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 19

Dr. M. Ward motioned to recommend Article 19, 2nd by C. Corts.

**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 20

C. Corts motioned to recommend Article 20, 2nd by Dr. M. Ward.

**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 21

C. Corts motioned to recommend Article 21, 2nd by Dr. M. Ward.

**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 22

Dr. M. Ward motioned to recommend Article 22, 2nd by C. Corts.

**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (N) 4-1**



Article 23

Dr. M. Ward motioned to recommend Article 23, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 24

C. Corts motioned to recommend Article 24, 2nd by Dr. M. Ward.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 25

C. Corts motioned to recommend Article 25, 2nd by Dr. M. Ward.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 26

C. Corts motioned to recommend Article 26, 2nd by Dr. M. Ward.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Article 27

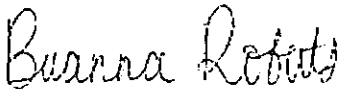
C. Corts motioned to recommend Article 27, 2nd by Dr. M. Ward.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

**Discussion- Finance Committee Report for the Town Meeting:**

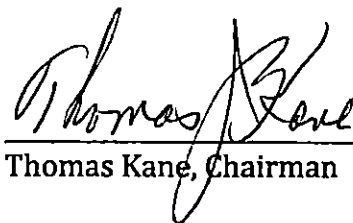
T. Kane stated they have been able to get 3 or 4 policies approved after asking the town to vote on appropriations of money that has improved the towns situation. He recommended the budget for the snow and ice account be increased due to raising costs. It was also discussed to bring up the increase in health insurance. T. Kane is going to compose a draft report before the next meeting on May 9, 2023.

**9:28PM-** Dr. M. Ward motioned to adjourn, 2nd by C. Corts.  
**Corts (Y) Dickson (Y) Reed (Y) Ward (Y) Kane (Y) 5-0**

Respectfully submitted:



Brianna Roberts, Finance Committee Recording Secretary

  
Thomas Kane, Chairman

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Dr. Maureen Ward, Vice-Chair

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Charles C. Corts

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Douglas Delay

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Anthony Dickson

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Adrian Guerrero

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James Reed