

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
MONDAY, MAY 24, 2021  
Town Hall, 2<sup>nd</sup> Floor Auditorium  
109 Front Street, Winchendon, Mass.**

Present:

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

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

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List of Documents Presented at Meeting:

- Two Foxes Farm Mobile Vendor Permit Application (filed)
- May 17, 2021 Press Release from Baker-Polito Administration to Lift COVID-19 Restrictions (attached)
- Report of the Town Manager (attached)
- Minutes to be approved:
  - April 28, 2021 Special Meeting
  - May 5, 2021 Special Meeting
  - May 10, 2021 Regular Meeting
  - May 17, 2021 Regular Meeting

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Acting Chairman Rick 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 no answer was heard.

Ward welcomed new Town Manager, Justin Sultzbach, and new Selectwoman, Danielle LaPointe. Per the Town Charter and the Policies and Procedures of the Board of Selectmen, Ward announced that the annual election of a Board Chair and Vice Chair will take place tonight. Nominations were conducted and with a roll call vote of LaBrie, aye, Salter, aye, Anderson, aye, LaPointe, aye and Ward, aye, LaBrie was unanimously voted to serve as Chair of the Board of Selectmen for the coming year.

LaBrie thanked the Board and asked for nominations for the position of Vice Chair. Ward was nominated and with a 3-2 vote, was selected to serve as Vice Chair.

- 1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** Ward reminded all of the Memorial Day ceremonies to be held at the American Legion over the weekend and urged everyone to attend and honor Veterans.

LaPointe thanked everyone who voted for her and said she looks forward to serving everyone.

Anderson thanked everyone who participated in the Town-wide Earth Day Clean Up and said unfortunately there is still a lot of work to be done. She asked all to say something if they see people littering.

LaBrie reminded the Board of the Court of Honor being held for Eagle Scout Daniel Fuller on Saturday, June 10<sup>th</sup>. She also wished to clarify the vote for Article 24, the Citizens Petition for Mellen

Road, presented at the Annual Town Meeting held on May 17<sup>th</sup>. While the 2/3 vote that was conducted was legally correct, she apologized that the warrant stated “majority vote required”. She said the warrant is an agenda of what is to be discussed but it does not mean that the vote must be what the warrant says it should be.

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

3. **PUBLIC HEARINGS:** None were scheduled.

4. **APPOINTMENTS/RESIGNATIONS:**

4.1. Designation of Environmental Certifying Official - The Town Manager has served in this role historically. With a new Town Manager on board, this designation is needed to be filled again as part of the CDBG application/grant process.

**Ward moved the Board of Selectmen designate Town Manager Justin Sultzbach as the Environmental Certifying Official for the Town of Winchendon and to authorize the Town Manager to execute any grant documents on behalf of the Board of Selectmen, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

4.2. Joint Water Authority (JWA) Appointments – LaPointe asked what kind of decisions are made and what business is executed through this Authority, to which Sultzbach said the Joint Water Authority’s Winchendon representatives consists of the Town Manager and the DPW Director. The DPW Director does not have voting rights but is there in an advisory capacity. Business includes decisions regarding contracts with existing service providers for water on behalf of our respective communities.

Anderson asked to discuss at an upcoming meeting her suggestion to create a Water and Sewer Advisory Committee.

LaPointe said residents are upset with the services provided and that as Commissioners, it behooves the Board to be transparent and to be involved in the decisions made on this Authority.

**Ward move the Board of Selectmen delegate the Town Manager, Justin Sultzbach, as the Joint Water Authority Representative for the Town of Winchendon, seconded by LaPointe. With a vote of all aye, the motion carried unanimously.**

5. **PERMIT/LICENSE APPLICATIONS:**

5.1. Mobile Vendor Permit – Two Foxes Farm Pizza – Igor Sheremet was present on his application for a Mobile Food Permit for his wood fire pizza trailer. He grows vegetables on his farm and would like to make and sell pizza with these vegetables. He currently operates his business in other towns, resides in Winchendon on his farm at 27 Joslin Road, and is looking to receive a Mobile Vendor permit to attend local events in Winchendon. He also is looking to take pizza orders online where they can be picked up at his home just as a side to what he is currently doing and not what he will be focusing on. He has his state license and a Fitchburg food permit and a Boylston mobile vendor permit. He is associated with the Boylston Worcester County Food truck center for sanitation. The Board was informed that the Zoning Enforcement Officer, Geoff Newton, has informed the Town Manager’s Office that Mr. Sheremet’s home is zoned residential and not commercial, therefore not allowing commercial sales and operations. After significant discussion, it was suggested that Mr. Sheremet reach out to Sultzbach during business hours to discuss changing the zoning to allow for commercial use on his property. In the meantime, the Board would still vote on a mobile vendor



permit for Sheremet to attend local events. It was discussed that this is a blanket permit for the year that would allow Sheremet to bring his pizza trailer to events when invited by the organizer.

**Ward moved the Board of Selectmen approve the Mobile Vendor Permit for Igor Sheremet, Two Foxes Farm Pizza, with the condition that he provides the office with a Business Certificate, Board of Health food permit and the required inspections completed and approved, seconded by Anderson. With a vote of all aye, the motion carried unanimously.**

**1. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS: N/A**

**2. NEW BUSINESS:**

- 2.1. Discussion on Reopening Town Hall – With Governor Baker lifting COVID Restrictions on May 29<sup>th</sup>, including the gathering limits, the Town Manager is recommending opening Town Hall to the public upon return from the Memorial Day Holiday, Tuesday, June 1<sup>st</sup>. CDC guidelines for face coverings, cleaning and hygiene protocols will be followed. Hours will be increased for our Building Superintendent for the health and safety of our staff and will be funded through the CARES Act. Governor Baker also announced ending the State of Emergency on June 15<sup>th</sup> and will work with legislative and municipal partners during this period in order to manage an orderly transition from emergency measures adopted by executive order and special legislation during the period of the State of Emergency. The Governor’s press release has been placed in your Dropbox.

LaBrie suggested having hand sanitizer stations available for the use of residents and employees.

**With Governor Baker lifting COVID restrictions on May 29th, Ward moved the Board approve re-opening Town Hall to the public beginning on June 1st and to request all other Winchendon municipal buildings normally open to the public to also follow suit and for all board/committees to resume their public live meetings in person, seconded by Anderson for discussion.**

Anderson asked Sultzbach to continue investigating how to incorporate remote participation with live meetings. She also questioned if the Board of Selectmen have the authority to ask other Boards and Committees to cease meeting virtually and to start having meetings at Town Hall. Sultzbach reminded Anderson that currently, the Governor’s Executive Order that allows for remote meetings to be held virtually will be expiring on June 15<sup>th</sup>. After that, meeting virtually will be a violation of the Open Meeting Law. He will continue to look into how to incorporate remote access to meetings.

LaBrie and LaPointe advocated for the addition of remote participation where allowed and feasible.

**LaPointe moved to amend Ward’s motion with the addition of “if the capability is available to us, the Boards will also have the opportunity to have a hybrid meeting with the Board body in person”, seconded by Anderson. With a vote of all aye, the motion carried unanimously.**

**The original motion was revisited and with a vote of all aye, carried unanimously.**

- 7.2 Summer Meeting Schedule – In the past, the Board has set a summer schedule for their meetings going to a three week schedule. The month of June will remain as is, June 14<sup>th</sup> and 28<sup>th</sup>, taking into consideration year end tasks that might need to be completed. It was discussed that after the June 28<sup>th</sup> meeting, the Board will meet every three weeks on the following dates:

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

LaBrie asked Sultzbach to communicate the change in the schedule to residents.

**3. OLD BUSINESS:** There was none tonight.

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

**1. Financial Updates-**

- a. The FY22 Budget has been approved at the Annual Town Meeting held this past May 17<sup>th</sup>.
- b. We are closely monitoring account balances for FY21 as we approach the end of the Fiscal Year.

**2. Personnel Updates-**

- a. Welcome to our new Veteran's Agent, Stephen Bassett.

**3. Project Updates-**

- a. The Central Street project is moving forward, with construction slated for Spring 2022. Our team is currently coordinating with Mass DOT to finalize plans, easements, and other final details.
- b. The Winchendon Community Park project is moving forward. I walked the site with their committee members last week.
- c. Capital funding has been approved for the Beal's Memorial Library and Old Murdock Senior Center. I will be meeting with engineers and architects for both projects over the coming weeks to finalize plans and prepare the projects for bidding.
- d. I am finalizing the RFP for a Water/Wastewater Rate Study and Cost Benefit Study of Public Operation vs Contractual Operation.

**4. Miscellaneous Updates –**

- a. I spent last week meeting with department heads around town including Public Safety, DPW, Library and others.

LaBrie asked if the plans for the Central Street project have been finalized, to which Sultzbach answered that there may be some very minor adjustments down the road once the project actually starts.

**5. MINUTES:**

- 5.1. Wednesday, April 28, 2021 Special Meeting – **Ward moved to approve the Selectmen Special Meeting Minutes of Wednesday, April 28, 2021, seconded by Anderson. LaPointe abstained and the remainder of the Board voted aye, the motion passed 4-0-1.**
- 5.2. Wednesday, May 5, 2021 Special Meeting – **Ward moved to approve the Selectmen Special Meeting Minutes of Wednesday, May 5, 2021 as presented, seconded by Anderson. LaPointe abstained and the remainder of the Board voted aye, the motion passed 4-0-1.**
- 5.3. Monday, May 10, 2021 Regular Meeting – **Ward moved to approve the Selectmen Regular Meeting Minutes of Monday, May 10, 2021 as presented, seconded by Anderson. LaPointe abstained and the remainder of the Board voted aye, the motion passed 4-0-1.**

5.4. Monday, May 17, 2021 Prior to Town Meeting – Ward moved to approve the Selectmen's minutes prior to Town Meeting on Monday, May 17, 2021 as presented, seconded by Anderson. LaPointe abstained and the remainder of the Board voted aye, the motion passed 4-0-1.

11. **COMMUNICATIONS:**

12. **AGENDA ITEMS:**

12.1 Joint Meeting with School Committee and Town Moderator - A meeting needs to be scheduled with the School Dept. and Town Moderator for the selection of the Winchendon Representative to the Monty Tech School District. Daigle will schedule with the School Committee and the Moderator.

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

14. **ADJOURNMENT:** Ward moved to adjourn, seconded by LaPointe. With a vote of all aye, the meeting adjourned at 7:38 p.m.

Respectfully submitted,



Taylor Tower  
Administrative Assistant