

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MINUTES  
MONDAY, JANUARY 10, 2022**

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

**Present -**

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

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

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

- Notice of Vacancies -January (filed)
- Collector/Treasurer's Annual Report dated 1/6/2022 (filed)
- Page 10 of Order of Conditions West Street 1 Solar, LLC (filed)
  - Map of Proposed 8-Acre Land Gift (filed)
- Special and Annual Town Meeting Draft Schedule (filed)
- Town Manager Memo dated 1/10/22 regarding Old Murdock OPM Contract Award (filed)
- Draft Letter of Support from Board of Selectmen Chair dated 12/21/21 regarding the domain name change to Winchendon-ma.gov (attached)
- Town Manager Memo dated 1/10/22 regarding Former Poland and Streeter Schools Purchase and Sales Agreement (filed)
- Town Manager Memo dated 1/10/22 regarding Review of the proposed Planning & Development/Land Use Restructuring (attached)
- Town Manager Memo dated 1/10/22 regarding the Community Preservation Act (attached)
- Email communication dated 1/6/22 from Linda Daigle re:Audio/Video needs, specifically pertaining to Hybrid/Remote Meeting aspect (filed)
- Town Manager Memo dated 1/10/22 regarding Blair Square Design Update (attached)
- Report of the Town Manager January 10, 2022
- Minutes:
  - Monday, November 22, 2021 Regular Meeting
  - Wednesday, December 8, 2021 Special Meeting
  - Monday, December 13, 2021 EXECUTIVE SESSION
  - Thursday, December 16, 2021 Special Meeting
  - Thursday, December 16, 2021 EXECUTIVE SESSION

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LaBrie called the meeting to order at 6:33 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:**

LaBrie asked if there were any Selectmen comments. LaPointe wanted to give a humongous thanks to DPW Director Brian Crouteau and his crew for keeping things sanded, salted, and plowed. It seems next to impossible right now, but they are doing their very best all hours of the day and night and wanted to thank him.

Anderson warned residents of the upcoming drop in temperatures and asked about a place for residents to keep warm if need be. Town Manager Justin Sultzbach stated there is a system for both warming and cooling shelters, and would reach out to the chiefs and see if the cold meets the criteria, then we will have them push it out on social media and other platforms to make sure the public is aware that this resource is available to them.

Ward thanked the residents who clear the sidewalks and fire hydrants in front of their residences. It really helps.

- 1.1. Nomination Papers Available for Annual Town Election – LaBrie announced papers were available for Annual Town Elections, which will be held May 2, 2022. Papers are available at the Town Clerks office and will need to be turned in by Monday, March 14, 2022, at 5 p.m. There are (2) three-year terms for the Board of Selectmen (1) three-year term for the school committee (1) two-year unexpired term for the School Committee and (1) three-year term for the Board of Health. If you have questions or would like to pull papers, please contact the Town Clerk.
2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** None were seen or heard.
3. **PUBLIC HEARINGS:** There were no public hearings this evening.
4. **APPOINTMENTS/RESIGNATIONS:**
  - 4.1. Board of Selectmen's Appointed Committees List of Vacancies – LaBrie went through the list of open vacancies. (1) Communications Committee (1) Cultural Council (1) Field View/ Fence (1) Alternate Historical Commission/Historic District (1) Open Space Preservation Committee (1) Alternate Planning Board (1) Student Vacancy Recreation Committee.
5. **PERMIT/LICENSE APPLICATIONS:**
  - 5.1. Class II License Renewal Update – LaBrie discussed outstanding license issues. R&G Trust has filed with the IRS for a new Federal Identification number; once received their license will be issued. R& M Auto Center Inc. Class II License was not renewed. The office has reached out to the applicant with no response back.
6. **BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:** – Lynn Nystrom, Treasurer Collector was present to speak about updates to the Treasurer's Department. She has three employees in her office. They mail, collect, and process all payments of motor vehicle, real estate, personal property taxes and collect and post payments for water and sewer bills. The total commitment amount billed for the first two quarters was \$6,381,277.76 for Real Estate of which we collected \$6,047,140.62 as of December 31. Personal Property Commitment amount billed was \$234,280.56 of which we collected \$154,161.11. This translates to 95% collected on Real Estate taxes and 66% collected on Personal Property taxes. As of December 31<sup>st</sup>, cash on hand is \$10,981,654.65. Bi-weekly our expenses are on average \$1,500,000.00
7. **NEW BUSINESS:**
  - 7.1. Acceptance of West Street Proposed 8-Acre Land Gift from West Street 1 Solar, LLC – Town Manager Justin Sultzbach gave an explanation of the transfer of property. Tracy Murphy, Director of Planning and Development, was present to answer any questions. Anderson asked if we could put an amendment to include an inspection of the land. Tracy explained that this land is being put into conservation and would not be built on but would include that stipulation before moving forward.  
  
**Ward moved the Board of Selectmen approve the acceptance by the Winchendon Conservation Commission of the foregoing deed from Winchendon Ventures LLC to property located off West St., Winchendon, for conservation and passive recreation purposes pursuant to G.L. c. 40, Sec. 8C. pending approval of final inspection; LaPointe seconded.**  
**Salter (Y) Ward (Y) Anderson (Y) LaPointe (Y) LaBrie (Y) 5-0 Approved**
  - 7.2. Special and Annual Town Meeting Draft Schedule – Town Manager Sultzbach went over the proposed draft schedule for the Special and Annual Town Meeting to be held on May 16, 2022.



There was discussion about the public being able to have enough time for input and Town Manager Sultzbach offered to add a preliminary draft review on March 24.

- 7.3. Old Murdock OPM Contract Award – Town Manager Sultzbach announced the OPM Review Panel has selected CBI Consulting as the OPM for the Senior Center masonry repairs. He noted the negotiated fee does not include the Construction Oversight which will have to be done later because the value of that work was dependent on the scope of the design. If there was no objection from the Board, he would sign off on the proposal. He spoke about the upcoming repair work on Old Murdock which has gotten a late start. The work could begin in January as scheduled but will likely begin in the spring with the project getting a late start. Anderson asked how much has been appropriated for this project; the cost of Phase 1 is \$1.6 million dollars. Sultzbach replied.
- 7.4. Request to change “townofwinchendon.com” to “winchendon-ma.gov” - Town Manager Sultzbach explained his request to change “townofwinchendon.com” to “Winchendon-ma.gov” saying it is not typical of a government site to have a .com address and people can be skeptical and he would like to provide more credibility to our organization.

**Ward moved the Board of Selectmen authorize the Chair to sign on behalf of the Board the request to .Gov Domain Registration that the domain name “Winchendon-ma.gov” be delegated to the Town of Winchendon. LaPointe seconded.**

**Salter (Y) Ward (Y) Anderson (Y) LaPointe (Y) LaBrie (Y) 5-0 Approved**

- 7.5. Former Poland and Streeter Schools Purchase and Sale Agreement – Town Manager Sultzbach spoke about the upcoming transfer of the former Poland and Streeter Schools located on Oak St. being transferred to Montachusett Veteran’s Outreach Center (MVOC) as the Designated Developer per the RFP process in 2020.

**Ward moved the Board of Selectmen authorize the Town Manager to enter into a Purchase and Sale Agreement with MVOC for the former Poland and Streeter Schools located on Oak Street. LaPointe seconded.**

**Salter (Y) Ward (Y) Anderson (Y) LaPointe (Y) LaBrie (Y) 5-0 Approved**

## **8. OLD BUSINESS:**

- 8.1. Review of the proposed Planning & Development/Land Use Restructuring – Town Manager Justin Sultzbach provided some additional information the Board requested at the last meeting in regards to the current office structure and the redesign that Tracy and her office spent many hours working on.
- 8.2. Community Preservation Act Review – Town Manager Justin Sultzbach discussed the potential of The Community Preservation Act in Winchendon. He presented the information as a potential solution for unfunded capital issues in town, pertaining to Historic Preservation, Open Space & Recreation, and Housing Initiatives. This would need to be a community initiative and it was discussed setting up a preliminary exploratory committee in order to weigh the pros and cons.

**Ward moved the Board of Selectmen authorize the creation of the Community Preservation Act Exploratory Committee consisting of nine members, 1 each from the Finance Committee, the Historical Commission, the Conservation Committee and the Recreation Commission with the balance of the seats to be filled by residents of the Town of Winchendon; LaPointe seconded.**

**Salter (N) Ward (Y) Anderson (Y) LaPointe (Y) LaBrie (Y) 4-1 Approved**

8.3. Hybrid/Remote Meetings Update and Discussion – Executive Assistant, Linda Daigle updated the Board on the progress of the Hybrid/Remote Meeting, She meet with Shane Brown, the Production Manager at AOTV. They will be review and provide us with a cost estimate and recommendation of how to update our equipment. Initial thoughts are we may be able to scale back the original quote but it may take time for equipment to come in due to COVID.

8.4. Blair Square Progress Preliminary Plan Review - Town Manager, Justin Sultzbach updated the Board on the Blair Square Project from TEC Engineering stating for now this is a draft with an estimate of roughly \$2,000,000, excluding contingencies. A draft design was presented and the expectation was laid out this project could take up to 3-5 year to come to fruition. We will also be monitoring Federal Infrastructure dollars as they come down from Beacon Hill.

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

### **1. Financial Updates:**

- a. The Water & Sewer Assistance Program closed out at the end of the year. We issued \$6,450 in grants, providing relief to 27 households. Thank you to Tracy, Nicole, Joanne, and Lynn for helping administer this program.
- b. My office coordinated with Representative Zlotnik to secure an additional \$100,000 in ARPA funding in Governor Baker's ARPA Spending Bill (H4269). This bill slates the funding for "Water and Sewer improvements in the Downtown Area) and can used for upcoming improvements on Beech St.
- c. A tri-board meeting is scheduled for tomorrow, Tuesday January 11<sup>th</sup>. This will include ARPA funding discussions, as well as a review of the FY23 Budget schedule.
- d. The Capital Planning Committee will be meeting on Monday, January 31<sup>st</sup> to review the first draft of out FY23-FY27 Capital Plan.

### **2. Personnel Updates-**

- a. Callie Knower, our Assistant Account, has resigned. The position has been posted, and we thank Callie for her years of dedicated service to Winchendon.

### **3. Project Updates-**

- a. A proposed new Walgreens on Central Street is making its way through the Planning Board process.
- b. Our DPW team is working to cold patch potholes throughout town as quickly as possible. Residents are encouraged to reach out with any issues.
- c. As a reminder, the project at Lake and Spring Street is on hold through the winter due to supply issues for curbing. We are aware of the pooling and it will be addressed in the spring when the project is completed.

### **4. Miscellaneous Updates –**

- a. A grant strategy session was held with members of our team to reset for the New Year. This included Green Communities, the Municipal Vulnerability Program (MVP), MRPC DLTA, the PARC Grant and other that would support funding initiatives ranging from a review of our Zoning Bylaws, Central St. Street Lighting, and the creation of a park on Beech St among other projects.

The Town Manager added a special thanks to our DPW for their work in snow and ice removal over the past month. There have been significant staffing shortages due to COVID 19, and their efforts to keep the town moving are appreciated.

## **10. MINUTES:**

10.1 Monday, November 22, 2021 ~Regular Meeting – Salter noted she was present and to amend the minutes.



Ward moved to approve the Board of Selectmen minutes of Monday, November, 22, 2021 as amended this evening, seconded by LaPointe.

Salter (Y) Ward (Y) Anderson (Y) LaPointe (Y) LaBrie (Abstain) 4-0-1 Approved

10.2 Wednesday, December 8, 2021~Special Meeting

Ward moved to approve the Board of Selectmen minutes of Wednesday, December, 8, 2021 as presented this evening, seconded by LaPointe.

Salter (Abstain) Ward (Y) Anderson (Y) LaPointe (Y) LaBrie (Y) 4-0-1 Approved

10.3 Monday, December 13, 2021 ~ Regular Meeting – These minutes were passed over as not ready this evening.

10.4 Monday, December 13, 2021~ EXECUTIVE SESSION

Ward moved to approve the Board of Selectmen Executive Session minutes of Monday, December 13, 2021, and to release them, seconded by LaPointe.

Salter (Y) Ward (Y) Anderson (Y) LaPointe (Y) LaBrie (Y) 5-0 Approved

10.5 Thursday, December 16, 2021 ~ Special Meeting

Ward moved to approve the Board of Selectmen Special Meeting minutes of Thursday, December, 16, 2021 as presented this evening, seconded by LaPointe.

Salter (Abstain) Ward (Y) Anderson (Y) LaPointe (Abstain) LaBrie (Y) 3-0-2 Approved

10.6 Thursday, December 16, 2021 ~ EXECUTIVE SESSION

Ward moved to approve the Board of Selectmen Executive Session minutes of Thursday, December, 16 2021, not to be released, seconded by LaPointe.

Salter (Abstain) Ward (Y) Anderson (Y) LaPointe (Abstain) LaBrie (Y) 3-0-2, Approved

11. **COMMUNICATIONS:**

12. **AGENDA ITEMS:** LaBrie noted the next meeting is tomorrow, Tuesday January 11, 2022 being held jointly with the School Committee and Finance Committee. The next regular meeting is Monday January 23, 2022. LaBrie noted the administrative policies need to be updated. Please bundle up and if you need help with winter gear, please reach out to the Winchendon Community Action Center.

13. **EXECUTIVE SESSION:** There is no executive session scheduled for this evening.

14. **ADJOURNMENT:** Ward moved to adjourn, seconded by LaPointe. With a vote of all aye, the meeting was adjourned at 8:27 p.m.

Respectfully submitted,



Tamarah S. Casavant  
Administrative Assistant