

Approved: 3/14/2022

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MINUTES  
MONDAY, FEBRUARY 14, 2022  
Town Hall, 2<sup>nd</sup> Floor Auditorium, 109 Front Street, Winchendon,  
Mass.**

Present –

Audrey LaBrie, Chair  
Rick Ward, Vice Chair  
Barbara Anderson

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

Assistant

Absent-

Amy Salter  
Danielle LaPointe

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List of Documents Presented at the Meeting:

- Gardner News Publication Re: Town of Winchendon Legal Notice Community Outreach Meeting (filed)
  - Town Manager Memo dated 2/14/2022 Re: HCA Amendment – 2 Juniper Street – Mantis Management Group (filed)
  - Parcel Map 39.3-1-4 (filed)
  - Host Community Agreement dated 11/21/2019 (filed)
- Email Communication dated 1/20/2022 from Nicole Elias Re: Cultural Council Resignation (filed)
- Draft Letter of Support for Montachusett Regional Planning Commission's DLTA Program (filed)
  - Calls for Proposals District Local Technical Assistance (DLTA) Guideline (filed)
- Town Manager Memo dated 2/14/2022 Re: FY23 Capital Improvement Plan (attached)
  - FY23 Capital Improvement Plan Spreadsheet (attached)
- Town Manager Memo dated 2/14/2022 Re: Discussion of Potential Purchase of 70 Pleasant Street (attached)
- Town Manager Memo dated 2/14/2022 Re: 2015-2016 DLS Follow-ups from Tri-board Meeting (attached)
- Report of the Town Manager
- Minutes:
  - January 10, 2022 Regular Meeting Minutes
  - January 11, 2022 Tri-Board Meeting Minutes
  - January 24, 2022 Regular Meeting Minutes

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Chair 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:**

Ward wanted to take a moment to remember Arthur Tatro who died on January 29<sup>th</sup>, he served the Town of Winchendon as a Police Officer for twenty-one years and retired in 1984. Our condolences go out to his family.

LaBrie acknowledged the Grand Opening of the Bud Barn, the first cannabis business in Winchendon to open since we started four years ago. Welcome to Town.

**2. PUBLIC COMMENTS AND ANNOUNCEMENTS:** None was seen or heard.

LaBrie stated that we had a public hearing scheduled for 6:35, she suggested moving to agenda item 4.1

**Anderson motioned to move to agenda item 4.1, Ward seconded.**

**LaBrie (Y) Ward (Y) Anderson (Y) 3-0 Approved**

**4. APPOINTMENTS/RESIGNATIONS:**

- 4.1 Cultural Council Resignation – Nicole Elias** – LaBrie explained we had a resignation from Nicole Elias from the Cultural Council. She is no longer able to participate. She was thanked for her service. LaBrie noted they have 6 members and are allowed up to 19 members to decide about annual grant funding in Winchendon.

**Ward moved the Board of Selectmen accept the resignation of Nicole Elias from the Cultural Council and thank her for her service. Anderson seconded.**

**LaBrie (Y) Ward (Y) Anderson (Y) 3-0 Approved**

**3. PUBLIC HEARINGS:**

- 3.1 Community Outreach Meeting for Proposed Marijuana Cultivation and Manufacturing Facility to be located at 250 Central St.** - LaBrie read the public hearing notice into the record.

**Anderson moved to open the Public Hearing for the Community Outreach Meeting for Proposed Marijuana Cultivation and Manufacturing Facility, seconded by Ward.**

**LaBrie (Y) Ward (Y) Anderson (Y) 3-0 Approved**

The public hearing was opened at 6:35 p.m.

Town Manager Justin Sultzbach explained Mantis Management Group LLC is looking to amend their existing Host Community Agreement. They are looking to transfer the license from on 2 Juniper St. to 250 Central St., adding the structure to the Walgreens building, and essentially doubling their manufacturing space. They will have to go through the Planning Board in order to decide new building structure. Wendell Orphe, CEO of Mantis Management, LLC was present to speak to the new plans. He would have about 10-11 employees. They currently have a tier one license. He doesn't anticipate any more traffic. We would potentially move up to a tier two growing license, but would not be in the new future. There will be 13,000 sq ft. at the new location. This project has a 46-week lead time and about year and half to finish the entire process. There was an email correspondence from two residents about their concerns with the new Marijuana Cultivation Manufacturing Community Outreach Agreement. They mentioned issue with security, more water usage, water contamination, and the odor of the product smelled.

**Anderson moved to close the Public Hearing for the Community Outreach Meeting for Proposed Marijuana Cultivation and Manufacturing Facility, seconded by Ward.**

**LaBrie (Y) Ward (Y) Anderson (Y) 3-0 Approved**

The public hearing was closed at 6:51 p.m.

**Ward moved to authorize the Town Manager to negotiate an alteration to the Host Community Agreement currently in place for 2 Juniper Street, and come back to the board for final approval. Ward seconded.**

**LaBrie (Y) Ward (Y) Anderson (Y) 3-0 Approved**

**5. PERMIT/LICENSE APPLICATIONS:** None this evening



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

**7. NEW BUSINESS:**

7.1 Letter of Support for Montachusett Regional Planning Commission's DLT A Program - Town Manager Justin Sultzbach explained the process would take a year and a half. Sultzbach is familiar with the process; the functionality of the document is imperative. In the past two years houses have become substantially more expensive. A Housing Production plan is a pathway and game plan that would help to incentivize developers to bring in affordable housing. Once you hit that 10% you are provided a safe haven from 40B projects.

**Ward move the Board authorize the Chair to sign the letter of support for the FY22 District Local Technical Assistance program seeking local technical assistance to complete a Housing Production Plan for the Town of Winchendon. Anderson seconded.**

**LaBrie (Y) Ward (Y) Anderson (Y) 3-0 Approved**

7.2 Presentation of Capital Improvement Plan - Mike Barbaro was present via zoom for the Capital Improvement Plan presentation. He started presenting and we began having technical difficulties. Chair LaBrie took over presenting. She explained FY23 CIP includes 17 projects, totaling \$1,552,356. This includes five separate funding sources. 1) \$720,847 in Free Cash., leaving us with a balance of \$50,000 higher than last year, including the cost of the three new financial policies implemented at the last meeting. 2) \$23,844 in 5 years borrowing, roughly \$100K less annually than seen in recent years. 3) \$490,050 in ARPA funds. These purchases will provide equipment that will extend the life of our Water/Sewer operations. This will provide relief to the borrowing capacity for the Water/Sewer enterprise funds that would further hinder the rate payers and will leave us a balance of \$1,200,000 in ARPA funds.

DPW Director Brian Croteau was present to speak to the use of the front-end loader. Only town employees will be allowed to use the equipment. 4) \$54,918 from the 911 Grant for the purchase of a Police Cruiser and 5) \$54,697. Brian spoke to Anderson question about why they need a new truck. 7:28 pm. We did away with one of the trucks down at the yard. We should do reductions of cost elsewhere to pay for vehicles. We are now recycling mattresses and bags, so the price will stay the same. We are looking to stay in a positive without doing anything to the rates. We are looking to level funding and keep up what we have going. Joanne said a little over \$100,000. We are adding more roads to pave. This is the original list. Central St. will not be closed during the renovation. Is there any money for extra roads? Extraction (Jaws of life) This is the first or second piece responding. It is being used as a dual rescue truck. \$167,000 The extra 1,000 gallons of water is extremely important to get there in 8 minutes.

Purchase of 70 Pleasant Street is looking to expand the footprint of the library. It would be a children's and young adult library. There is also another space to increase 3,000 sq ft. It would cost less money to renovate then move to the basement. If it starts in 2026 1.8 million to renovate the basement space. We are willing to put up \$70,000 towards this project. They are hiring a commercial building inspector. He thought the property was a viable option according to our building superintendent. Anderson asked about the cost. Town Manager Sultzbach clarified that it would need less than proposed for the Beals Basement.

Communication is vital. Some of the equipment is almost 20 years old. Also, will be upgrading the live scan fingerprinting scanner. Every arrest is requiring a fingerprinted. This will take care of the new rush we have for state mandates. Replacing vehicles

Planning & Development Director Murphy is asking for Project design funding. Work needs to be done first before applying for grants. A good recent example is \$40,000 for the redesign for Beech Street. This will get us to the stage where we can apply for CDBG grant funds. They want to see 75% of design completed. They want the town to have some skin in the game. This will help set us up for success in the future. We did appropriate the money last year; this is something that Town Manager

thinks we should approve to continue yearly so we are able to unlock other grant monies to help build our community.

3<sup>rd</sup> item was the Fire Dept. SCBA packs. This may allow us to postpone the purchase of the \$26,000 and will allow us to do it in FY24. The State makes us replace in 15 years and they are air tanks and packs. They are actually good for 30 years, Fire Chief Smith was in attendance.

Procedure to Fill School Committee Vacancy – The Town Clerk has received a letter of resignation from Shauna Lapointe dated November 18, 2021 resigning as a member of the School Committee effective immediately. Due to the timing of this resignation, Mass. General Law, Chapter 41, Section 10 applies. The Board of Selectmen shall declare a vacancy on the School Committee.

**Ward moved Under M.G.L. Ch. 41, §10 and recognition of a School Committee vacancy of an unexpired term, I move the Board of Selectmen officially declare this vacancy on the School Committee leaving a two-year unexpired term to be placed on the Annual Town Election Ballot for May 2, 2022. Anderson seconded.**

**LaBrie (Y) Ward (Y) Anderson (Y) 3-0 Approved**

Ward reminded public that there were Selectmen, 1 School Committee meeting and 1 Board of Health vacancies.

7.3 Discussion of Potential Purchase of 70 Pleasant St.– Town Manager Sultzbach explained the potential purchase of 70 Pleasant St for the Children’s Library space. This is a unique situation, and the seller has offered us an opportunity to put down a deposit to save the space until we have time to vote on it at Town Meeting, typically 20% down is required to purchase a commercial property, but Sultzbach was able to negotiate that down to 5% or \$10,000. We do not currently have this money and Sultzbach will be meeting with the Redevelopment Authority on February 28 to discuss putting up the funds to cover this project. A letter of support is needed from the Board of Selectmen.

**Ward moved the Board of Selectmen express interest in the purchase of 70 Pleasant Street pending Town Meeting Approval, and to authorize the Town Manager to proceed with negotiations in conjunction with the Winchendon Redevelopment Authority. Anderson seconded.**

**Ward (Y) LaBrie (Y) Anderson (N) 2-1 Approved**

8. **OLD BUSINESS: 2015-2016 DLS Report Follow-ups from Tri-Board Meeting** – Ward stated the audit committee needs to begin meeting. We should wait until we have full membership until we vote on a new member for the audit committee.

## **9. TOWN MANAGER’S REPORT**

### **1. Financial Updates-**

- a. Cherry sheet estimates have been released by the Governor’s office.
- b. Department budgets have all been submitted. I will be sitting with each Department Head to review any changes line by line.
- c. The FY23 Capital Improvement Plan has been finalized.
- d. 3<sup>rd</sup> Quarter tax bills were due on February 1<sup>st</sup>.

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

- a. Deanna McNamara has started as our new Assistant Town Accountant. She is a recent Winchendon resident who brings 20+ years of municipal experience, most recently serving 16 years in the Leominster Comptroller's Office in an a/p and payroll capacity.



- b. Tiffany Newton started last week as our new part-time Planning/Land Use Clerk. Also a Winchendon resident. She brings clerical experience, as well as a strong understanding of the municipal process for Board and Committees.
- c. Matt Marro joined us today as the part-time Conversation Agent. He brings nearly 25 years of Environmental Consulting Experience, including Conservation Agent experience in five municipalities dating back to 1999.

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

- a. We received a grant to renovate the lunch room in Town Hall. The grant program is exclusive to employee wellness initiatives, and the upgrade will be at no cost to the taxpayers. Thank you to our employees for all of their hard work!
- b. Bids for the Winchendon Community Park Amphitheater came in last week higher than expected. I will be sitting down with the Robinson-Broadhurst Foundation tomorrow to discuss funding as well as potential scope reductions to the project.
- c. We are working with the Old Murdock OPM to develop and RFP for Design Services. I would anticipate a review of the draft at your next BoS meeting.
- d. Several road projects are set to be launched come spring, including Central St. and the Complete Streets Grant funded portion of Maple Street.
- e. The properties on Beech St have been assigned a new attorney by the Maine Bar Association. They are in communications with our Legal Counsel to officially transfer the property over before this spring.

### **4. Miscellaneous Updates –**

- a. I met with the Robinson-Broadhurst Foundation in late January to review our requests for FY23. We expect one more review prior to their official determination.
- b. We are in the process of negotiating new contracts with all unions. All substantial changes will be brought before the board in executive session prior to ratification.
- c. A ribbon cutting was held for the Bud Barn last Saturday the 12<sup>th</sup>. Congratulations to the owners/operators, and thank you for doing business in town.

I want to thank our Planning and Development office, who have been short-staffed since October. The office is now fully staffed, thank you to Tracy and Nicole for keeping everything running.

## **10. MINUTES:**

- a. Monday, January 10, 2022 ~ Regular Meeting

**Anderson moved to approve the Board of Selectmen minutes of Monday, January 10, 2022, as presented this evening, seconded by Ward.**

**LaBrie (Y) Ward (Y) Anderson (Y) 3-0 Approved**

- b. Tuesday, January 11, 2022 ~ Tri-Board Meeting with Finance Committee and School Committee

**Anderson moved to approve the Tri-Board Meeting with Finance Committee and School Committee minutes of Tuesday, January 11, 2022, as presented this evening, seconded by Ward.**

**LaBrie (Y) Ward (Y) Anderson (Y) 3-0 Approved**

- c. Monday, January 24, 2022 ~ Regular Meeting

**Anderson moved to approve the Board of Selectmen minutes of Monday, January 24, 2022, as presented this evening, seconded by Ward.**

**LaBrie (Y) Ward (Y) Anderson (Y) 3-0 Approved**

**11. COMMUNICATIONS:**

- 12. AGENDA ITEMS:** Next Board of Selectmen meeting February 28, 2022. We have two executive sessions scheduled for this evening. We will be postponing these executive session meetings until we have full membership.

- 13. ADJOURNMENT:** Anderson moved adjourn. LaBrie seconded. With a vote of all aye. The meeting was adjourned at 8:43 p.m.

Respectfully Submitted,



Tamarah S. Casavant