

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
INCLUDES JOINT MEETING WITH THE FINANCE COMMITTEE
MONDAY, MARCH 14, 2022 6:00PM
Town Hall, 2nd Floor Auditorium, 109 Front Street, Winchendon, Mass.**

Present - Selectmen:

Audrey LaBrie, Chair
Rick Ward, Vice-Chair
Amy Salter at 6:30 p.m.
Barbara Anderson
Danielle LaPointe

Justin Sultzbach, Town Manager
Linda Daigle, Executive Assistant
Tamarah S. Estes, Administrative Assistant

Present - Finance Committee:

Bob O'Keefe
Phillip Levine
Dr. Maureen Ward Vice Chair
Douglas Delay
Charles Corts
Adrian Guerrero

Absent -

Tom Kane, Chair

Documents Presented at the Meeting:

- Town Manager Memo dated 3/14/22 RE:Fiscal Year 2023 Budget Message (filed)
- Email communication dated 3/3/2022 RE: Ray Coe resignation from communications Committee (filed)
- Letter dated 2/27/2022 RE: Robert W. Courtemanche resignation from Beals Memorial Library Board of Trustees (filed)
- Written letter dated 3/10/2022 RE: Olivia Tarleton resignation from the Agricultural Commission (filed)
- Recreation Commission Entertainment Permit for Easter Egg Hunt to be held 4/9/22 (filed)
- Application for Adjustment or abatement of Water and or Sewer Charges (Attached)
- Town of Winchendon FY2023 Water and Wastewater Rate Study from Raftelis(Attached)
- Memo from Town Manager dated 3/14/22 Re: Raftelis Presentation – Water Rate Study(Attached)
- Letter dated 3/14/2022 Re: Letter of Support – Town of Winchendon Municipal Small Bridge Grant Application (Attached)
- Memo from Town Manager dated 3/14/2022 – WCP Amphitheater – City Enterprise – Update (Attached)
- Town Manager Report dated 3/14/2022 (Attached)

6:00 P.M. Vice –Chair Dr. Ward called the Finance meeting to order at 6:01 pm LaBrie, Chair of the Select board called the meeting to order at 6:03 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. JOINT MEETING WITH FINANCE COMMITTEE:

- 1.1. Town Manager's FY23 Draft Budget Presentation – Town Manger presented the recommended Fiscal Year 2023 Budget for the board. The challenge we face as a community is our cost are rising at a faster rate than our revenue. Healthcare costs are increasing 7.5% , which the Town Manger negotiated down to 6.5% Net School spending has increased by 6%. Smaller cost savings that the town has identified are an early pay-off of our Ambulance Lease, water and sewer rate roadmap to being to take in revenue. March 28th will be a PowerPoint presentation with the final recommendations for the FY23. Dr.Ward let us know the school committee would be meeting March 24, 2022 to go over their budget. Asked for public comment, to which there was none.

Corts made a motion to adjourn at 6:36 p.m. Delay seconded, with a vote of all aye the motion carried.

LaPointe made a motion for a five minute recess beginning at 6:36 p.m. to reconvene at 6:43 p.m. seconded by Anderson, with a vote of all aye the motion carried.

2. **SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** Ward reminded the public about the vaccination clinic Thursday March 17, 2022, 9 a. m -2 p.m. Call (978)602-2356 at Winchendon Council on Aging Center Anderson clarified you do not need to be a senior to be vaccinated.

3. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** None were seen or heard.

4. **PUBLIC HEARINGS:** There are no public hearings this evening.

5. APPOINTMENTS/RESIGNATIONS:

- 5.1. Communications Committee Resignation – Ray Coe – LaBrie read the resignation into record. Anderson stated that Coe has been an invaluable resource on the Committee and thanked him for his many years of service.

Ward moved to accept the resignation of Ray Coe from the Communications Committee and thank him for his many years of service to the Town, seconded by LaPointe

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

- 5.2. Library Trustee Resignation – Robert Courtemanche- LaBrie read the resignation into record. Ward wanted to thank Robert for his six years of dedicated service to the Board and acknowledge him for instituting the Annual Christmas tree festival. Ward was pleased to know he will continue this tradition even though he is stepping down from the board.

Ward move to accept the resignation of Robert Courtemanche from the Library Board of Trustees and thank himfor his many years of service to the Town, seconded by LaPointe

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

- 5.3. Agricultural Commission Resignation – Olivia Tarleton – LaBrie read the resignation into record. LaBrie spoke about Livy and her participation in the Agricultural Commission. She had been a member since it started 15 years ago. Her and husband Chuck ran the Sunset View on 140 and recently sold their farm to a young couple which allowed them the opportunity to rest after many dedicated years.

Anderson moved to accept the resignation of Olivia Tarleton from the Agricultural Commission and thank her for her years of service to the Town, seconded by LaPointe

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

6. PERMIT/LICENSE APPLICATIONS:

- 6.1. Entertainment Permit – Recreation Commission’s Easter Egg Hunt – April 9, 2022 – Tiffany Newton, the acting Chair of the Recreation Commission was present to speak about the event. She is looking forward to bringing back this long held town tradition. There will be a rain date of April 16th and different time slots for each child to participate. LaBrie asked about volunteer needs and Anderson asked if they had reached out to the high school for volunteers. Ward asked about age restrictions. Newton clarified 18 and under would be welcome to participate. Ward thanked the Commission for their efforts and said he looks forward to the concerts in the park.

Ward moved to approve the Entertainment Permit for the Recreation Commission for the Easter Egg Hunt to be held on Saturday, April 9th 2022, with a rain date of April 16, 2022 as presented this evening, seconded by LaPointe.

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

Anderson made a motion to pass over 6.2 and 6.3 this evening, seconded by LaPointe.

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

7. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS: None at this time.

Anderson made a motion to pass over 8.1, seconded by LaPointe

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

8.

- 8.2. Raftelis - Presentation of FY22 Water Rate Study – Town Manager spoke about how we got to this place with the rate study. Dave Fox, representative from Raftelis presented the FY2023 Water and Wastewater Rate Study. He gave us an overview of what Raftelis does and then jumped into what the study produced. This study assessed the effectiveness in addressing pricing objectives, design a rate structure for the community, allocate costs, identify revenue requirements and demand projections and lastly identify financial pricing and objectives. Currently Winchendon Water Fund is operating at a deficit and they are suggesting an 18% increase in FY 23 and 3% annually thereafter. Additionally Wastewater Fund is operating at a deficit and they are suggesting a 10% increase in FY 23 and 3% annually thereafter. The combined blended increase would be 13%

- 8.3. White’s Mills Infrastructure Improvement Letter of Support – DPW Director Brain Croteau was present to speak about the small bridge project on Robbins Rd. The state changed the process a little bit this year and the state will fund the design. We received the design project money from Robinson Broadhurst. Most of the bridges are larger bridges and don’t qualify. He reached out to our state delegation for a letter of support and all four signed our letter. DPW Director is asking the DEP for an additional \$100,000 of funds to help with the project.

Anderson moved to authorize the Board of Selectmen Chair to sign the letter of support for the Town of Winchendon’s MassDOT Municipal Small Bridge Grant Program Application, seconded by LaPointe.

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

9. OLD BUSINESS:

- 9.2. Contract Approval – Winchendon Community Park Amphitheater – City Enterprise – Town Manager updated the Board about the Contract award. He wanted to clarify this would not impact the current grant award cycle and again thanked them for their continued financial support in the Community of Winchendon. Anderson

reiterated the fact that they were very grateful for all Robinson Broadhurst does in our Community.

LaPoint moved to authorize the Town Manager to execute the contract with City Enterprise, seconded by Ward.

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

10. TOWN MANAGER'S REPORT:

1. Financial Updates-

- a. We are in the process of finalizing the FY23 budget and are on target for a final budget presentation for Monday, March 28th, 2022.
- b. Excise tax bills recently went out in the mail. They can be paid through the Treasurer's office, while abatements would need to be submitted through the Assessor's Office.
- c. Negotiations continue with our unions, with the expectation that they will be finalized prior to the final budget presentation. The budget is currently carrying all expected financial changes that are reflective of these collective bargaining agreements.
- d. We will be joined from a representative from Comcast for a preliminary pass at contract negotiations. They will be also joining the Communication Committee at their next meeting to finalize any changes. Special thank you to this committee for all of their work and input on this agreement.

2. Personnel Updates-

- a. Interviews were held for the DPW Executive Assistant role, and an offer has been made to a finalist.
- b. The Police Department is in the process of finalizing a new candidate for one of our Animal Control Office roles.

3. Project Updates-

- a. The brewery at 4 Summer Drive is set to go through the permitting process in April. This will involve the Conservation Commission, Planning Board, and Zoning Board.
- b. An RFP for Designer Services for the Old Murdock is set to be released this week.
- c. Preliminary work on Central Street is slated to begin as early as this week, weather permitting. These improvements will be in full swing once the nice weather approaches.
- d. Members of my office, the DPW, and Planning & Development met with members of Mass DOT last week to discuss the proposed improvements in Blair Square. It is our goal to secure funding for this much needed improvement in the next 2-3 years.
- e. The lunchroom renovation at Town Hall is underway and should be complete in April. Thank you for the DPW for all of their assistance in this process, and for the patience of our staff as we move things around to accommodate the work.

4. Miscellaneous Updates-

- a. The Community Preservation Exploratory Committee held their first meeting on March 7th. The Committee is planning to meet on the first Monday of every month through November, with the intention to bring a proposal forward for the fall Special Town Meeting. If passed, the decision would move on to a ballot vote as part of the November elections.
- b. We are in the process of negotiating the terms for the proposed marijuana cultivation facility at 2 Juniper Street. A final draft of the document will be brought before the Board of Selectmen prior to signing.

11. MINUTES:

11.2. Monday, February 14, 2022~Regular Meeting

Ward moved to approve the regular minutes of Monday, February 14, 2022, as presented this evening; seconded by LaPointe.

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

11.3. Monday, February 28, 2022~Regular Meeting

Ward moved to approve the regular minutes of Monday, February 28, 2022, as presented this evening; seconded by LaPointe.

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

11.4. Monday, February 28, 2022~EXECUTIVE SESSIONS

Ward moved to approve, but not release, the Executive Session minutes of Monday, February 28, 2022, seconded by LaPointe. Roll call vote taken:

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

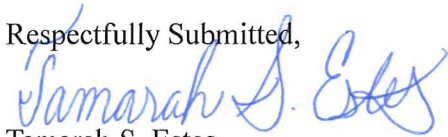
12. **COMMUNICATIONS:** None this evening

13. **AGENDA ITEMS:** The next meeting is scheduled for Monday, March 28, 2022 and will include another Joint Meeting with the Finance Committee. It will also begin at 6:00 p.m.

Ward moved to enter into Executive Session – M.G.L. c. 30A, Section 21(a): Subsection 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; DPW Director, and the Town Manager and return to open session for the sole purpose of adjournment, as the chair so declares, with a roll call vote of all aye, they convened into executive session at 8:18 p.m.

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

Respectfully Submitted,



Tamarah S. Estes

Administrative Assistant

