

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MINUTES  
INCLUDES JOINT MEETING WITH THE FINANCE COMMITTEE  
MONDAY, MARCH 28, 2022 - 6:00PM  
Town Hall, 2<sup>nd</sup> Floor Auditorium, 109 Front Street, Winchendon, Mass.**

Present - Selectmen:

Audrey LaBrie, Chair  
Rick Ward, Vice-Chair  
Amy Salter at 6:40 p.m.  
Barbara Anderson  
Danielle LaPointe

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

Present - Finance Committee:

Tom Kane, Chair  
Dr. Maureen Ward Vice-Chair  
Phillip Levine  
Douglas Delay  
Adrian Guerrero

Absent -

Charles Corts  
Robert O'Keefe

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Documents presented at the Meeting:

- Town Manager Memo Dated 3/28/2022 Re: Water Sewer Budget Three Scenarios (filed)
- Presentation of FY 23 Final Budget (attached)
- Town of Winchendon Annual/Special Town Meeting draft list of warrant articles for May 16<sup>th</sup>, 2022 (filed)
- Town of Winchendon Public Notice Montachusett Regional Vocational Technical School District Representative Appointment (filed)
- Letter of Interest for Reappointment to Board of Registrars dated 3/10/2022 from Lynn Murray (filed)
- Email communication from Town Clerk, Wendy Stevens dated 3/14/2022 in support of Board of Registrars reappointment (filed)
- Email communication dated 3/16/2022 RE: Interest for Communications Committee,
- Written communication dated 3/23/2022 RE: Resignation from the CPA Exploratory Committee
- Entertainment Permit Application Taste of Winchendon held 5/14/2022 (filed)
- Entertainment Permit Application Carriage House - Change of Officers/Manager New Manager -Joseph Furlong (filed)
- 7- Day Entertainment Application Permit-Carriage House
- Proposed Article 9-Signs of the Winchendon Zoning Bylaw Proposed Changes (filed)
- Existing Article 9 -Signs of the Winchendon Zoning Bylaw
- Town Manager Performance Evaluation Summary 4/14/22 - 2/17/22
- Town Manager Memo dated 3/28/2022 RE: NH/MA Rail Trail Connector
- Monadnock Region Rail Trail "Big Picture" Power Point Presentation (attached)
- Town Manager Report 3/28/22

- Minutes:
  - March 14, 2022 includes Joint Meeting w/ Finance Com
  - March 14, 2022 Executive Session

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Chair LaBrie called the meeting to order at 6:00 P.M. Chair Tom Kane called the meeting to order at 6:00 P.M. All rose to do the pledge of allegiance. LaBrie asked if there was any audio or video recording to which there was none.

# **1. JOINT MEETING WITH FINANCE COMMITTEE:**

- 1.1. Water/Sewer Rate Discussion and Determination - LaBrie spoke about the different Water/Sewer Rate scenarios that the Town Accountant and the DPW Director, Brian Croteau, was present and spoke about town property that was metered and non-metered. Grout Park is metered and billed back to the town. The cemeteries are not metered. It would cost \$30,000 to put a meter in. GAR Park does not have a meter as well. Ingleside is metered and billed back to the town. LaBrie asked if there is a way to build in a flat rate fee for the town. It would need to be put on the warrant to be approved by the community. Perpetual Care falls into that category for maintenance of the cemetery. There are three rates that are before us tonight attached.

**Ward moved to increase the existing water rate 18% for FY2023 from \$6.01 per 100 cubic feet to \$7.09 per 100 cubic feet and an additional 3% increases annually for FY2024 and FY2025 and also to increase the existing sewer rate 10% for FY2023 from \$10.49 per 100 cubic feet to \$11.54 per 100 cubic feet and a 3% increase annually for FY2024 and FY2025; thereafter, LaBrie seconded.**

The Town Manager confirmed the amounts listed by the Vice-Chair are in alignment with the flat rate proposal and traditional. He also noted again what was brought up at the last meeting that the 10.01% sewer increase would be dependent upon town meeting vote to take an existing \$400,000 debt payment upcoming this year to refinance and stretch it out over five years.

**LaPointe (N) Anderson (N) Ward (Y) LaBrie (N) 2-2, Motion failed**

**LaPointe moved to increase the existing water rate for FY2023 9% using the alternative rate structure proposed by the consultant at their 3/14 meeting from \$6.01 per 100 cubic feet to (what the math amounts to) and a 3% increase annually thereafter to start in FY2024 and proposes to increase the existing sewer rate 5% for FY2023 using the alternative rate structure proposed by the consultant at the 3/14 meeting from \$10.49 per 100 cubic feet to (what the math amounts to) per 100 cubic feet and a 3% increase annually thereafter to start in FY2024. Anderson seconded.**

Selectmen Ward stated he would not support a plan that included a deficit. We have spent close to \$40,000 dollars to conduct water study that said we need to take action about the deficit that we currently have. Finance member Dr. Ward asked about shifting the deficit and the surplus. Town Manager Sultzbach commented he wouldn't feel comfortable coming up with those numbers on the fly, and would really have to sit down and crunch the numbers, but it would still prolong the building up of retained earnings.

LaPointe rescinded her motion, with Anderson who seconded in agreement. The Board would revisit this motion at their next meeting April 11, 2022.

- 1.2. Presentation of FY23 Final Budget- Town Manager Sultzbach presented his FY 23 Budget presentation. Selectwoman Salter joined the meeting at 6:44p.m. Resident Tina Santos came forward to express her concern with the spending being cut at the school. She wanted to know why they were adding three more positions to the town hall and not able to provide the school with more money. Sultzbach stated the positions were partially grant funded and amounted to roughly \$20,000. Dr. Maureen Ward pointed out that the school added 7 more positions to their payroll and have also received about \$160,000 from the Town Manager Office during the last three fiscal years.
- 1.3. Preliminary Special and Annual Town Meeting Warrant Review-Town Manager Sultzbach went over the draft schedule of articles that would be presented at town meeting.

**Ward moved to adjourn the joint committee meeting. Delay seconded. Meeting was adjourned at 7:25 p.m.**



**Anderson moved to take a 5 minute recess, LaPointe seconded.  
LaPointe(Y) Salter (Y) Anderson (Y) Ward (Y) LaBrie (Y) 5-0, Approved**

LaBrie called the meeting back to order at 7:30 p.m.

**2. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:**

**2.1 Montachusett Regional Vocational Technical School District Representative Vacancy** – LaBrie noted the current vacancy on the Monty Tech Board and asked those interested to reach out to the Selectmen's office.

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

**LaPointe made a motion to take 6.1 out of order, Ward seconded.**

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

**6.1. Entertainment Permit - Taste of Winchendon May 14, 2022** - Danielle Sroczynski, Anyyah Medina, Angelina Dellesanta, Camille Hart, and Justine were all present to advocate for their Taste of Winchendon event. They provided a breakdown of what the event would entail, food would be served by serv-safe volunteers with community involvement from local restaurants vendors. This will be an ongoing project all month long.

**Ward moved to approve the Entertainment Permit for the Taste of Winchendon event to be held on May 14, 2022 at the Beals Memorial Library. LaPointe seconded.**

Ward wanted to thank the youth for presentation and their bravery to present to the board. LaPointe abstained.

**LaPointe (A) Salter (Y) Anderson (Y) Ward (Y) LaBrie (Y) 4-0-1, Approved**

**4. PUBLIC HEARINGS: No public hearing this evening**

**5. APPOINTMENTS/RESIGNATIONS:**

**5.1 Board of Registrars Re-appointment- Lynn Murray**- Chair LaBrie spoke about the reappointment of Ms. Murray.

**Ward moved to re-appoint Lynn Murray to the Board of Registrars for another three-year term to expire on March 31, 2025 and to thank her for her current service, seconded by LaPointe.**

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

**5.2. Communications Committee Appointment- David Connor** - David Connor was present to speak about his past volunteerism on committees and that he was looking forward to again serving in the position.

**Ward moved to appoint David Connor to the Communications Committee with a term to expire on 6/30/2024, seconded by LaPointe.**

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

**5.3. CPA Exploratory Committee Changes Requested**

**5.3.1. Resignation of Tammy Paul** -

**Ward moved to accept the resignation of Tammy Paul on the Community Preservation Act Exploratory Committee, seconded by LaPointe.**

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

**5.3.2. Request to appoint Kyle Bradley to Vacant CPA Exploratory Committee Seat** -Anderson asked this vacancy to be reposted before appointing someone else. Town Manager agreed to repost.

## 6. PERMIT/LICENSE APPLICATIONS:

- 6.2. All Alcoholic Beverages Change of Officers/ Managers - Tamlin Corp., d/b/a Carriage House Restaurant  
- Joseph Furlong was present to speak to the board about the change of manager, change of ownership and the officers. He said he is looking forward to bringing a new twist to the Carriage House and is grateful for the opportunity to be in Winchendon.

**Ward move to approve the following updates to the licenses held by Tamlin Corp., d/b/a Carriage House Restaurant: Change of Officers and Change of Manager of its All Alcoholic Beverages Pouring license and to also update the Common Victualler license as presented this evening, seconded by LaPointe.**

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

- 6.3. 7-Day Annual Live Entertainment Permit-Carriage House Restaurant, 660 Spring St. -Joseph Furlong also asked for a 7 day entertainment permit to be able to have live music at his restaurant. Anderson expressed interest in amending the motion to provide the owner with the opportunity to make changes to his layout to accommodate a larger band.

**Ward moved to approve the 7-Day Annual Live Entertainment Permit for Tamlin Corp., doing business as the Carriage House Restaurant on the condition that he limits the performance area to no more than two performers at one time, including their equipment, for a safe egress in an emergency situation. Salter seconded.**

**LaPointe(Y) Salter (Y) Ward (Y) LaBrie (Y) 4-0 Approved  
Anderson offered no vote wanting to not limit him.**

LaPointe suggested adding a sentence that any alterations to performance capacity size is preapproved by the Building Commissioner.

**Ward rescinded his motion; Salter rescinded her second.**

**Amended motion: LaBrie moved to approve the 7-Day Annual Live Entertainment Permit for Tamlin Corp., doing business as the Carriage House Restaurant on the condition that he limits the performance area to no more than two performers at one time, including their equipment, for a safe egress in an emergency situation unless alterations to performance capacity size is approved by the Building Inspector. Ward seconded.**

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

**LaPointe moved to take agenda out of order to 8.2. Salter seconded.**

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

- 8.2. Rail Trail Connector - Presentation by Mike Kowalczyk - Mike Kowalczyk was present to speak about the Monadnock Region Rail Trail "Big Picture" rail trail project he currently works with. Basically volunteers are looking to improve the rail trails in the region. We would like to connect Bellows Falls to Vermont and Keene. They are looking to eventually connect MA and FL. The board thanked Mike for his presentation.

## 7. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:

- 7.1 Discussion of Att. 9 - Signs of the Winchendon Zoning Bylaw Proposed Changes- Town Manager Sultzbach introduced Planning Director Tracy Murphy to present the Zoning Bylaw Proposed Changes. Selectmen LaPointe mentioned some changes that she would bring up at the next Planning Board Public Hearing on April 5.

## 8. NEW BUSINESS:



- 8.2. Ratify Town Manager Contract-LaBrie discussed the ratification of Town Manager contract.

**Ward moved to approve the ratification of the town managers contract, as discussed in executive session Monday, March 14, 2022 and presented in draft from this evening. Seconded by LaPointe.**

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

**9. OLD BUSINESS:**

- a. Alteration of Host Community Agreement for 2 Juniper St. to Include 250 Central St.- Town Manager Sultzbach let us know that we are still in negotiation process and we will follow up at the next meeting.
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**10. TOWN MANAGER'S REPORT:**

Financial Updates-

- a. Budget numbers have been finalized for FY23.  
b. The Audit Committee is set to review the FY21 Audit Report.

Personnel Updates-

- a. All Collective Bargaining Agreements are close to finalization and will be presented in Executive Session at your April 11<sup>th</sup> Board of Selectmen Meeting.  
b. We would like to welcome Brittany Ellis as our new DPW Executive Assistant. She will be shadowing Taylor Tower for the time being.

Project Updates-

- a. The Brewery at 4 Summer Drive is set to go before the Planning, Zoning, and Conservation Boards in April.  
b. The properties at Beech St have completed the Title Search process, and are set to be signed over to the Town this spring. The property will be transferred to the Redevelopment Authority for work to occur throughout the next year.  
c. A pre-construction meeting was held for the Amphitheater at the Winchendon Community Park. Work will kick off this spring, with a formal construction schedule to be released in the coming weeks.  
d. Test Pits are currently being drilled up and down Central Street with major infrastructure upgrades to occur throughout the spring, summer, and fall.  
e. Preliminary discussions are being held for the restoration of the Town Hall Cupola. Funding is in place on the FY23 CIP, however work for design won't officially begin until the new fiscal year pending Town Meeting Authorization in May.  
f. Responses are due for design services for the Old Murdock Restoration this week. The design process should take roughly 6 months, followed by the creation of bid documents in the fall. The project will go out to bid this winter upcoming, with construction slated to begin in spring 2023.  
g. Bid Documents are currently being finalized for the mechanical upgrades at the Beals Memorial Library, with work to occur this summer and fall.  
h. The FY23 Paving Plan is set, and partially contingent on supplemental funding from the FY23 CIP. This will include a reconstruction of Pleasant St, which will take careful coordination given the parallel work on Central St.  
i. The construction of an overflow parking lot between Central and Pleasant Street is slated to begin in April.  
j. The construction of the Gateway Park at Lake and Spring St will commence this week, with completion slated for April.

Miscellaneous Updates -

The property at 70 Pleasant St has officially closed, taking away that option as a potential Children's Library. The proposed renovation of the Beal's basement remains on the 5 year Capital Plan.

We do not have a date for the audit committee to meet. Test pits on Central Street.

11. **MINUTES:**

- a. Monday, March 14, 2022 - Regular Meeting including Joint Meeting with Finance Committee

**Ward moved to approve the regular meeting minutes of Monday, March 14, 2022 as presented, seconded by LaPointe.**

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

- b. Monday, March 14, 2022-EXECUTIVE SESSION

**Ward moved to approve the executive session meeting minutes of Monday, March 14, 2022 and to release them; seconded by LaPointe.**

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

12. **COMMUNICATIONS:**

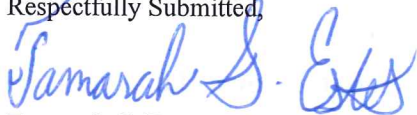
13. **AGENDA ITEMS:** Your next meeting is scheduled for April 11<sup>th</sup> for 6:00PM and will also be a Joint Meeting with the Finance Committee to be presented with the draft Special and Annual Town Meeting Warrant. The warrant closes at noon on April 4<sup>th</sup>.

14. **EXECUTIVE SESSION:** There is no executive session this evening

15. **ADJOURNMENT:** LaPointe moved to adjourn the meeting, Ward seconded. Meeting was adjourned at 8:55 p.m.

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

Respectfully Submitted,



Tamarah S. Estes  
Administrative Assistant