

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
MONDAY, APRIL 25, 2022 – 6:30PM  
Town Hall, 2<sup>nd</sup> Floor Auditorium, 109 Front Street, Winchendon, Mass.**

---

Present - Selectmen:

Audrey LaBrie, Chair  
Rick Ward, Vice-Chair  
Danielle LaPointe  
Barbara Anderson

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

Absent –

Amy Salter

---

Documents Presented at the meeting:

- Annual Town Elections specimen ballot for upcoming Annual Town Elections (filed)
  - World Earth Day Event Flyer 5/7/2022 (filed)
  - Letter of interest dated 4/19/22 Re: Jane Leavens Reappointment of Winchendon Housing Authority Board of Commissioners and Letter of Support from the Winchendon Housing Authority Board (filed)
  - Letter of resignation dated 4/20/2022 Re: Bryan Vaine Zoning Board of Appeals (filed)
  - Entertainment Permit Application Cancer Benefit for Lindsay Kuchta 5/21/2022 (filed)
  - Entertainment Permit Application Memorial Day Parade 5/30/2022 (filed)
  - Entertainment Permit Application 6<sup>th</sup> Annual Fall Fest Event 10/22/22 (filed)
  - License Renewal Application for Daniel Brewer Junk dealers: 2<sup>nd</sup> Hand Articles (filed)
  - License Renewal Application for Edward Vaillancourt & Michael Vaillancourt Junk dealers: 2<sup>nd</sup> Hand Articles
  - License Renewal Application for Sherrie Erlenmeyer 2<sup>nd</sup> Hand Articles (filed)
  - Email communication dated 4/4/22 RE: Children's Mental Health Week/Proclamation & Light up Green
    - Draft Proclamation for Children's Mental Health Awareness Week
  - Town Manager Memo dated 4.25.22 re: Hazard Mitigation Plan (filed)
    - Draft Certificate of Adoption: A resolution adopting the Town of Winchendon Hazard Mitigation Plan
  - Town of Winchendon Final Draft of Special and Annual Town Meeting Warrant (filed)
  - Report of the Town Manager (attached)
- 

Chairman LaBrie called the meeting to order at 6:32 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:**

- a. Annual Town Elections May 2, 2022 – Ward wanted to remind everyone that tomorrow is the public hearing for the Town Meeting at 7p.m. which is the last opportunity to comment on the warrant before they vote. LaBrie also noted they would be meeting on Wednesday to vote their recommendations on the warrant. The last day to register to vote for Town Meeting is this evening. The clerk's office is open until 8 p.m. to accommodate that. LaBrie mentioned they would be hosting a School Committee Candidate Forum at the library tomorrow.
- b. World Earth Day Town-wide Cleanup – May 7, 2022- LaBrie reminded residents of the upcoming World Earth Day/Town-Wide Cleanup.

- 2. PUBLIC COMMENTS AND ANNOUNCEMENTS:** Dr. Maureen Ward commented that she had been doing some research on how towns use ARPA funds. There are over fifty communities using funds saying thank you to first

responders. She sincerely hopes the town follows these towns to show our appreciation for our first responders who went above and beyond.

Jill Sackett came forward as the Chair of the MPIC. We kicked off in January and we have a great diverse team. We will be on the agenda June 13 where we will be urging someone from each board and committee to attend so that we have representation from everyone. There are 153 individual strategies. 2/3 of those are short and baseline. The BOS are named on 11 as leads and 14 of them as contributors. This is a working document. We are looking to see how we work together and plans to move forward. She was also present as president of Winchendon Winds. After a long pause due to COVID, we are working on a collaboration concert with the Middle School and on May 25<sup>th</sup> we will be doing a dual pops concert. Memorial Day weekend will be our next concert. We will be working with the Legion to put on five additional concerts.

**3. PUBLIC HEARINGS:** No public hearings this evening.

**4. APPOINTMENTS/RESIGNATIONS:**

- a. Housing Authority Appointment Renewal – Jane Leavens- Ms. Leavens was present this evening to speak to her reappointment. She said she has enjoyed her appointment over the last year. LaPointe thanked her for her service.

**Ward move the Board of Selectmen re-appoint Jane Leavens to the Housing Authority Tenant Representative seat for a five-year term to end on May 1, 2027. LaPointe Seconded.**

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

- b. Zoning Board of Appeals Resignation – Bryan Vaine

**Ward move the Board of Selectmen accept the resignation of Bryan Vaine from the Zoning Board of Appeals to be effective on June 1, 2022 and thank him for his years of service. LaPointe Seconded.**

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

**5. PERMIT/LICENSE APPLICATIONS:**

- 5.1. Entertainment Permit Sat., May 21, 2022 at Snowbound Club – Benefit for Lindsay Kuchta –

**Ward moved the Board of Selectmen approve the Entertainment Permit for a benefit to be held for Lindsay Kuchta at the Snowbound Club on Sat., May 21, 2022 from 12-5pm as presented this evening. LaPointe seconded.**

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

- 5.2. Memorial Day Parade Permit – Monday, May 30, 2022, Veterans Services – Stephen Basset and Mark Desmarais, Senior Vice-Commander at the Legion, were present to speak to the Memorial Day Parade. There are two obstacles with Central St. construction and the Band. Mr. Desmarais said Murdock has combined to play with Narragansett and will be performing in Templeton this year for their parade. We should form up at American Legion Park at 10:30 and march up Route 12 and move to VFW Park, and then end up at GAR Park. We will honor the dead and commence our ceremony at Gazebo. Saturday we typically decorate the veteran's cemetery, and on Sunday at 10 am at United Parish Church they do a Memorial Day service as part of that mass. They read the names of all the veterans in Winchendon that passed away. LaPointe noted she would ask about a drummer. Ward clarified that if there was rain the Legion would be putting on the program and it will begin at 11. Anderson thanked them for all their efforts and celebrating the veterans and helping us to remember why we have the weekend off.

**Ward move the Board of Selectmen approve the Memorial Day Parade Permit to begin at 10:30AM, beginning at Legion Park to VFW Park to GAR Park as presented this evening with services to start at 11:00 a.m. at American Legion Hall should inclement weather occur. LaPointe seconded.**

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



- 5.3. Entertainment Permit – Sixth Annual Fall Festival October 22, 2022- Tracy Murphy was present to speak to the Fall Fest permit. She confirmed 49 vendors have already signed up without advertising. Ward thanked Tracy Murphy, the DPW, Police Dept. and the Fire Dept. Ward mentioned suggestions he had heard from residents concerning the teenagers' use of the train and putting out more trash receptacles for the event. Ms. Murphy wanted to make sure to thank Nicole Roberts for her efforts in putting on this event as well. Anderson noted the surrounding events on the same weekends with other towns. LaBrie asked about contingency plans if Central Street was not available due to the construction. Ms. Murphy noted they had some other ideas but were hoping not to have to use them.

**Ward moved the Board of Selectmen approve the Entertainment Permit for the 6<sup>th</sup> Annual Fall Festival to be held on Saturday, October 22, 2022 as presented this evening. LaPointe seconded.**

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

5.4. Junk Dealers: Second Hand Articles License Renewals -

- 5.4.1. Daniel Brewer, 900 Lincoln Avenue -
- 5.4.2. Ed's Scrap Metals, Edward and Michael Vaillancourt, 64 Main St. -
- 5.4.3. Pattie's Jewelry, Inc., Sherrie Erlenmeyer, 15 Central St. -

**Ward moved to approve the Junk Dealers: Second Hand Articles License Renewals effective on May 1, 2022 for the following: Daniel Brewer, 900 Lincoln Avenue, Ed's Scrap Metals, Edward Vaillancourt, 64 Main St., Pattie's Jewelry, Inc., Sherrie Erlenmeyer, 15 Central St. LaPointe seconded**

**LaPointe(Y) Anderson (Y) Ward (Y) LaBrie (Y) 4-0,**

**6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS: None this evening**

**7. NEW BUSINESS:**

- 7.1. Proclamation - Children's Mental Health Week, May 1<sup>st</sup> through May 8<sup>th</sup> - Anne Berube, Parent/Professional Advocacy League (PPAL), has requested again this year the Board kindly sign a proclamation in recognition of Children's Mental Health Week which is May 1<sup>st</sup> through 8<sup>th</sup> and light up Town Hall green during the week. Renee Tenney-Eldredge was present to speak to the Children Mental Health Week. She handed out green ribbons in celebration of the week and asked if we would take a photo and confirm that town hall would be lit up. Town Manager Sultzbach confirmed that we are able to do the color request.

**Ward moved the Board of Selectmen approve the Proclamation for Children's Mental Health Awareness Week May 1<sup>st</sup> to May 7, 2022 and turn the lights on green as presented this evening. LaPointe seconded**

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

- 7.2. Certificate of Adoption – Resolution Adopting the Town of Winchendon Hazard Mitigation Plan- Town Manager Sultzbach read his memo into record. Prior to my arrival in town, an effort was made to develop a Hazard Mitigation Plan (HMP). A committee was established for this purpose, and two public meetings were held on April 6<sup>th</sup>, 2020 and April 30<sup>th</sup>, 2021. The final step in the process is for the Board of Selectmen to vote to adopt the plan. Anderson asked who the members were previously on this committee. Ward had a current list of the members and noted they were Tracy Murphy, Alison Manugian, Al Gallant, Jim Abare, Tom Smith, Dave Walsh, Keith Hickey, David Connor, and Shelia Bettro. Sultzbach noted he was not here when they discussed this but he could speak to what has been done in other communities. This plan highlights and identifies opportunities to be proactive in vulnerabilities specific to our community like natural disaster. Anderson asked if we are looking at only natural disasters, Chief Walsh clarified; they could also be terrorism, water issues and flooding. Chief Smith talked about this potentially meaning detours and redirecting traffic. This would unlock more grant opportunities.

Ward moved the Board of Selectmen approve the Resolution Adopting the Town of Winchendon's Hazard Mitigation Plan as presented this evening. LaPointe seconded.

LaPointe(Y) Anderson (Y) Ward (Y) LaBrie (Y) 4-0, Approved

- 7.3. Review and Vote to Finalize the Special and Annual Town Meeting Warrant for May 16, 2022 –The Town Manager reminded us of the upcoming Town Meeting and reviewed the draft warrant with the Board.

STM - Article 1: Committee Report

STM - Article 2: Payment of Prior Year Bills - Ward asked for clarification about the Gatehouse Bills and what the Walgreens payments were for Executive Assistant, Linda Daigle clarified that Gatehouse Media was the Gardner News and the Walgreens were payments made for Veterans.

STM - Article 3: Funding of Sewer Enterprise Account Deficit

ATM - Article 1: Committee Report

ATM - Article 2: Establish/Discharge Committees

ATM - Article 3: Authorize Revolving Funds

ATM - Article 4: Senior Tax Work-Off Program

ATM - Article 5: Community Action Committee Non-Profit Support

ATM - Article 6: FY23 General Government Budget

ATM - Article 7: FY23 Water Department Enterprise Budget – Town Manager Sultzbach will work on the language but not change the intent of the article.

ATM - Article 8 FY23 Wastewater Enterprise Budget

ATM - Article 9: FY 23 Transfer Station Enterprise Budget

ATM- Article 10: FY23 School Budget

ATM - Article 11 FY23 Monty Tech's Assessment

ATM - Article 12 Capital Improvements –Free Cash

ATM - Article 13: Capital Improvements – 5 Year Borrowing

ATM -Article 14: Capital Improvements Transfer Station

ATM - Article 15: Capital Improvements- Grants/Other Sources

ATM- Article 16: Ambulance Payment

ATM – Article 17: Town Charter Amendment

ATM – Article 18: General Bylaw Amendment

ATM – Article 19 – Zoning Bylaw Amendment

ATM-Article 20: Authorization- Drinking Water and Sewer Asset Management Project

ATM- Article 21: Transfer of Webster Street Parcel 5A3-0-185 to Winchendon Redevelopment Authority

LaPointe gave a disclosure that her family may have future financial interest specific to the CAC article. Ward also made a disclosure that his son is a dispatcher in Keene and he is sometimes called to work in Winchendon if they are shorthanded. He wanted to make sure that he was transparent and has been advised this would not prohibit him from voting on the warrant.

Ward moved the Board finalize the Special and Annual Town Meeting Warrant for Monday, May 16, 2022 as presented this evening. LaPointe seconded.

LaPointe(Y) Anderson (Y) Ward (Y) LaBrie (Y) 4-0, Approved

8. **OLD BUSINESS: N/A**

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

Financial Updates-

- a. The Audit Committee has held its first meeting and will be delivering its findings to a meeting of the Tri-Board (to be scheduled in late May/early June)





### Personnel Updates-

- a. No personnel updates at this time.

### Project Updates-

- a. The properties at Beech St are officially in the Town's possession. The deeds are in the process of being filed, at which time the property will be turned over to the Winchendon Redevelopment Authority.
- b. The park at Lake and Spring St is nearly complete, with some minor punch list items remaining. This initiative really reframed the appearance of Downtown when driving in, and will be further amplified once the work begins across the street.
- c. The remaining work on Railroad is ready to go and is primarily waiting on the arrival of granite curbing.
- d. The two respondents for Design Services for the Old Murdock will be interviewed this week. I have requested two members of the disbanded OPM Committee to volunteer to participate in the selection of the firm.
- e. A meeting was held with engineers and consultants last week for the CDBG Grant Application process for Beech St. If funded, we would be able to pave from Spring St through to Summer St.
- f. Perimeter fencing and some minor clearing has taken place at the Winchendon Community Park, signaling the official start of the Amphitheater project. This work will run through the fall.
- g. I am meeting with engineers to identify potential trails grant funding for the Webster Street parcel.

### Miscellaneous Updates –

- a. As a reminder, the annual Town Meeting is set to take place on Monday, May 16<sup>th</sup> at 7:00pm. Please encourage friends and neighbors to attend, as it is our objective to increase participation by 10%. 129 citizens attended last May, meaning our goal is 142.

Anderson asked about public access to the park at this time. The town Manager replied it is limited and will need to close down if work is actively being done. It is up to the contractors to make sure that everything is safe and secured there while construction is happening.

### **10. MINUTES:**

#### 10.1. Monday, April 11, 2022~Regular Meeting

Anderson was concerned that meeting consisted of a public hearing and she didn't think everyone's feelings were accurately recorded for those minutes.

**Anderson motioned to table the minutes until the next meeting. Seconded by Lapointe**

Town Manger Sultzbach requested any specific language to be emailed to Tamarah or himself for any point wanting to get across.

**LaPointe(Y) Anderson (Y) Ward (Y) LaBrie (Y) 4-0, Approved to table.**

### **11. COMMUNICATIONS:**

12. **AGENDA ITEMS:** Next meeting Wednesday, April 27<sup>th</sup>, Monday May 9<sup>th</sup> and then Town Meeting May 16<sup>th</sup>, 2022.

13. **EXECUTIVE SESSION:** No executive session this evening.

### **14. ADJOURNMENT:**

**Ward moved to adjourn the meeting. Seconded by LaPointe. With a vote of all aye, the meeting was adjourned at 8:12 p.m.**

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

Respectfully Submitted,

Tamarah S. Estes

Administrative Assistant