

**TOWN OF WINCHENDON**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Includes Joint Meeting with School Committee and Town**  
**Moderator MONDAY, MAY 9, 2022 – 6:30PM**  
**Town Hall, 2<sup>nd</sup> Floor Auditorium, 109 Front Street, Winchendon,**  
**Mass.**

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Board of Selectmen Members  
Present - Selectmen:

Rick Ward, Vice-Chair  
Danielle LaPointe  
Barbara Anderson

Justin Sultzbach, Town Manager  
Linda Daigle, Executive Assistant  
Tamarah S. Estes, Administrative Asst.  
Coral Grout, Town Moderator

Selectmen Absent: Audrey LaBrie

School Committee Members

Larry Murphy, Chair  
Mike Barbaro  
Ryan Forsythe

School Committee Absent:  
Karen Kast-McBride  
Greg Vine

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Documents presented at the meeting:

- Montachusett Regional Vocational Technical School District Representative Appointment Notice (filed)
  - Letter of interest from Tamarah Estes dated 4/4/2022 RE: Montachusett Regional Vocational Technical School District Representative Appointment (filed)
- Annual Town Election Official Results (filed)
- Letter of interest from Dawn Higgins dated 4/27/2022 RE: Recreation Commission Appointment (filed)
- Email communication from Camille Hart dated 4/28/2022 RE: Recreation Commission Appointment Interest (filed)
  - Letter of recommendation from Tiffany Newton dated 5/2/2022 RE: Dawn Higgins and Camille Hart Appointments (filed)
- May 9, 2022 Board of Selectmen Appointed Boards and Committees List of Vacancies (filed)
- List of Upcoming Appointment Renewals for July 1, 2022 (filed)
- Poppies Sales Permit Application May 20<sup>th</sup> and 21<sup>st</sup> –Veterans of Foreign Wars Auxilliary #2158 (filed)
- Beals Comic Con June 4, 2022 Entertainment Permit Application (filed)
- Beals Library Outdoor Events Entertainment Permit Application (filed)
- Memo from the Town Manager dated May 9<sup>th</sup> RE: ARPA –First Responders (filed)
- Memo from the Town Manager dated May 9<sup>th</sup> RE: Audit Services (filed)
  - Memo from the Audit Committee Chair, Chris Casavant dated May 6, 2022 RE: Roselli, Clark & Associates Contract Extension (filed)
  - Roselli, Clark and Associates Drat Contract Agreement for FY 22 (filed)
- Town Manager Memo dated 5/9/2022 RE: 2022 Annual Town Meeting Warrant Updates
- Draft Motions ATM May 16, 2022 dated 5/9/2022 (filed)

- Final Special Town Meeting- Annual Town Meeting Warrant dated 5/16/2022 (attached)
- Town Managers Report Dated
- April 11,2022 Meeting Minutes
- April 25, 2022 Meeting Minutes
- April 27, 2022 Special Meeting Minutes

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Rick Ward, Vice-Chair of the Board of Selectmen, called the meeting to order at 6:30 p.m. Larry Murphy, Chair of the School Committee called the meeting to order at 6:30 p.m. Ward asked if anyone in the audience was video or audio recording, to which there was no response.

**1. JOINT MEETING WITH SCHOOL COMMITTEE:**

1.1. Montachusett Regional Vocational Technical School District Representative Appointment – Tamarah Estes (Casavant) was present to speak about her interest as the Montachusett Regional Vocational Technical School District Representative Appointment. Ms. Estes came forward and provided information about herself and her interest in this position. She said she has been a long time Winchendon resident, moving back three years ago, and is invested in the community. She has two children, one attending Winchendon public schools.

**Barbaro moved to honor Tamara Estes as the Monty Tech representative going forward with a term expiration date of June 30, 2025. LaPointe seconded. The following roll call vote was taken:**

**Salter (Y), Anderson (Y), LaPointe (Y), Ward (Y)  
Town Moderator Coral Grout (Y)  
Forsythe (Y), Barbaro (Y), Murphy (Y) 8-0 Approved**

**Anderson moved for a five-minute recess; LaPointe seconded. With a vote of all aye, the Board of Selectmen recessed at 6:44PM.**

**Barbaro moved to adjourn the School Committee meeting; Forsythe seconded. With a vote of all aye, the School Committee adjourned at 6:44 P.M.**

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

2.1. Annual Town Election May 2, 2022 Results – Vice-Chair Ward read the official results for Town Election. There were 576 votes cast. There was a 7% turnout for this year's election, up from last year's 3%. Anderson congratulated all the winners of the contest.

2.2. Special and Annual Town Meeting Monday, May 16, 2022 at Murdock High School at 7:00PM – Ward announced the Annual Town meeting is coming up next weekend May 16<sup>th</sup>. Come out and get the feel for it.

Anderson thanked the residents for coming out to help with the Earth Day Clean Up. She is dismayed by the amount of trash that they picked up.

LaPointe asked that we have hand sanitizer or masks around town to help with the uptick in COVID cases.

Ward asked to recognize the passing of Donald DuPlease. He was a veteran of WWII. Mr. DuPlease served as selectman for 18 years starting in 1960. We haven't forgotten the service Mr. Duplease provided to the town.

Ward noted he is recusing himself from Article 7.1 ARPA funding because his son is a first responder for the town of Keene and once in a while the Town may call him to fill a shift here.

**3. PUBLIC COMMENTS AND ANNOUNCEMENTS:**

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Rick Lucier of, Maple St., Winchendon, wanted to comment on the Earth Day clean-up and acknowledged and thanked the sponsors. Bellettes lumber donated the trash bags and, Gabby's Pizza provided pizza for our volunteers. McDonald's also provided gift certificates and ice cream treats for kids, Lickity Splitz gave out vouchers and Cumberland Farm offered fountain drinks and coffee. The Lake association also did a clean-up along 202 with it being a trash field from Winchendon to the Marina.

#### 4. APPOINTMENTS/RESIGNATIONS:

4.1. Recreation Commission Appointment – Dawn Higgins submitted her letter of interest to serve on the Recreation Commission. The Recreation Commission supports her. There are currently three seats open on this seven-member committee. Two regular seats and one Middle School student seat. Selectmen Anderson thanked her for stepping forward.

**Anderson moved to appoint Dawn Higgins to the Recreation Commission with the term to expire on June 30, 2024. LaPointe seconded.**

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

4.2. Recreation Commission Appointment – Camille Hart – Camille was present to speak to her interest in joining the Recreation Commission. Selectwoman LaPointe recused herself and left the table. Ms. Hart said with the amphitheater reconstruction we cannot hold events at the community park. She has some free time coming up and wanted to help with events for the summer. Anderson said Ms. Hart serves with her on the Communications Committee and she can't speak highly enough about her and supported her filling the adult seat, citing she is more than capable to handle those responsibilities.

**Anderson moved to appoint Camille Hart to a regular seat on the Recreation Commission with the term to expire on June 30, 2023. Salter seconded.**

**Anderson (Y) Ward (Y) Salter (Y) 3-0, Approved**

4.3. Board of Selectmen's Appointed Committees and Boards - List of Vacancies – Ward read the notice of Vacancies into record. If you are interested, please reach out to Town Hall to express your interest.

4.4. Board of Selectmen's Appointed Committees and Boards – List of Appointment Renewals for July 1, 2022 – Ward noted the enclosed list of the Selectboard's appointment renewals for July 1, 2022. This list is being provided to them per their policy. In the upcoming week, notices will be sent to the Chairmen of the appropriate board/committee for their recommendations. Along with that, letters of notification will be sent to incumbents requesting their availability and willingness to continue to serve. Once received and before June 30, 2022, the appointments will be before you for consideration of renewal.

Anderson asked about concerns they might have and what that process looked like. Town Manager Sultzbach said to let him know and he can bring it back to the chair/board.

#### 5. PERMIT/LICENSE APPLICATIONS:

5.1. Poppy Sales Permit May 20<sup>th</sup> and 21<sup>st</sup> – Veterans of Foreign Wars Auxiliary #2158 – Alice McGovern came forward to speak to this event. She belongs to the auxiliary here, and lives in Templeton. We normally have it twice a year in May or November /October. This had stopped going on due to COVID. We are handing them out at Cumberland and down at the Winchendon Dunkins on 140. Anderson thanked her for her service to our country and for the poppy sales. She has been doing this for 30 years. They talked about the poppy poem and the impact that it has had on our students in the community.

**Anderson moved the Board approve the Poppy Sale for the Veterans of Foreign Wars Auxiliary #2158 to be held on May 20<sup>th</sup> and May 21<sup>st</sup> as presented this evening. LaPointe seconded.**

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

### **5.2. Entertainment Permit – Beals Library Outdoor Events**

#### **5.2.1. Beals Comic Con June 4, 2022-**

Alexis Chanthanacrack and Kayla Charianne came forward. They work at Beals Library and started planning this event two ago years. They want to hold a small scale comic convention to be held outside the library from 11AM to 3 PM. The library is seeking to a food truck, “Capone’s” who is currently licensed by the Board of Health. Anderson asked if it was open and free to public, how they would make money. Alexis clarified they would be seeking donations and selling raffles to donate to the new Children’s Library.

**Anderson moved the Board approve the Entertainment Permit for Beals Comic Con to be held on June 4, 2022 as presented this evening. LaPointe seconded.**

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

### **5.2.2. Outdoor Reading Club Weekly Summer Events June 29<sup>th</sup> through August 26<sup>th</sup> - Library director Manuel King came forward to speak about the Summer library program. We have a fun, activity filled summer for kids, families and adults. The program begins June 29<sup>th</sup>; you can sign up for the reading club. We will have prizes for the winners. Manuel explained the reading program, in partnership with Winchendon Cultural Council and Friends of Library. They will be doing activities outside.**

Lapointe thanked him for what seems to be a breath of fresh air in youth and the library and programming.

Selectwoman Anderson asked about parking on Pleasant St. and the increase of traffic. Library staff clarified there is parking across the street at town hall, and they were looking to ask the new owners of the former funeral home if they could use their parking lot. Selectwoman LaPointe said she could introduce them.

**Anderson moved the Board approve the Entertainment Permit for the Library’s Outdoor Reading Club Weekly Summer Events to be held June 29<sup>th</sup> through August 26<sup>th</sup> as presented this evening. LaPointe seconded.**

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

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

## **7. NEW BUSINESS:**

*Selectman Ward left the meeting room during the duration of this discussion per his disclosure statement in Selectmen’s comments.*

7.1. Preliminary Discussion of First Responders ARPA Funding – Town Manager Sultzbach thanked the first responders for what they have done during the COVID-19 pandemic. It is my recommendation that we have a preliminary conversation and continue to talk through the issues. Anderson said she is not comfortable looking at this before town meeting. She wants to get the budget passed and take care of business at hand. She however was open to having preliminary discussions. She has a feeling it might bring questions from other members of the community, what we are doing and should our budget be toyed with this way using ARPA funds. LaPointe would like to hear from the audience and selectman to get the ground running. Robert Coulombe is the head dispatcher in Winchendon in Hubbardston. He has been a supervisor for 12 years. He handed out paperwork from the US Treasurer’s office. He thanked Maureen Ward for bringing this in front of the town. They are currently “preeminent pay” “eligible workers.” The top four that are recognized are DPW, custodians, Police and Fire. The US Treasurer’s office and the Commonwealth of Massachusetts continue to support those who

will bear the greatest health risk in the Winchendon Community. Mr. Coulombe would like the Town of Winchendon to support that statement and provide the citizens of Winchendon with the very best services. Regardless of COVID we will, he assured them. They would like to be recognized for their efforts. A few other residents were present to express their gratitude to the first responders.

After some dialogue LaPointe offered she was hearing two things; questioning if the Board is able to provide monetary compensation for working during the pandemic, perhaps tied to some tiers of health exposure, and also some sort of acknowledgement for the first responders role in community and value in their work and danger of work and what they provide. Mr. Coulombe thanked her and said she nailed it.

The Board will continue to have these conversations. Anderson thanked Mr. Coulombe for coming this evening.

Ward returned to the meeting room.

**7.2. Request to Extend Audit Contract with Roselli, Clark and Associates** - Chris Casavant, Chairman of the Audit Committee, informed the office they voted to recommend to the Board of Selectmen another year extension to the auditing firm to conduct the FY22 audit. Mr. Casavant was going to email this recommendation to the Board.

Town Manager Sultzbach provided a brief memo, making the board aware the Audit Committee has met independently, reorganized, did a first pass review of the FY21 Management letter. Their recommendation was to extend Roselli, Clark and Associates for another year. He supports this recommendation with the transition in his office and the recent changes to the staffing in our treasurer's office. Selectman Ward asked about option of another year, and Town Manager Sultzbach confirmed another year left and then the contract would go out to bid. Ward would like the reporting to be timely and suggested the committee start earlier. The next Audit Committee meeting is looking to reconvene in late June or early July.

**Salter moved to accept the Audit Committee's Recommendation to extend the Auditing Services Contract with Roselli, Clark & Associates for an additional year, with the understanding that an alternative firm will be explored in FY23. LaPointe seconded for discussion.**

The Town Manager reviewed the timeframe of getting the audit.

**LaPointe(N) Anderson (N) Ward (Y) Salter (Y) 2-2, Motion failed – tied vote**

Ward asked for this to be brought back up again on the next agenda of the Board of Selectmen prior to Town Meeting on Monday.

**7.3. Special and Annual Town Meeting Draft MOTIONS and Warrant Articles Clarifications** – The Town Manager noted the couple changes to the Motions that had been recommended by Town Council. He explained Articles 16, 17 and 18 in the warrant are being recommended to pass over. He explained in Articles 16 the debt schedule, the amount is being carried in the budget to make that debt payment. We are combining Article 17 and 18 with Charter changes voted on last year at Town Meeting but not brought to ballot and bringing forward to the Fall Town meeting. Sultzbach informed them he has met with the Town Moderator today and she was informed of all the changes and is up to speed. Ward pointed out that it would make more sense to deal with the Charter in November, and then ballot in May and Bylaws at Town Meeting because they do not have to go by ballot. Town Manager Sultzbach said a couple bylaws can go through as they are not intertwined with the Charter.

**8. OLD BUSINESS:** None this evening

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

## **1. Financial Updates-**

- a. The Audit Committee has reviewed the Management Letter, and is expected to meet with the Board of Selectmen, School Committee, and Finance Committee at an upcoming meeting. (Date to be determined).
- b. Our Auditor is initiating a review of the Treasurer's Office spanning the last year and a half. Any discrepancies found will be brought forward upon the completion of the audit.
- c. We are moving forward with the borrowing that was authorized at your fall 2019 Special Town Meeting for the water/sewer work on Central Street. I have been working with our Treasurer's Office and DPW to ensure we do not run into any cash-flow issues in the meantime.
- d. The first Cannabis excise payment has come in from the Bud Barn. Numbers are being finalized and will be confirmed at your meeting evening.

## **2. Personnel Updates-**

- a. We are presently advertising for the role of Treasurer/Collector. Resumes will be compiled over the coming weeks, with a preliminary review to be completed by a to be determined committee. It is our goal to have the role filled by the end of the fiscal year.
- b. We are also advertising for our recently vacated Planning and Development Director role. Special thanks to Tracy Murphy, who has made significant progress in her 8 and a half years with the town. Her expertise and vision will be missed.

## **3. Project Updates-**

- a. Candidates were interviewed by myself, the OPM, and members of the Finance Committee and Historic Commission for Design Services for the Old Murdock. I am pleased to report that Russo Barr Associates was determined to be the best fit for this project. They are architectural/engineering building envelope specialists with decades of experience designing historic restoration work in the Commonwealth. I will be negotiating their fee, and bringing it before the board shortly.
- b. Work on Central Street is ongoing. I have been periodically stopping in at various businesses on Central Street to ensure their needs are being met as we work to coordinate this significant undertaking while minimizing negative impacts to businesses.
- c. The Winchendon Community Park Amphitheater held a site walkthrough on Wednesday the 5<sup>th</sup>. At this point all perimeters have been marked and erosion control has been put in place. The team will begin limited, targeted removal of vegetation over the coming weeks.
- d. The Robbins Road Bridge replacement is officially complete, and the road has been reopened.
- e. Bullspit continues to work through the permitting process for 4 Summer Drive. A site walk was held with the Conservation Commission this past Saturday the 7<sup>th</sup>.

## **4. Miscellaneous Updates –**

- a. Thank you to our Town Clerk Wendy Stevens, Assistant Clerk Deb Skinner, and all of the volunteers and poll workers that help make our election process run smoothly. They did an excellent job, and we are lucky to have them. In addition, congratulations to our successful candidates, as a thank you to all that stepped up in an effort to serve our community.

Lastly, the Town Manager announced there will be masks available and optional at Town Meeting and test kits will be handed out at the entrance.

## **10. MINUTES:**

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

**Anderson moved to pass over the Monday, April 11, 2022 regular meeting minutes as presented this evening. LaPointe seconded.**

**LaPointe(Y) Anderson (Y) Ward (Y) Salter (Y) 4-0, passed over again until the next meeting.**

**10.2. Monday, April 25, 2022 ~ Regular Meeting**

**Anderson moved to approve the Monday, April 25, 2022 regular meeting minutes as presented this evening. LaPointe seconded.**

**LaPointe(A) Anderson (Y) Ward (Y) Salter (A) 3-0-1, Approved**

**10.3. Wednesday, April 27, 2022~SPECIAL MEETING**

**Anderson moved to approve the Wednesday, April 27, 2022 regular meeting minutes including joint meeting with Finance Committee as presented this evening. LaPointe seconded.**

**LaPointe(Y) Anderson (Y) Ward (Y) Salter (A) 3-0-1, Approved**

**11. COMMUNICATIONS:**

**12. AGENDA ITEMS:**

Summer Schedule – LaPointe and Ward will not be here for the July 11<sup>th</sup> meeting. LaPointe will need to request zoom or audio remote participation, as she will be away. Anderson likes it in general meeting twice a month. The Board agreed to keep the schedule to twice a month to deal with any business at hand, and the chair can inform them and if meeting is not needed.

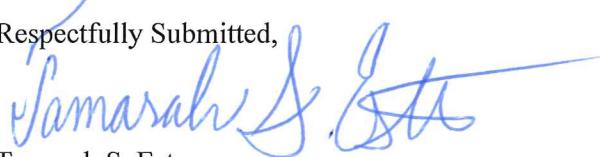
**13. EXECUTIVE SESSION:** No executive session this evening.

**14. ADJOURNMENT:**

**LaPointe moved to adjourn the meeting. Seconded by Salter. With a vote of all aye the meeting was adjourned at 8:59 p.m.**

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

Respectfully Submitted,



Tamarah S. Estes  
Administrative Assistant