

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING
MINUTES MONDAY, MAY 23, 2022 – 6:30PM
Town Hall, 2nd Floor Auditorium, 109 Front Street, Winchendon, Mass.**

Present - Selectmen:

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

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

Documents presented at the meeting:

- Written communication dated 5/2/22 from Gloria LaBrack RE: Resignation from the Council on Aging (filed)
- Written communication dated 5/4/2022 from Judith Mizhir RE: Gloria LaBrack resignation (filed)
- Written communication dated 5/4 from Judith Mizhir RE: acceptance of Ann Mary Smith and Lynn Murry Council on Aging Appointment (filed)
- Written communication from Emily Croteau RE: Middle School Recreation Committee Appointment (filed)
- Special One Day Malt License Application - Jim Hunt for Battle of the Bands-Food Truck Fest (filed)
- Police Dept. Response RE: Jim Hunt Special One Day Malt License Application (filed)
- Max Performance Mass State Triathlon Road Race Application (filed)
- Special One Day Malt License Application - Max Performance (filed)
- COMMUNITY OUTREACH MEETING - Izapa Stela 5 (filed)
- Community Outreach Meeting Legal Notice dated 5.23.22 (filed)
 - Izapa Stella 5 Winchendon Community Outreach Draft Presentation 2022 v.6 (filed)
 - Winchendon MA Abutters List within 300 (filed)
 - Town Manager Memo dated 5/23/2022 RE: Izapa Stela (filed)
- TGN Legal notice confirmation (filed)
- Izapa Stella 5 Winchendon Community Outreach Presentation 2022 5.23.22 (filed)
- Town Manager Memo dated 5/23/3033 LIHWAP Relief Program (filed)
- Contract for Services between New England Farm Workers' Council and Winchendon Water Department (filed)
- New England Farm Council Low Income Household Water Assistance Program Information Sheet (filed)
- Town Manager Memo Poland and Streeter Update dated 5/23/2022 (filed)
 - Fully Executed -- MVOC Designation Letter dated 3/23/2020(filed)

- KP-#795570-v3-WINH_Option_to_Purchase_Oak Street Agreement (filed)
- Town Managers Report dated 5/23/2022(filed)
- Minutes
 - April 11, 2022 Regular Meeting Minutes (filed)
 - May 9, 2022 Regular Meeting Minutes (filed)
 - BOS Minutes - May 16 2022 prior to STM-ATM (filed)

Chair LaBrie called this meeting to order at 6:38 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.

RE-ORGANIZATION OF BOARD:

There are two positions on the board for re-organization; the Chairman & Vice-Chair. Selectwoman LaPointe nominated selectwoman LaBrie for the Chair. LaBrie thanked LaPointe and accepted the nomination. Ward Seconded. LaBrie asked if there were any other nominations for chair, to which none were heard. LaBrie closed the nominations for Chair. This evening we have one nomination for myself as chair, all in favor say aye.

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

Chairwoman LaBrie opened the nomination for the Vice-Chair position. Selectwomen LaPointe nominated Ward for the Vice-Chair position. Ward accepted nomination for the Vice-chair position. Salter seconded. LaBrie asked if there were any other nominations, to which none was heard. LaBrie closed the nominations. Chairwoman Labrie voted We have one nomination for Vice Chair, Selectmen Ward, all in favor say aye.

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

1. **SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** Ward wanted to call attention to the Winchendon Winds concert series begins May 29th with a tribute to our Veterans at 2 p.m. at the Unitarian church on Sunday. Ward wanted to thank Keith Kent for his work with the Heywood Health, which resulted in 500 N-95 model facemasks.
2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** None were seen or heard.
3. **APPOINTMENTS/RESIGNATIONS:**
 - 3.1. Council on Aging Resignation – Gloria LaBrack-

Ward moved the Board of Selectmen accept the resignation of Gloria LaBrack from the Council on Aging and thank her for her many years of support to the elders of this community. LaPointe seconded.

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

- 3.2. Council on Aging Appointment – Lynn Murray-

Ward moved the Board of Selectmen appoint Lynn Murray to the Council on Aging with a term expiration of June 30, 2023. LaPointe seconded.

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

- 3.3. Council on Aging Appointment – Ann Mary Smith-

Ward moved the Board of Selectmen appoint Ann Mary Smith to the Council on Aging with a term expiration of June 30, 2023. LaPointe seconded.

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

- 3.4. Recreation Commission Middle School Student Appointment – Emily Croteau – Emily Croteau was present to

speak to her willingness to volunteer.

Ward moved the Board of Selectmen appoint Emily Croteau to the Recreation Commission's Middle School Student Appointment. LaPointe seconded.

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

4. PERMIT/LICENSE APPLICATIONS:

4.1. Special One Day Wine & Malt Beverages License June 24, 2022 for Winchendon's Battle of the Bands/Food Truck Festival – Jim Hunt- Jim Hunt was present to speak to the one-day liquor license permit. Tiffany Newton, acting chair from the Recreation Commission was present to speak to the changes on the map. They will be roping off the area serving liquor and have included a rain date plan as well.

Ward moved the Board of Selectmen approve the Special One Day Malt License to Jim Hunt for the Battle of the Bands / Food Truck event to be held a GAR Park on June 24, 2022 as presented this evening. LaPointe seconded.

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

4.2. Max Performance 16th Annual Massachusetts State Triathlon – Sunday, July 10, 2022

4.2.1. Road Race/Cycling Permit – Tim Richmond, Max Performance Race Director, was present to speak to this permit. They are excited to welcome athletes and volunteers. This is an Olympic distance triathlon with 400-athlete participation. A big thank you to coach Anthony Finley at Murdock High School. They will also be hosting Moon Hill Brewing to provide alcohol for the event. Ward thanked Tim for a well-run event. LaPointe thanked him for bringing this event to Winchendon. It is wonderful for our community.

Ward moved the Board of Selectmen approve the Road Race/Cycling Permit for Max Performance for the 16th Annual Massachusetts State Triathlon to be hosted at Lake Dennison on Sunday, July 10, 2022 as presented this evening. LaPointe seconded.

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

4.2.2. Special Two-One Day Malt Beverages Alcohol License- Mr. Richmond clarified the alcohol it is not for sale. It is for the participants of the event and part of the race package. They will need a two-day permit for the set-up, and the alcohol will be supervised by a police detail for the evening until the event.

Ward moved to approve two Special One Day Malt Liquor Licenses to Tim Richmond of Max Performance for Saturday, July 9th and Sunday, July 10th for the 16th Annual Massachusetts State Triathlon to be hosted at Lake Dennison as presented this evening. LaPointe seconded.

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

4.2.3. Mobile Vendor Permit – Piper's Mobile Kitchens, LLC- This gentleman was not able to attend this evenings meeting and was asked to pass over this agenda item for this meeting.

LaPointe move to pass over this agenda item this evening. Seconded by Ward.

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

5. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:

LaPointe motioned for a recess until 7:00 p.m. Ward seconded.

The meeting reconvened at 7:00 p.m.

6. New Business

6.1. 7:00PM Community Outreach Meeting-

Proposed Adult Use Retail Marijuana Establishment and Cultivation, Manufacturing and Transport facility to be located at 703 School St. – Izapa Stela 5 – Nicholas Mortillaro and Issac Stahl attended to give their presentation about Izapa Stela 5. Anderson asked if the Social Equity Program is an official state regulation. The SEP is not a license type. Upon completion of this program, participants will have acquired tools and training to apply for and obtain a license through the Cannabis Control Commission (Commission). Anderson asked about clearing of the property. They are going to be clearing some of the vegetation. They are on 5 acres. Their only intention is to clear out the brush around the buildings. They just want to neaten up for cleaner access to the property. They would not like to cut down trees arbitrarily. Anderson asked about the packaging and distribution of the edibles. Izapa Stella 5 educates its customers with the slogan “Start low and go slow” to ensure responsible consumption.

LaBrie asked what the plans are for manufacturing. They clarified they would be using 5,000 sq. ft. for manufacturing and 14,000 sq. ft. for cultivation. LaPointe asked about why they were making changes to the agreement. Town Manager clarified what LaPointe asked about the process and explained that a current employee had an ownership interest and there is no conflict. It often happens that someone starts this process and someone else finishes, similarly to what is occurring here.

Anderson asked about the timeline for opening the business. At the state level this ownership change has already begun and will be approved at the next meeting, June 9th if on the agenda. They will continue to apply for the rest for the license. It takes about 6 months for the first license, and it takes 9 months to get everything approved.

Salter asked about the business experience that the two owners had. Isaac Stahl explained he owned investment properties and worked with capital investments, Non-profit management and community development. He has not himself run a small business, but he brought in additional people to help him be successful. Nicholas Mortillaro has his own consulting company and has helped a number of individuals through this licensing process.

Ward moved the Board of Selectmen authorize the Town Manager to negotiate, when appropriate, to enter into a new Host Community Agreement with Izapa Stela 5 for an Adult use Retail Marijuana Establishment and Cultivation, Manufacturing and Transport facility to be located at 703 School St., and at the same time to null and void the current Host Community agreement with Not Your Grandpa’s Tobacco. LaPointe seconded.

Ward moved to withdraw motion. LaBrie seconded. Motion withdrawn

Ward moved to authorize the Town Manager to enter into negotiation with Izapa Stela 5 for an updated Host Community Agreement pertaining to the property at 703 School St. LaPointe seconded.

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

6.2 LIHWAP – New England Farm Workers Counsel – Water Relief Program- Town Manager Sultzbach presented a water relief program. DPW Brian Croteau brought this to his attention and we would like to give Winchendon residents the opportunity to access to this fund. This is consistent with the fuel assistance program, and the application process is similar.

Ward clarified that the deadline was in October and we need to get this moving if we want to get this out to the public on time.

Ward moved to authorize the Town of Winchendon to enter into a contract in with the New England Farm Workers Counsel for the purpose of engaging in the low income household water assistance program. LaPointe seconded.

7. OLD BUSINESS:

- 7.1. Update: Former Poland and Streeter Schools Purchase and Sale Agreement with MVOC- Town Manager Sultzbach read his memo into record and updated us on the Former Poland Streeter Schools Purchase and Sales Agreement.

8. TOWN MANAGER'S REPORT:

Financial Updates-

- a. We are in the final stages of receiving approval for the \$1,000,000 borrowing for the Water/Sewer work on Central Street.

Personnel Updates-

- a. We will be conducting first round interviews for the Planning and Director role next week.
b. We will be keeping the posting for the vacancy in the Treasurer's Office for another round before calling candidates.
c. The Robinson Broadhurst Foundation has approved funding for a part time Recreation Coordinator for FY23. The cost of this role will eventually shift over to the Town Budget over the coming years. In the meantime we will be compiling a job description that I will bring before the board for review at your upcoming meeting.

Project Updates-

- a. Central Street is moving along as scheduled. We are on target to hit substantial completion for October 2022.
b. The Old Murdock is moving forward, with the design phase expected to occur throughout the summer. Temporary repairs will be made to the shoring in the meantime.
c. All tree clearing is complete for the Amphitheater at the Winchendon Community Park. We will have the RBF in town for a groundbreaking ceremony in the coming months. Once a date is finalized I will communicate the time to the board.
d. The WRA will be holding a walkthrough of the properties on Beech Street to begin planning for the rehabilitation and revitalization of that intersection.
e. I have met with our consultant to finalize the design for the Wayfinding Signage initiative. This will be shared with the board prior to going out to bid, with the signage expected to be delivered in conjunction with the completion of the Central Street project.

Miscellaneous Updates –

- a. Town Meeting went smoothly. Our Clerks Office has filed the votes with the State, and I have met with the Planning Board Chair to discuss next steps for the Signage Bylaw.

Anderson asked to invite the Community Park Recreation Commission to come to an upcoming meeting and share park updates and keep board and community members up to date on progress. have them come to us and explain their progress.

9. MINUTES:

- 9.1. Monday, April 11, 2022 ~ Regular Meeting

Ward moved to approve the Monday, April 11, 2022 regular meeting minutes as presented this evening. LaPointe seconded.

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

- 9.2. Monday, May 9, 2022 ~ Regular Meeting

Ward moved to approve the Monday, May 9, 2022 regular meeting minutes as presented this evening. LaPointe seconded.

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

9.3. Monday, May 16, 2022~Special Meeting Prior to Town Meeting

Ward moved to approve the Monday, May 16, 2022 Special Meeting prior to Town Meeting minutes as presented this evening. LaPointe seconded.

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

10. COMMUNICATIONS:

11. AGENDA ITEMS:

12. EXECUTIVE SESSION:

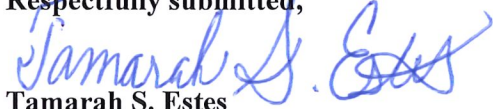
12.1. Executive Session - M.G.L. c. 30A, Section 21(a): Subsection 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, to return to open session only to adjourn; WFD Local 4542

Ward moved to enter into Executive Session - M.G.L. c. 30A, Section 21(a): Subsection 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, to return to open session only to adjourn; WFD Local 4542. Seconded by LaPointe. With a vote of all aye the meeting was adjourned to enter into executive session at 8:06 p.m.

13. ADJOURNMENT:

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

Respectfully submitted,



Tamarah S. Estes