

TOWN OF WINCHENDON
BOARD OF SELECTMEN MINUTES
INCLUDES JOINTLY HELD MEETING WITH
AUDIT COMMITTEE, FINANCE COMMITTEE AND SCHOOL COMMITTEE
MONDAY, JULY 11, 2022
Town Hall, 2nd Floor Auditorium, 109 Front Street, Winchendon, Mass.

Present - Selectmen:

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

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

Absent- Danielle LaPointe

Present - Audit Committee

Dr. Chris Casavant, Chair
Charles Corts
Audrey LaBrie

Absent - Audit Committee:
Karen Kast-McBride
Michelle Comeau

Present - Finance Committee:

Thomas Kane, Chair
Dr. Maureen Ward, Vice Chair
Douglas Delay
Adrian Guerrero

Absent - Finance Committee:
Robert O'Keefe
Philip Levine

Present - School Committee

Dr. Ryan Forsythe, Chair
Greg Vine
Alicia Jordan

Absent - School Committee:
Larry Murphy
Karen Kast-McBride

Documents presented at the meeting:

- Application for Mobile Vendor Permit – Piper's Mobile Kitchens, LLC (filed)
 - Permission for use of space from CAC (filed)
- Roselli, Clark & Associates, CPA, Town of Winchendon FY21 Management Letter and Report on Examination of the Basic Financial Statements and Additional Information (attached)
- End of Year Budget Transfers for FY22 (attached)
- Memo from the Town Manager dated 7.11.2022 regarding the Transfer of Beech Street Property to the WRA (filed)
 - Draft Quitclaim Deed (filed)
- Town Manager's Report (attached)
- Minutes:
 - Monday, February 28, 2022
 - Monday, May 23, 2022
 - Monday, June 13, 2022
 - Monday, June 27, 2022
 - Monday, June 27, 2022

EXECUTIVE SESSION
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Regular Meeting
EXECUTIVE SESSION

Board of Selectmen Chair Audrey LaBrie called the meeting to order at 6:30 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.

Thomas Kane, Finance Committee Chair, called the Finance Committee meeting to order at 6:30 p.m.

Dr. Ryan Forsythe, School Committee Chair, called the School Committee meeting to order at 6:31 p.m.

Chair LaBrie mentioned that the Audit Committee did not have a quorum so she would be recusing herself from the Board of Selectmen so she could vote with the Audit Committee when the time came.

1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS: There were no comments or announcements this evening.

2. PUBLIC COMMENTS AND ANNOUNCEMENTS: There were no public comments or announcements this evening.

3. PUBLIC HEARINGS: There were no public hearings this evening.

4. APPOINTMENTS/RESIGNATIONS: There were no appointments or resignations this evening.

5. PERMIT/LICENSE APPLICATIONS:

5.1. Mobile Vendor Permit – Piper's Mobile Kitchens, LLC – Chair LaBrie highlighted that William Piper had finally found a location for his food truck. He has permission to set up on the Winchendon Community Action Center property. Ward asked what the hours would be. Town Manager Sultzbach suggested they skip over this item until 7:00 p.m. when Mr. Piper would be present to answer any questions.

Ward moved to pass over the agenda item at this time; Anderson seconded. With a vote of all aye, the motion was unanimous.

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

6. JOINT MEETING WITH AUDIT COMMITTEE, FINANCE COMMITTEE, SCHOOL COMMITTEE:

Audrey recused herself from the Board of Selectmen to sit on the Audit Committee. Rick Ward, became the acting Chair during this portion of the meeting.

Dr. Casavant called the Audit Committee meeting to order at 6:35 p.m.

Rick Ward introduced agenda Item 6.1 and turned the meeting over to the Audit Committee Chair Dr. Casavant.

6.1 Audit Committee Presentation of FY21 Audit – Dr. Casavant noted they were all here this evening to discuss the FY21 Audit Report. He introduced Tony Roselli of the auditing firm Roselli, Clark & Associates.

Mr. Roselli noted that they had a good and productive meeting with the Audit Committee. Mr. Roselli brought up what he believes will be very important for the Town, the employee turnovers noting them in the Treasurer's office, upcoming accounting office, recently Town Manager's seat, and at the School. Back in 2012, things started this way that ended up with a big problem a couple years later. It is very important that the Town has a plan to hire and fill the empty offices. He explained how retirement has played a major part in the shortage in the municipal world and suggested the Town may want to regionalize positions. He recommended not just highering anyone to fill a spot but instead to hire a consultant until the right person is found.

On a good note, he continued, the Unassigned Balance ended at \$3.6 million dollars. In 2014, it was negative \$3.6 million. Included in the unassigned balance number is the Stabilization Funds of \$1.2 million. The FY22 budget is

balanced for the year. The ARPA allotment was \$3.3 million which is an extra fund that can be used for capital, snow emergencies or the budget either though he doesn't recommend the late preferring it to be for one-time things that help the community.

Next, Mr. Roselli stressed Network Security is going well but to stay vigilant. He doesn't want us to be that town that is held for ransomware and locked out of systems. He said to train employees and to utilize the fake phishing to keep employees vigilant.

Long-term obligations need some attention, Mr. Roselli commented. Worcester County Regional Retirement Pension obligations cannot be controlled and the Town could expect an increase of about 10% in the upcoming years. The second obligation is the OPEB which is 50% of the health insurance you are required to pay retired employees. The Town has \$12,000 in a plan started a number of years ago. He advised to put money aside to sustain increases in the future. People are living longer which obligates you to provide insurance for longer. Tom Kane, Chair of the Finance Committee, explained that the Board actually adopted a policy last year to pay into this fund which is based on the percentage of the annual premium. The payment this year was \$100,000. Mr. Roselli was glad to hear that figuring in 2034 or 2035, the OPEB will be fully funded if the Town continues in this way.

Mr. Roselli next addressed the findings or observations. The turnover in the Treasurer's office didn't go as well as expected. There were some delays and he was hopeful the retired Treasurer/Collector being back would catch things up. Another area of concern was Compensated Absences from the school not being provided so the prior year's balances had to be rolled forward instead making it inaccurate. Dr. Ward asked the School Department if they have devised a plan to address the compensated absences. Supt. King replied they were working on it and will be improving the system. Dr. Ward suggested a plan and dates that things are due with quarterly updates from both Boards.

Next to be addressed was the Tax Title with thirteen parcels that don't have a name attached to them therefore balances are uncollected. These items have been sitting here for ten to twelve years. This is something that the new Collector/Treasurer should figure out and work to rectify. Town Manager Sultzbach suggested that some of these parcels are long standing issues that are more complex and will not make progress in a three-month period.

Roselli noted in Fiscal 2019, they did a more thorough review of payroll files and found certain forms were missing. They recommended the Town complete a review of all its personnel files to determine if complete. LaBrie asked if he recommended a Human Resource position as the work was fragmented between departments for both the Town and the School. Roselli suggested a HR director that could handle both school and town needs. I think this would be a benefit to the town.

Roselli noted a couple things with the School Department's Single Audit. He noted the school was making significant progress and that there were only two final reports that were submitted past the deadline. Time and effort certifications were not maintained for grant employees; and, lastly there were invoices of about \$64,000 charged for services performed prior to the approval date by the pass through agency.

Lastly, Mr. Roselli spoke about the Capital Assets where older vehicles from 2002 and 2004 were listed and noted Chair LaBrie volunteered to go through the list for updates.

LaBrie thanked Mr. Roselli and everyone involved, staff, volunteers, people working behind the scenes, to get this done right with a much shorter report than in past years.

Dr. Ward moved to adjourn the Finance Committee meeting; Delay seconded. With a vote of all aye, the Finance Committee meeting was adjourned at 7:07 p.m.

Corts moved to adjourn the Audit Committee meeting; LaBrie seconded. With a vote of all aye, the Audit Committee adjourned at 7:07 p.m.

Vine moved to adjourn the School Committee; Jordan seconded. With a roll call vote of all aye, the

School Committee adjourned at 7:07 p.m.

Anderson moved for a recess; Ward seconded. With a vote of all aye, the Board of Selectmen recessed at 7:07 p.m.

The Board reconvened their meeting at 7:12 p.m and readdressed item number 5.1.

5.1 Mobile Vendor Permit – Piper’s Mobile Kitchens, LLC – Mr. William Piper came forward and introduced himself. He said he has permission to set up at the CAC. He spoke about the hours he plans on operating. The Chair noted the kitchen he will be associated with will be the Immaculate Heart of Mary Church. There were no further questions or comments.

Ward moved to approve the Mobile Vendor Permit for Piper’s Mobile Kitchens, LLC to be located at the Community Action Center, 273 Central Street with the hours to be Tuesdays and Wednesdays from 10:30- 5:00 p.m. as presented this evening. Anderson seconded. With a vote of all aye, the motion carried unanimously.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

6.2 FY22 End of Year Budget Transfers:

1. Anderson moved to transfer \$378.12 from Health Insurance to Life Insurance and to transfer \$50.63 from Health Insurance to Retire Life Insurance for a total of \$428.75. Salter seconded.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

2. Anderson moved to transfer \$160,000 from Vet. Services, \$100,000 from Health Insurance, \$58,000.00 from Monty Tech and \$5,400.00 from Homeless Transport to cover a budget shortfall of \$323,400.00 to Snow & Ice Materials. Ward seconded.

Salter asked why the access of funds in the Veteran Services account. Town Manager Sultzbach clarified that they had budgeted for more veterans then actually existed with the review of accounts and learning some no longer were eligible.

Anderson asked why the snow and ice removal special account was not budgeted in FY22 and FY23. Town Manager Sultzbach was not aware of why this was budgeted in prior years as he was not here and wasn’t sure why it was taken out. It’s nice having and worth exploring in future years. Anderson also asked if the Town applied for emergency funds the Governor was offering this year. Sultzbach thought we did but wanted to confirm.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

3. Anderson moved to transfer \$26,620.00 from Homeless Transport to Snow & Ice Overtime. Salter seconded with discussion. LaBrie asked what Homeless Transport covers. Town Manager Sultzbach said it was carried over and is handed over by the state but was not sure how it is expended. He offered to get more information about it and get back to them.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

4. Anderson moved to transfer \$117.00 from DPW Dues to Cemetery Materials. Salter seconded.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

5. Anderson moved to transfer the amount of \$13,000.00 from Highway Supplies to Highway Vehicle Maintenance. Salter seconded.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

6. **Anderson moved to transfer \$10,000 from Highway Supplies to Highway Vehicle Fuel. Salter seconded.** Anderson clarified this was because of increasing fuel prices. LaBrie asked about the FY23 budget if there was a buffer for fuel expenses. Town Manager confirmed that he had added a little padding of 10 to 15%.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

7. **Anderson moved to transfer \$7,000.00 from Dam Inspections to Highway Vehicle Fuel. Salter seconded.**

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

8. **Anderson moved to transfer \$8,500.00 from Fleet Maintenance Payroll to Highway Vehicle Fuel. Salter seconded.**

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

9. **Anderson moved to transfer \$300.00 from Medical Supplies to Cemetery Materials. Salter seconded.**

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

10. **Anderson moved to transfer \$5,404.00 from Monty Tech Assessment to Hardware Support. Salter seconded.** The Town Manager clarified this was Information Technology Hardware Support. LaBrie asked to have the Department of IT added next time.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

11. **Anderson moved to transfer \$2,948.12 from CD Director Salary to Land Use Clerk. Salter seconded.**

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

12. **Anderson moved to transfer \$500.00 from TM Building & Equipment Repair to BML Building Repair. Salter Seconded.**

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

13. **Anderson moved to transfer \$655.00 from TM In-State Travel to BML Building Repair. Salter seconded.** It was clarified that these transfers were for the Beals Memorial Library skylight project.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

14. **Anderson moved to transfer \$195.00 from the TM Out-of-State Travel to BML Building Repair. Salter seconded.**

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

15. **Anderson moved to transfer \$7,513.29 from Vacation Buy Back to Vehicle Fuel. Salter seconded.**

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

16. Anderson moved to transfer \$7,400.00 from Monty Tech Assessment to Town Hall Fuel Oil. Salter seconded.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

17. Anderson moved to transfer \$2,020.00 from Unemployment Insurance to RMV Non-Renewal. Salter seconded.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

18. Anderson moved to transfer \$16,178.94 from Health Insurance to Medicare. Salter seconded.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

19. Anderson moved to transfer \$3,364.17 from Debt-Principal to Debt Interest Long Term. Salter seconded.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

20. Anderson moved to transfer \$960.00 from Veterans' Memorial Day to Veterans Services Director Salary.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

7. NEW BUSINESS:

7.1 Transfer of Beech Street Deed to Winchendon Redevelopment Authority – The Town Manager noted the Town formally voted to accept two parcels on Beech Street at the 2021 Fall Special Town Meeting and to transfer the property over to the Winchendon Redevelopment Authority. The properties have been recorded at the Registry of Deeds and can now follow through with the transfer. Once transferred, the WRA will work to remove the existing garage and grade out the site and rehab and sell the 2-family home next door. The proceeds from the sale will fund the improvements on the site. Final completion of the project is expected to occur in 2024.

Anderson moved the Board transfer parcels 1 and 2 as outlined in the presented documents to the Winchendon Redevelopment Authority in recognition of the passage of Article 15 of the November 8, 2021 Special Town Meeting; Salter seconded. With a vote of all aye, the motion carried unanimously.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

8. OLD BUSINESS: There was no “Old Business” this evening.

9. TOWN MANAGER'S REPORT:

1. Financial Updates-

- a. The Finance Committee will be meeting tomorrow to finalize year end Transfers.
- b. We are researching the process to receive funds from the National Opioid Settlement. An exact figure will be communicated to the board once determined.

2. Personnel Updates-

- a. A second round of interviews was held for the Treasurer position today.
- b. The Part-Time Recreation Coordinator position has been posted internally as of this afternoon.

3. Project Updates-

- a. A site walk was held at the Winchendon Community Park last week. This included the Town Manager, Architects, Project Managers, and Construction Firm to inspect the progress of the new Amphitheater.
- b. Russo Barr, the Architect for the Old Murdock, will be in town in the coming weeks to kick off the design process for the much needed repairs at the Senior Center.
- c. Work will begin on the Town Hall Cupola starting no later than early September.
- d. Central Street Construction was on pause for the 4th of July holiday, but has commenced this week. It is still on track for substantial completion in October.
- e. The curbing and most of the sidewalks are in place on Railroad, with some minor remaining pieces to occur over through July.

Sultzbach added with the recent public concerns, he was on site that afternoon with DPW Director Brian Croteau. The current design was laid out by the Board of Selectmen with public input. Any changes would incur a cost. The opening on Central Street is a foot wider than on the paperwork per DPW Director Brian Croteau. The mouth there is yet to be formalized because that is where it ties into Central St. The three concerns were in-house plowing, the radius for emergency apparatus and the impact to Winchendon Furniture. DPW, the Police Dept. and the owner of Winchendon furniture have expressed they have no concerns. He concluded that the road is tighter than typically seen, but by design to slow down traffic and to add significant parking. He asked people to be patient with the project.

- f. The skylight in the Beals Memorial Library has been removed for repair offsite. We expect this to be reinstalled before the fall.

4. Miscellaneous Updates-

- a. I toured the Riverside Cemetery last week with our DPW Director and Cemetery Foreman. We will be coming forward with a plan shortly to expand the existing footprint as space is currently running low. This will also include a review of current prices.

Salter expressed some concerns about the maintenance of the cemetery which would be passed on to the DPW Director. The Board also discussed briefly the future plans for expansion of the cemetery.

10. MINUTES:

- 10.1 Monday, February 28, 2022 - EXECUTIVE SESSION (Release): - Anderson moved to release the Executive Session Minutes of Monday, February 28, 2022; Salter seconded. With a roll call vote of all aye, the motion carried unanimously.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

- 10.2 Monday, May 23, 2022 - EXECUTIVE SESSION – Anderson moved to approve and release the Executive Session minutes of Monday, May 23, 2022; Salter seconded. With a roll call vote of all aye, the motion carried unanimously.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

- 10.3 Monday, June 13, 2022 - EXECUTIVE SESSION – Anderson moved to approve and release the Executive Session Minutes of Monday, June 13, 2022; Salter seconded. With a roll call vote of all aye, the motion carried unanimously.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

- 10.4 Monday, June 27, 2022 - Regular Meeting – Anderson moved to approve the Regular Meeting Minutes of

Monday, June 27, 2022; Salter seconded. With a vote of all aye, the motion carried unanimously.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

10.5 Monday, June 27, 2022 - EXECUTIVE SESSION – Anderson moved to approve and release the Executive Session Minutes of Monday, June 27, 2022; Salter seconded. With a roll call vote of all aye, the motion carried unanimously.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

11. COMMUNICATIONS: None this evening.

12. AGENDA ITEMS: The Chair noted the next meeting is scheduled for July 25, 2022.

13. EXECUTIVE SESSION:

Anderson moved to enter into Executive Session 13.1 under Exemption number 3 to conduct strategy session in preparation for negotiations with non-union employees, subject being the role of Police Chief and to reconvene into public session for the sole purpose of adjournment; Salter seconded. Roll call vote was taken and a vote of all aye.

Anderson (Y) Ward (Y) LaBrie (Y) Salter (Y) 4-0 Approved

14. ADJOURNMENT: Open Session adjourned at 7:50 p.m.

Respectfully submitted,



Linda Daigle
Executive Assistant