

**TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING MINUTES  
MONDAY, SEPTEMBER 26, 2022  
Town Hall, 2<sup>nd</sup> Floor Auditorium, 109 Front Street, Winchendon, Mass.**

**Present:**

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

Justin Sultzbach, Town Manager  
Linda Daigle, Executive Assistant

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**Documents presented at the meeting:**

- Pole Petitions, Plan No. 30571955: Hitchcock Rd (3); Hitchcock Rd. (4) and Doyle Ave. (filed)
- Email from Historic District Commission Guy Corbosiero re: Mary Harrington's appointment (filed)
- Board of Selectmen Appointed Committees and Board's List of Vacancies (filed)
- Permit Application Bike Path 5K Walk/Run Race-November 5, 2022-Submitted by Amanda Lawler, Harper Grace Memorial Scholarship Fund (filed)
- Entertainment Permit Application-Teen Movie Fright Night Sept 30<sup>th</sup>-HEAL Winchendon/Beals Memorial Library (filed)
- Memo from Town Manager dated September 26, 2022 –Town Counsel Introduction-KP Law, Matthew V. Sirigu, Esq. (attached)
- Memo from Town Manager dated September 26, 2022 – Special Town Meeting Draft Warrant (attached)
  - Final Draft Special Town Meeting Warrant-Monday, October 24, 2022 (attached)
- Memo from Town Manager dated September 26, 2022-Town of Winchendon and GAAMHA Grant Agreement re: Opioid Settlement Funds (filed)
  - Letter of Recommendation submitted by Chief Walsh, Sgt. Wolski and Chief Smith (filed)
- Cable Television Draft License Renewal (filed)
- Memo from Town Manager dated September 26, 2022-Update on Temporary Traffic Patterns-School Street (filed)
- Memo from Town Manager dated September 26, 2022-Wastewater request for Proposal Update (filed)
- Memo from Town Manager dated September 26, 2022-Salary Survey (filed)
- Memo from Town Manager dated September 26, 2022-Special Municipal Employee (filed)
- Town Manager Report dated September 26, 2022 (filed)
- Minutes:
  - Monday, August 15, 2022 Regular Meeting
  - Monday, September 12, 2022 EXECUTIVE SESSION (approval only)

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Chair LaBrie called the meeting to order at 6:33 p.m. All rose for the Pledge of Allegiance.

No one announced they would be audio or video recording the meeting this evening.

**1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** There were no Selectmen's Comments or Announcements this evening.

**2. PUBLIC COMMENTS AND ANNOUNCEMENTS:**

Ed Ford Jr., 237 Central Street, came forward. He said one of his concerns is BOLOs for local police officers. These are remote control devices that will wrap up an assailant before they get to the police officer. Chair LaBrie said see the Town Manager for recommendations.

### 3. PUBLIC HEARINGS:

#### 3.1. National Grid and Verizon New England Pole Petitions:

- 3.1.1. Hitchcock Rd. (3), Plan No. 30571955
- 3.1.2. Hitchcock Rd. (4), Plan No. 30571955
- 3.1.3. Doyle Ave., Plan No. 30571955

Selectman Ward read the public hearing notice for the above pole petitions into the record.

**Anderson made a motion to open the Pole Petition Public Hearings for Hitchcock Rd and Doyle Ave; LaPointe seconded. All voted aye.**

Robert Williams from National Grid came forward representing these pole petitions for multiple new residential homes being developed. LaBrie noted the maps and the approval from the DPW Director. Anderson asked about moving any trees. He said tree trimming is planned for installation. He's not involved with the forestry and their work and he is not sure what they plan on moving or trimming. He did choose the locations for the poles and they went out of the way to stay away from very heavily foliage areas with a lot of trees. He believes a little bit of trimming and not much tree removal. DPW Director Brian Croteau said National Grid doesn't take out the trees and they have to be approved by the Tree Warden which is himself. He is meeting with them this week. They will take out trees that are in the way. The road is overgrown. Anderson commented her concern is with the older trees that are established. At some point should be an obligation to care of our older salvage trees. Director Croteau explained they are only cutting within a five-foot area in the towns right of way if needed. LaBrie asked about abutters present that wished to speak. No one came forward.

**Anderson made a motion to close the Pole Petition Public Hearings for Hitchcock Rd. and Doyle Ave. LaPointe seconded. No discussion. All voted aye.**

**Ward made a motion to approve the Pole Petitions for Hitchcock Rd and Doyle Ave. as presented this evening; LaPointe seconded. Passed 4-1 with Anderson voting no.**

### 4. APPOINTMENTS/RESIGNATIONS:

- 4.1. Community Preservation Act Exploratory Committee Historic District Commission Appointment – Mary Harrington – With the recent resignation of the Historic District Commission's appointment to the CPAEC, LaBrie noted Mary Harrington would be voted in as the replacement.

**Ward made a motion to appoint Mary Harrington to the Community Preservation Act Exploratory Committee as the Historic District Commission's representation; LaPointe seconded. All voted aye.**

- 4.2. Board of Selectmen Appointed Committees and Board's List of Vacancies – Chair LaBrie read through the current vacancies. She said we will make it a point at the next meeting to discuss open space preservation. Ms. Linda Daigle noted there is also a vacancy on the Master Plan Implementation Committee.

### 5. PERMIT/LICENSE APPLICATIONS:

- 5.1. Bike Path 5K Walk/Run Race – November 5, 2022 – Amanda Lawler, Harper Grace Memorial Scholarship – Ms. Lawler will be present on her request to hold a 5K Walk/Run race on the bike path to raise scholarship funds in memory of her daughter. The Police Dept. is requiring Police Detail at the crossing of Glenallen Street which she has agreed to. The fee is being requested to be waived.

Amanda Lawler and Veronica Patty came forward and thanked the board. Amanda Lawler explained that they are hosting the annual Grace Harper Memorial Scholarship for her daughter she lost five years ago. She explained the scholarship initially went to Murdock High School students who would be pursuing a career in the human services field but has shifted over the last two years. It is now given to someone looking to pursue a career level or clerical level in the medical field in the Heywood Athol Hospital system. Ms. Patty explained the race would take place on the bike path and would start and end at Bull Spit. The only crossing would be on

Glenallen Road which they will have a detail there. Ms. Lawler said the race will be November 5, 2022 on a Saturday starting at 8:30am. They will have all participants sign a responsibility waiver release for the Town of Winchendon, Bull Spit and Encompass. She asked the Board to waive the fee for the permit. Bullspit will apply separately for an entertainment permit and Special One Day license.

**Ward made a motion to approve the 5K Walk/Run Race to be held on the Bike Path on Saturday, November 5, 2022 as presented this evening and to waive the fee; LaPointe seconded. No discussion. All voted aye.**

- 5.2. Entertainment Permit – Teen Movie Fright Night Sept. 30<sup>th</sup> – HEAL Winchendon/Beals Memorial Library – Molly Velasco was present on her application for this Entertainment Permit to have a movie night on the Library lawn on Friday, Sept. 30 from 7PM to 11:30PM. It is a teen fright night with a PG movie being shown. Free popcorn and lemonade will be served.

Molly Velasco came forward admitting she did not know she needed a permit for movie night on the library lawn. They utilize the back stage to do movie nights during the summer. She commented she sits on Board of Trustees at the library. They will make sure property is treated respectfully and there will be access to the rest rooms. Youth Changemakers from HEAL Winchendon will do a lemonade stand and popcorn will be supplied during the summer. She commented they will be doing a double feature and partnering with the library. All youths attending will need a library card. We have seen library engagement go up since we have been doing this. Anderson asked about the library card. Ms. Velasco said they are trying to get more teen involvement and if they have a card it will break down a barrier. A lot of kids didn't know they can rent movies. She said they are trying to encourage them to visit the library when there wasn't a movie. If someone comes without a card, they won't be turned down. The library card is free. Anderson wanted to strongly encourage having a library card vs. making it mandatory. Ms. Velasco added she is CORI checked and will ensure the kids are safe and that they have their parent's permission.

**Ward made a motion to approve the Entertainment Permit for the Teen Movie Fright Night to be held on Friday, September 30<sup>th</sup> from 7PM to 11:30PM as presented this evening; LaPointe seconded. LaBrie noted they will need a temporary food service permit. Ms. Velasco noted she already put the application in. All voted aye.**

## **6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:**

- 6.1. Department Head Update – Town Counsel Introduction – KP Law, Matthew V. Sirigu, Esq. – Attorney Matthew Sirigu from KP Law was present to introduce himself to the Board as the primary contact from KP Law now representing the Town of Winchendon.

LaBrie noted she met with the Town Manager, Lauren Goldberg and Brian Riley of KP Law and spoke about bringing in a fresh face. Attorney Sirigu came forward and commented he has been with KP Law going on 4 years, before that he was a Clerk at Massachusetts Appeals Court. He graduated from Suffolk law in 2018, before law school 5 or 6 years as a paralegal and a background investigator. Right now he represents communities across the state and is the primary contact for two other towns with time to dedicate to his towns. He commented he is here to answer any questions they might have.

LaBrie thanked Attorney Brian Riley and Attorney Goldberg and asked how the team is set up. Attorney Sirigu said for most of our communities you have a primary contact and a primary labor and employment contact. These are the people you would contact when you have a concern and would have a strong relationship with. He said from there that person understands the entire internal operations and direct any questions that come in. He said when you ask me a certain question that I don't have the expertise in, he would find a person in their firm that would be an expert in that field.

Ward asked if he would be the representative at the Special Town Meeting on October 24th. He said no he has a conflict and Attorney Goldberg would be present. Ward requested the attorney be well versed with articles on the warrant. Attorney Sirigu said the attorney that will be present will study the warrant in and out and he will be present for the future meetings.

Anderson noted her displeasure with KP Law in recent years when serving the Town of Winchendon emphasizing they are serving the town and not anyone's specific interest in town. She noted according to the Town Charter, he works for the Board of Selectmen. He understood and commits to do his best to live up to that.

LaBrie asked about some open house nights for the public where they could meet him, ask questions, and maybe look at his schedule to come here. Atty. Sirigu said open meeting law and public records are the most common. LaBrie noted maybe also having a seminar on town meetings for the May annual town meeting.

He was thanked by the Board for coming this evening.

## **7. NEW BUSINESS:**

7.1. Presentation of Final Special Town Meeting Warrant for October 24, 2022 –The Town Manager informed the Board the final Special Town Meeting Warrant is before them this evening with a couple items outstanding. He noted the warrant has been reduced to eleven articles and reviewed them with the Board.

Article 1 – Committee Report – The Chairman of the Finance Committee, Tom Kane, will be providing a presentation on the nuances of free cash. He noted the issue with free cash ranging from \$800,000 to \$1.8 million highlighting the discrepancy and explaining the difference. Free cash is not certified yet but will be before town meeting. There are some outstanding items we are waiting on particularly \$1.2 million in outstanding grants from the school. We need to get a drawdown on those grants before we certify free cash; otherwise, it looks like an outstanding expense. This will artificially tie up free cash in that amount, the money does not go away, we won't lose it, but it won't be available until next year when we certify free cash. There have been discussions with the Capital Planning Committee on how much of free cash do we want to use for capital items and they opted for half from free cash and the other from borrowing. The important thing is these are not frivolous items and in fact they are stabilizations account earmarking the money for a rainy day.

Article 2- Supplemental Downtown Streetlight Improvements - The \$100,000 request is for a \$65,000 gap in funding for street lights on Central St. and the remaining \$35,000 for lighting for the new park at Lake St and Spring St. and also for the new parking lot on Pleasant. The intended funding source is Free Cash.

Article 3 – Supplemental Library Phase 2 Repairs – There was a question from Vice-Chair Ward at your last meeting whether there was \$70,000 left over from the first phase. He checked into this and did amend the figure dropping it down. He reviewed the various amounts approved for this project and the Capital Planning Committee vote supporting the article providing it used a 5-year borrowing as a funding source. Ward expressed his concern about the borrowing over five years and recommended using Free Cash to fund the \$145,000.

Article 4 – Supplemental FY23 Highway Materials – Pleasant/Summer/Island – This is a request for \$95,000 to increase the Highway Material line item for this fiscal year. The final state budget came in higher than anticipated at the time of our May 2022 Annual Town Meeting. Given escalating paving costs, they are looking to put these funds to work before this winter on those roads because it will be more expensive in the spring. Free Cash is being recommended for funding.

Article 5 - Fire Station Design in the amount of \$618,750. It will cost the average residential family tax bill an additional \$33.94 a year for the next five years. The Capital Planning Committee voted to move this article forward. It will be funded through a debt exclusion.

Anderson asked to add all the debt exclusion articles we have and what the total will be to taxpayers and also when a debt exclusion item would be coming off.

Ward confirmed that if this article is approved at Special Town Meeting, it needs to go on an election ballot in May before any work is done on the project. He thought if waiting all that time, why not do both in May being able to get more information out to the public. The Town Manager noted a requirement of a 90-day lead time but a matter of preference which vote takes place first. LaPointe thought not a bad idea to put out there now. Fire

Chief Tom Smith added they could get the process going and could have the actual number and start the process sooner. Ward thought he could get more information out to folks in six months than now, logistically he could not understand why not all doing in May but he has no problem if they were to move forward with this.

Salter wanted to clarify what they are going out to bid for asking are we stating we have a budget of \$8.5 million and you have to fit this budget. Chief Smith explained they cost estimator recently done based on plans they have worked on and the design that will go out to bid. The cost estimator did have a 10% accelerator built in. Sultzbach added it is the same architect that they have been working with and he is aware said the Justin said same architecture we have been working with to drag that \$12.5 million dollar Fire Station to the \$8.5 million dollar figure and they will be designing something based on that.

Article 6 – Clean Water and Drinking Water State Revolving Funds - Sultzbach explained this \$9.5 million dollar request is to replace the main water main line running into town from the Ashburnham-Winchendon Water Filtration Plant. The article would authorize a borrowing for this amount, a piece required to apply for funding through the Clean Water and Drinking Water State Revolving Fund that has a forgiveness of about 19%. We are also setting up meetings with the state and federal government to seek other resources to defray some of the cost. The worst case scenario, it amounts to a \$350,000 annual debt payment; we are working on pulling it down to about \$250,000 or lower. The town cannot begin working on it until we get this approval at Town Meeting. Ward asked why this capital article didn't go before the Capital Planning Committee for their vote. Sultzbach replied he holds in a separate category due to it being an enterprise fund and not on the main capital plan. Realistically, he added, it's not all going to be paid entirely by the ratepayers and some expense by the taxpayers and sees no harm in getting their opinion on town floor.

Rick Lucier came forward noting this is a good opportunity to take the prior 2 ½ override money and use it for a project like this. The override money has been used by the schools and now it can be used by all the taxpayers in town.

Tina Santos came forward and stated she was under the impression this article would be town paid versus the water users paying. She asked if in the article it would be confirmed who is actually paying for it depending on state funding and other funding. The water users are always getting hit with higher rates. If that main breaks, all of the town will be affected. She agrees we need to get away from water users vs. well users. We all benefit from it.

Molly Velasco came forward and reminded everyone that the library is not a fun project, it's a safety project. They have no fire suppression systems to protect patrons and staff, there is no WIFI that reaches the basement and they can't pull power in some of the spaces safely and also the library is one of the only places the homeless population comes in for warmth in the winter. There is some beautification of the library but this is about safety first and foremost.

Article 7 – Fund OPEB Trust Account – The Town Manager explained this is requesting \$110,593 representing 10% of our annual healthcare costs as part of the Town's financial policies to insulate ourselves with our OPEB liability.

Article 8 – Fund Contractual Separation Pay-out – The Town Manager explained this also is a recommendation in the financial policies and is a set figure of \$50,000 to help fund contractual separation pay outs.

Article 9 - Fund Stabilization Account – The Town Manager explained the financial policies call for 10% of Free Cash be placed into the Town's stabilization account. They expect Free Cash to be certified in the \$7,000,000 to \$800,000 amount therefor this request is for \$80,000.

Article 10 – Finance Committee Reserve for Energy Costs – The Town Manager explained this account was originally worded as a special reserve fund but at the advice of Town Counsel, we will list as a supplemental to the current Finance Committee Reserve Fund. It is to address volatile energy costs that continue to escalate.

Article 11 – Town Charter Amendment – The Town Manager explained these are Charter amendments recommended by the Charter/Bylaw Committee that were postponed from the May 2022 Town Meeting and Charter amendments that were approved at the May 2021 Annual Town Meeting. The 2021 approved recommendations should have been followed up with a ballot vote but did not meaning a new Town Meeting vote is required. The two articles have been combined to bring less confusion. The changes are small and he referenced the attachment with the amendments highlighted.

LaPointe asked if the new language in the section pertaining to the recall of elected officers made it easier or harder to recall wanting it to be less stringent to do so. She noted the language changes it to be a percentage of registered voters as opposed to a percentage of the number voting in the last election. Sultzbach explained the reasoning is due to a low turnout at town elections and if based on current statistics, it would be raising the threshold. LaBrie also asked to look at the sentence verbiage which didn't make sense to her.

LaBrie asked under section 7.8 (b) to add “and town website” to posting vacancies.

Ward requested that Article 3 comes out of Free Cash. This is an ongoing project; one we can finish up.

**Ward moved that Article 3 be funded through Free Cash; LaPointe seconded. With a vote of all aye, the motion carried unanimously.**

**Ward moved the Board finalize the Special Town Meeting Warrant for Monday, October 24, 2022 as amended and presented this evening. LaPointe seconded.**

The Amendments were clarified:

Article 3 – The funding source to come out of Free Cash vs. borrowing.

Article 11 - Proposed Charter Changes:

- Section 3-1 (f) Correct language in last sentence to read “..., signed by at least 15% of the total number of current registered voters.”
- Section 7.8 (b) adding the words “and the Town website” for posting vacancies of appointed or elected Boards or Committees

**With a vote of all aye, the motion carried unanimously.**

## **8. OLD BUSINESS:**

### **8.1. Continued Discussion – Town of Winchendon and GAAMHA Grant Agreement re: Opioid Settlement Funds**

Sultzbach said this topic was brought up at a recent Board meeting and since then he has had the opportunity to discuss this matter further with Fire Chief Smith and Police Sergeant Wolski. The consensus was that any effort to provide the services provided by GAAMHA in house would only be duplicating efforts. He said in their opinion it would be worth exploring the town entering into a short term agreement with GAAMHA. As part of such agreement, we would be requesting additional contractual stipulations that would ensure access at no cost to Narcan, Personal Protective Equipment (PPE), and the emptying of needle disposal bins among other provisions. Fire Chief Smith and Sergeant Wolski agreed that any in-house work already being done by GAAMA shouldn't change.

Representative Jon Zlotnik, Shawn Hayden from GAAMHA and Representative Whipps were present. Representative Zlotnik said it doesn't made sense to reinvent the wheel. The work currently being done in-house by GAAMHA shouldn't change.

Sergeant Wolski and Chief Smith came forward. Sergeant Wolski said to recap they are already currently working with GAAMHA with post familiar with resources being provided. Representative Zlotnik made sense in not to reinvent the wheel. They would have to spend some of the money to develop the plan, GAAMHA already has this. He said he thinks Winchendon should have some exclusive benefit like Narcan, the purchase of PPE, and needle and prescription drug bins. He talked about expanding and doing some educational programs and expand on post overdose outreach program that they are already doing. Would be nice to have access to a

portion of the funds exclusively, however, he believe it makes the most sense to use the majority of the funds for the position of Recovery Support Navigator position at GAAMHA.

Chief Smith said his main concern is to make sure Winchendon gets specific items for the community. Winchendon was the second largest portion of the five-town group. He feels this is a valuable program.

Ward wanted to know the logistics of the program as to how the town would request the Narcan, PPE's and the needle and prescription drug bins. Sultzbach said if the Board is agreeable and authorizes him to enter into negotiations, he would explore definitely putting in the document.

Anderson asked about the recovery support navigator. Hayden explained it is an actual clinician. This person would coordinate who to contact and what type of care is needed. There are different levels in care, specifically trained in that area. Having clinician specifically gives the town the opportunity for the town to share in programs but not bear the full costs. He mentioned they would love to set up an office in town for anyone to get information and access to services.

Molly Velasco came forward and asked what their current protocol is. Sergeant Wolski explained they have recovery coaches from GAAMHA, also AIDS project in Worcester; they provide resources and direct them. Obviously, if the person is receptive, more resources are available to them.

Ms. Velasco's other comment was where would the base be, not comfortable being at police station and suggested contacting Miranda Jennings at the CAC. Mr. Hayden said they already work with the CAC and he noted they also can bring the services to them, where they are but also nice to have an office.

Jane LaPointe came forward and said this is an amazing program and to have the resources available, it's easy to underestimate the severity of this in the town. She wanted to know if this comes to town, how they would share the information out. Chief Smith said he would like to do training, an educational program for the schools and have information to bring home to families. He is looking to get the information out in various different ways and events. Sergeant Wolski said his intention is to utilize social media platforms to get the message out.

Representative Zlotnik mentioned the towns, Gardner and Templeton, have scheduled meetings and Westminster and Ashburnham expect to hold meetings in the next month.

**Anderson made a motion to authorize the Town Manager to move forward with negotiations and to bring the final document back to the Board for approval; Ward seconded. With a vote of all aye, the motion carried unanimously.**

**Anderson moved to take 8.3 out of order; Danielle seconded. All voted aye.**

8.3. Update on Temporary Traffic Patterns – School St. –Sultzbach reviewed his memo. The radius covers as far west as Sunset Court, north as to Old Murdock, and east to Cumberland Farms at Blaire square. He said the recommendation is partial or full closure of Front Street at School Street. This would include updated signage and some additional green space.

Ward went back to what originated the issue which is there is danger there and asked how many accidents are happening at that location. Chief Smith said rough estimate is one accident every week or every other week at a minimum. This is a serious safety issue. Ward felt this wasn't a decision the Board should make; it should be decided by the Town Manager and safety personnel. Ward said he is in favor of fully closing that section of Front Street at School Street.

Anderson said she lives there and she knows of the accidents. They have had two accidents since it has been closed down at the last meeting and felt a public hearing should be had first before making a decision. Anderson said shutting off Front Street doesn't rectify the problem. The problem is traffic from School Street and Route 202.

LaBrie said she had broached the subjects with prior Town Manager Keith Hickey and now with Town Manager Sultzbach recognizing those intersections were problems.

The Board reviewed the map that was shared on the screen.

DPW Superintendent Brian Croteau proposes to close Front Street completely and make a dedicated right turning lane, close it off and put the appropriate markers. Anderson and LaBrie both agreed the issue is not being able to see if you want to make a left. LaBrie suggested making a staggered stop line.

Chris Blake who lives on School Square came forward and said the problem of closing the road and making it a one way is when trailer trucks come in town and don't take a right, the GPS tells them to take School Square to Front Street which causes issues. Sultzbach said improvement of School Square, signage and trees are part of the process. Mr. Croteau said they can put a sign that says no through trucks.

Mike McKenzie, 409 Front Street, came forward. He said this proposal is not going to justify anything there. Accidents are from School Street to River Street. The problem we do have as residents, come down Front Street and you get to the closed off portion there are more sight hazards from the cones and signs. This isn't going to work; it will not solve the problem.

Tina Santos came forward. She said her concern is there will be tremendous traffic down School Street. We need some kind of lights or something.

The Board members discussed possible solutions for the traffic flow such as sensor operated lights at the intersection or having a rotary. They agreed that they have to look at the plans and get more input from the residents before they take a vote.

**LaPointe made a motion to table this item; Anderson seconded.**

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

Sultzbach next addressed Blair Square, making it one way, adding curving, a bench and a tree.

LaBrie discussed the lines of sight asking to drive it and see if any lines of sight can be improved.

LaPointe said this is a pressing issue. It has an impact to lives and we need to do it the right way. LaBrie said we can add this to the October 3<sup>rd</sup> meeting. LaPointe said she would like the past study circulated.

**8.2 Cable Television License Renewal** –Anderson said the Communications Committee was very disappointed. The Town Manager did a good job of negotiating but she commented she was disappointed with the discussion concerning the senior citizens only getting a discount of \$2 off for extra services. Comcast claims that senior citizen discounts would be negotiating fees which the FCC doesn't allow. She is not happy with a ten-year contract but because of path of our Comcast subscribers going down, we could lose with a shorter term. According to our Attorney at KP Law who specializes in this, it's the best we could do.

LaPointe said it's time to draw a line in the sand and speak to our legislatures to address this. Anderson informed that it would be Congress where it needs to be addressed. LaPointe said she would.

**Ward moved to approve the renewal of the Town's cable television license with Comcast Cable Communications Management, LLC for a ten-year term from October 1, 2022 through September 30, 2032 as presented this evening. Salter seconded. No discussion.**

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



LaBrie thanked the following members of the Communications Committee that have worked on this renewal: Barbara Anderson, Greg Vine, Bill Clinton, David Connor, Guy Corbosiero, Camille Hart and Ray Coe.

**8.4. Wastewater Request for Proposal (RFP) Update** – LaBrie said this topic was passed to this meeting to get more information.

Anderson said on the record she isn't interested in extending the contract. LaBrie noted we had one company who submitted a bid, Veolia, and the other companies are not interested in putting out a bid.

**Ward made a motion to terminate the RFP process for the Wastewater Treatment Plant and authorize the Town Manager to negotiate and enter into a three-year contract extension with Veolia North America; Salter seconded.**

**Salter (Y), Ward (Y), LaPointe (N); Anderson (N), LaBrie (Y) 3-2 Approved**

Salary Study Discussion – Sultzbach said at the last meeting there was discussion concerning a proposal from Community Paradigm Inc. He reached out to Municipal Resources Inc., Community Paradigm Associates, LLC and the Collins Center at UMass Boston. Community Paradigm Associates submitted a proposal in the amount of \$7,000 and Collins Center at UMass Boston submitted a proposal in the amount of \$5,000. Sultzbach commented he is comfortable with the abilities of either organization and doesn't have a preference and will leave it up to the Board. Sultzbach offered the funding source would be ARPA funds.

**LaPointe moved to authorize the Town Manager to enter into an agreement with the Collins Center at UMass Boston for the purpose of executing a market analysis and salary survey for Town Hall employees using ARPA funds; Ward seconded for discussion.**

Ward commented we are going to use comparable towns, jumped out at him from the UMass proposal, it is important to learn labor market and region not necessarily comparable to municipalities. Sultzbach explained the point of the Collins Center isn't only region but how far someone is willing to drive from other regions that is what they are trying to address. Those are factors that they weight and both firms would tackle that.

**Salter (N), Ward (N), LaPointe (Y); Anderson (Y), LaBrie (Y) 3-2 Approved**

**8.5. Special Municipal Employee** – Sultzbach reiterated that this approval does not in any way give an employee special privileges. It is merely a provision in Mass General Law designed to aid smaller municipalities in documenting potential conflicts that may exist between paid and or volunteer roles. At the last meeting the Board had questions; a recommended motion from legal counsel has been provided.

Anderson stated that she doesn't have a problem with the individual but doesn't want a blanket statement that anyone who serves on these Boards will be Special Municipal Employees. Sultzbach stressed they would be still accountable.

Ward agrees with Selectwoman Anderson; they do get less restrictions. When you are appointed/elected you take an oath and follow all the conflict of interest rules.

LaPointe sees concern and agrees that a community like ours there are not a lot of volunteers. If we don't do this, Mr. LaRochelle would have to resign or quit his job. Ward asked he could also recuse himself. Sultzbach said he could recuse himself, this was brought to their attention and as functionally, this is what they should do. The Ethics Commission created this for this purpose.

Tina Santos came forward asked would it make sense for this person to file a disclosure. LaBrie replied, "Yes."

**LaPointe moved that the Board vote to designate members of the Board of Health and Conservation Commission as a “special municipal employee” in accordance with General Laws Chapter 268A, 1(n); Salter seconded. No discussion.**  
**Salter (Y), LaPointe (Y), Ward (N), Anderson (N), and LaBrie (Y). Passed 3-2.**

**9. TOWN MANAGER’S REPORT:**

**Financial Updates-**

- a. We are in the process of finalizing the Free Cash Certification Process. While not concrete, we are projecting roughly \$700,000 to be certified by Special Town Meeting.
- b. I have reviewed the STM Warrant with the Chair of the Finance Committee, and will be present at their meeting tomorrow evening.
- c. We are nearly ¼ of the way through FY23, and to date spending is largely on target and in line with our annual budget. (with some minor exceptions due to personnel turnover)

**Personnel Updates-**

We would like to welcome:

- a. Mary Calandrella as our new Executive Assistant to the Town Manager. Mary is coming from a similar role in the Town of Ashburnham and brings decades of municipal experience. Mary will be overlapping with Mrs. Daigle through the remainder of the year to ease the transition.
- b. Lynn Gagnon as our Collector Clerk. Lynn is a Winchendon resident and comes with a diverse professional background that will fit nicely with the skillsets needed in this role.
- c. Laurie Tarducci as our Assistant Treasurer/Collector. Laurie has a decade of banking experience and possesses a strong customer service background.
- d. We have been holding interviews for the Town Manager Administrative Assistant role, and expect to have a new member of our team on board by late October.
- e. We have posted for the Town Accountant position, with interviews expected to kick off the week of October 10<sup>th</sup>. We would like to have 1 member of the Board of Selectmen and 1 member of the Finance Committee join us for these interviews should anybody like to volunteer.
- f. We are still assessing our needs in the Planning and Development Office given the long-term vacancy in the Director role. I check in regularly with the office staff and Planning Board Chair to ensure things are moving smoothly. To date the group is holding their own and making excellent progress despite the vacancy. We will continue to assess.

**Project Updates-**

- a. The Winchendon Community Park Amphitheater is on time and on budget, with substantial completion expected before the winter.
- b. I have a meeting set up this week the OPM and Architect for the Old Murdock project to map out a timeline moving forward over the next couple years.
- c. The Library project is on hold until funding approval at the Special Town Meeting in October. The low bidder has agreed to a request from my office to hold their price until the vote.
- d. I am working to secure additional funding for the 4 Summer Drive project. These grant funds will help Bull Spit get on their feet more quickly, with the hope being a large construction push through the winter and next spring.

**Miscellaneous Updates-**

- a. I attended the 2022 ICMA Conference in Columbus, OH last week. Seminar topics ranged from issues of diversity and inclusion, to rebuilding downtowns, to providing support for first responders. As always, I want to thank the Town of Winchendon for continuing to invest in my professional development. It is not taken for granted.

Ward asked the Town Manager to inform the public which side of Central Street will be closed for parking next year and which side will have bike lanes. Sultzbach replied that the Clark/YMCA side will not have parking and both sides will have bike lanes.

**10. MINUTES:**

**10.3. Monday, August 15, 2022 - Regular Meeting**

**Ward made a motion the board approve the Board of Selectmen Regular Meeting minutes of Monday, August 15, 2022 as presented; Salter seconded. Vote of all aye.**

**10.4. Monday, September 12, 2022 - EXECUTIVE SESSION (Approval only)**

**Ward made a motion to approve the Board of Selectmen Executive Session minutes for approval only for Monday, September 12, 2022; LaPointe seconded. Roll call vote, all aye.**

**11. COMMUNICATIONS:**

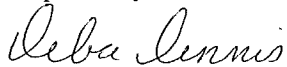
**12. AGENDA ITEMS:** LaBrie noted the next Board of Selectmen meeting is a week from tonight, October 3<sup>rd</sup>, where the Board will be voting their recommendations on the Special Town Meeting warrant articles. October 10<sup>th</sup> is a Holiday and the Special Town Meeting is scheduled for Monday October 24<sup>th</sup>. Chair LaBrie said the Board typically schedules a Selectmen's meeting prior to the Special Town Meeting to take care of any business at hand.

**13. EXECUTIVE SESSION:** There is no Executive Session this evening.

**14. ADJOURNMENT:**

**Ward made a motion to adjourn; LaPointe seconded. With a vote of all aye, the meeting adjourned at 9:40PM.**

Respectfully submitted,



Debra Dennis  
Administrative Assistant

