

Approved: January 9, 2023

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, NOVEMBER 28, 2022
Town Hall, 2nd Floor Auditorium, 109 Front Street, Winchendon, Mass.**

Present:

Audrey LaBrie, Chair
Rick Ward, Chair
Amy Salter

Justin Sultzbach, Town Manager
Mary Calandrella, Executive Assistant

Absent:

Danielle LaPointe
Barbara Anderson

List of Documents Presented at Meeting:

- Entertainment Permit-Recreation Committee-2nd Annual Festival of Trees & Craft Fair
 - Christmas Tree Sales Permit Application-B. Beauregard – 80 Old Center Street
 - Memo from Town Manager-Establishment of Fire Station Design Ballot Question Date-dated November 28, 2022
 - Memo from Town Manager-Whites Pond Dam Decommissioning dated November 28, 2022
 - Memo from Town Manager-Wastewater Treatment Plan Revenue Opportunity Follow Up
 - Town Manager's Report (attached)-dated November 28, 2022
 - Minutes for Approval:
 - September 12, 2022 Regular Meeting
 - September 26, 2022 Regular Meeting
 - October 3, 2022 Regular Meeting
 - October 3, 2022 Executive Meeting
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Chair LaBrie called the meeting to order at 6:30P.M. All rose for the Pledge of Allegiance. LaBrie asked if anyone would be audio or video recording this meeting tonight to which there was no response heard.

1. **SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** Selectmen Ward congratulated the Murdock Blue Devils football team for winning the Turkey Bowl.
2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** There were no public comments or announcements this evening.
3. **PUBLIC HEARINGS:** There were no scheduled public hearings this evening.
4. **APPOINTMENTS/RESIGNATIONS:** There were no appointments or resignations this evening.

5. **PERMIT/LICENSE APPLICATIONS:**

5.1 Entertainment Permit— Recreation Committee— 2nd Annual Festival of Trees & Craft Fair- December 3 10am-4pm and 5pm to 7pm- Tiffany Newton, Recreation Coordinator came forward and gave an overview of the events. The craft fair will be 9am to 2pm and the tree lighting will happen at 5:30pm. **Ward moved to approve the entertainment license for the Festival of Trees and Craft Fair as presented this evening and Salter seconded the motion. All aye.**

5.2. Christmas Tree Sales — B. Beauregard 80 Old Center Street- The sale of trees will be from November 28-December 24th. They will be open Monday-Friday from 4pm-7pm and Saturday-Sunday 10-5pm. **LaBrie made a motion to approve the Christmas Tree Permit for Brian Beauregard as presented this evening and Salter seconded the motion. All aye.**

6. **Report Boards and Committees**-There are no reports this evening.

7. **NEW BUSINESS:**

7.1. **HEAL Request for Letter of Support - Community Grocery Store Project**-Miranda Jennings, Inanna Athen residents and Aina Scholton (from Going Places) came forward. Aina Scholton and Miranda Jennings presented the Board with a progress report of the project. They said they are working to improve healthy food access in Winchendon. Aina Scholton said this would be a full service grocery store in Winchendon. They asked the Board for a letter of support. Ward said he sees the need. Salter said we definitely need a grocery stores and we should offer support. **Salter made a motion to authorize Chair LaBrie to sign the letter of support as presented and Ward seconded the motion. All aye.**

8. **OLD BUSINESS:**

8.1. **Town Manager Annual Performance Review Discussion** (Review to occur on Dec. 19, 2022)-LaBrie requested all the documents sent to the Board members in the next couple of days to do their evaluations. She requested they be returned to her by December 16th so she can compile and compare it by December 19th.

8.2. **Establishment of Fire Station Design Ballot Question Date** - Thursday, January 19, 2023-Sultzbach said there is a memo outlining this process. He went over the process. One more public outreach session will be held if anyone has any questions for the Fire Chief or him. **Ward moved to notify the Town Clerk that a Special Election will be held on Thursday, January 19, 2023 from 8am to 8pm at the Old Murdock Senior Center located at 52 Murdock Ave Winchendon MA 01475 to vote on the Fire Station Design debt exclusion and Salter seconded the motion. Ward and Salter withdrew this motion. LaBrie moved that pursuant to MGL Chapter 59 Section 21(cm) that the Select Board seek voter approval at a Special Election to be held on January 19, 2023 between the hours of 8am to 8pm to assess taxes in excess of the amount allowed under the provisions of proposition 2 ½ for the payment of principal and interest on the bonds or notes issued by the town for Design Services for a new fire station as voted under Article 5 on the October 24, 2022 special town meeting and that the following question be placed on the ballot for that special election.**

Shall the Town of Winchendon be allowed to allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to pay for design services for a new fire station?

Yes _____ No _____

and that the Board of Selectmen direct the Town Manager provide the Town Clerk with a copy of this vote. Salter seconded the motion. Ward asked if the ballot would show the amount of the money. Sultzbach said we can work that in to show the amount of money. LaBrie amended her motion to include the dollar amount and Salter agreed. All aye.

8.3. **Whites Mill Pond Dam Decommissioning Review**-Sultzbach said the town is working to best advocate for residents in the surrounding area. We are ensuring that the contractor for this project is communicating with us as much as possible. This will allow us to properly notify the community as this project moves forward. At this time the contractor is expecting to begin work in early December, with restoration to occur throughout the winter and spring. Sultzbach went over the plan.

8.4. **Wastewater Treatment Plant Revenue Opportunities Follow Up**-Sultzbach informed the Board that it has been determined that there is enough space in our system to generate a potential revenue source of up to \$100,000 annually by taking in outside septage without doing any upgrades or creating a burden on our existing system. He discussed if they did a plant upgrade which would come in at about two million the \$100,000 generated would cover the annual debt service. He recommended to take in outside septage with no improvements for a yearlong trial period which would allow them to study the potential impacts this increase would have on the current system. **LaBrie made a motion to vote to support the Town Manager and DPW Director in executing the above described trial period, with results to be brought back to the Board of Selectmen in the Fall of 2023 for further action, with the understanding that additional revenue generated by this initiative will be invested back into the Wastewater Plant and Salter seconded the motion. All aye.**

9. TOWN MANAGER'S REPORT:

Sultzbach went over the Town Manager's Report which included financial, project and miscellaneous updates.
(See Attached)

10. MINUTES:

10.1 Monday, September 12, 2022 Regular Meeting –Ward made a motion to approve the shortened version of the September 12, 2022 minutes as presented this evening and Salter seconded the motion. All aye.

10.2 Monday, September 26, 2022 Regular Meeting –LaBrie said under 6.1 second paragraph add Brian Riley. LaBrie made a motion to approve as amended the September 26, 2022 minutes as presented and Salter seconded. All aye.

10.3 Monday, October 3, 2022 Regular Session–LaBrie moved to approve the minutes of October 2, 2022 regular meeting as presented and Salter seconded the motion. All aye.

10.4 Monday, October 3, 2022 Executive Session– LaBrie moved to approve and hold the executive session minutes of October 3, 2022 as presented and Ward seconded the motion. All aye.

11. COMMUNICATIONS: There were no communications.

12. AGENDA ITEMS: LaBrie said the next meeting is December 19, 2022.

13. EXECUTIVE SESSION:

13.1 LaBrie moved to go into executive session under M.G.L. c. 30A Section 21(a): Subsection 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. (Town Accountant Search Discussion) and will reconvene in open session for the sole purpose of adjournment and Ward seconded the motion. Roll Call Vote: Salter aye, Ward aye, and LaBrie aye.

The Board went into executive session at 7:49pm.

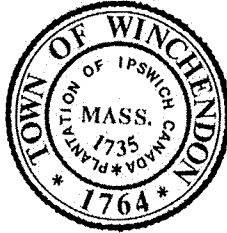
14. ADJOURNMENT:

Chair LaBrie moved to adjourn from Regular Session @ 8:09pm; Ward seconded. Roll Call Vote; Salter Y, Ward Y, and LaBrie Y. Passes Unanimously

Respectfully submitted



Debra Dennis
Administrative Assistant



Report of the Town Manager

November 28th, 2022

1. Financial Updates-

- A. We have been coordinating with the Assessor's Office, and expect the annual Tax Rate Classification Hearing to take place at your December 19th meeting.
- B. Applications for the 2023 Robinson Broadhurst Foundation Grant Round have been submitted. A final spreadsheet will be reviewed at your upcoming meeting.

2. Personnel Updates- N/A

3. Project Updates-

- A. We received a low bid for the Old Murdock Senior Center Temporary Repairs. Our engineer is presently reviewing their qualifications.
- B. The WRA reviewed an offer for the property on Beech St. They have counter offered, and we are awaiting a response.
- C. The Amphitheater project is winding down for the winter, with some vertical steel work expected to occur before spring.

4. Miscellaneous Updates-

- A. The Hillview project is moving forward, with the sale of the property expected to occur before the end of 2022.