

Approved: 2-27-2023

**TOWN OF WINCHENDON**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**MONDAY, January 23, 2023**  
**Town Hall, 2<sup>nd</sup> Floor Auditorium, 109 Front Street, Winchendon, Mass.**

**Present:**

Audrey LaBrie, Chair  
Rick Ward, Vice-Chair  
Danielle LaPointe

Justin Sultzbach, Town Manager  
Mary Calandrella, Executive Assistant

**Absent:** Barbara Anderson and Amy Salter

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**List of Documents Presented at Meeting:**

- Public Hearing-National Grid and Verizon-Second Street (filed)
- Resignation Letter-Camille Hart-Cultural Council, Recreation Committee, and Communications Committee (filed)
- Entertainment Permit Application-Snowbound Club-Family Fun Day 2-11-2023 (filed)
- Entertainment Permit Application-Recreation Commission-Amphitheater Grand Opening June 10, 2023 (filed)
- Entertainment Permit Application-Recreation Commission-2023 Programming (filed)
- Entertainment Permit Application-Recreation Commission-Easter Egg Hunt 4/1/2023 (filed)
- Entertainment Permit Application-Summer Concerts at the Gazebo (filed)
- Entertainment Permit Application-Food Truck Festival-Battle of the Bands GAR Park-6/10/2023 (filed)
- Donation & Sponsorship Form (filed)
- Memo from Town Manager-Special Town Meeting of March 13, 2023-Presentation of Draft Warrant (filed)
- Memo from Town Manager-Schedule Annual Town Meeting/Special Town Meeting 5/15/2023 (filed)
- Memo from Town Manager-Report from UMASS Employee Salary Survey (attached)
  - Report from UMASS Employee Salary Survey (attached)
- Memo from Town Manager-Broadcast Equipment Upgrade Update (filed)
- Memo from Town Manager-Whitney Pond Dam Feedback (attached)
- Town Manager's Report (attached)
- Minutes for Approval:
  - January 9, 2023 Regular Meeting

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**6:30 P.M.** 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. Edward Ford Jr. said he would be recording the meeting.

- 1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** There was no Selectmen's comments and announcements this evening.
- 2. PUBLIC COMMENTS:** Edward Ford Jr. came forward and talked about acquiring the use of town property to collect herbs and use for camping. Chair LaBrie said she would look into it.
- 3. PUBLIC HEARINGS AND ANNOUNCEMENTS:** National Grid – Pole Petition, location Second St.- National Grid-Ward read the public hearing notice into the record. **LaPointe made a motion to open the public hearing and Ward seconded the motion. LaPointe aye, Ward aye, and LaBrie aye.** Mary Calandrella said that due to the weather the applicant is not present this evening. All abutters were notified and there were no concerns. Chair LaBrie asked if there were any public comments and there was no reply. **LaPointe made a motion to close the public hearing and Ward seconded the motion. LaPointe aye, Ward aye, and LaBrie aye.** Ward made a motion to approve the pole petition to install one joint owned pole on Second Street that was presented this evening and LaPointe seconded the motion. No discussion. LaPointe aye, Ward aye, and LaBrie aye.

4. **APPOINTMENTS/RESIGNATIONS:** Resignations from Camille Hart for the following: Cultural Council, Recreation Commission, and Communications Committee: **Ward made a motion to accept the resignation of Camille Hart from the Recreation Commission, Communications Committee and Cultural Council and thanked her for the work she did. LaPointe seconded the motion. LaPointe aye, Ward aye, and LaBrie aye.**

5. **PERMIT/LICENSE APPLICATIONS:**

5.1 **Entertainment Permit – Snowbound Club – Family Fun Day -2/11/23 11am- 10pm:** Dean Sweeney, Snowbound club came forward. **Ward made a motion to approve the Entertainment permit for the Family Fun Day @ the Snowbound Club 2/11/23 11am -10pm as presented this evening and LaPointe seconded the motion. Vote: LaPointe aye, Ward aye, and LaBrie aye.**

5.2 **Entertainment Permit - Recreation Commission -2023 Programming July/Aug/Sept:** Tiffany Newton, Recreation Director, came forward. **Ward made a motion to approve the Entertainment permit for the Community Days (2023 Programming) at the Community Park 7/1, 8/5, 9/2/23- 11-3pm as presented this evening and LaPointe seconded the motion. Vote: LaPointe aye, Ward aye, and LaBrie aye.**

5.3 **Entertainment Permit - Recreation Commission -Amphitheater Grand Opening -June 10, 2023 3-9pm:** **Ward made a motion to approve the Entertainment permit for the Amphitheater Grand Opening June 10, 2023 3-9pm as presented this evening and LaPointe seconded the motion. Vote: LaPointe aye, Ward aye, and LaBrie aye.**

5.4 **Entertainment Permit- Recreation Commission – Easter Egg Hunt 4/1/2023 10am:** **Ward made a motion to approve the Easter Egg Hunt on April 1, 2023 at 10am and LaPointe seconded the motion. Vote: LaPointe aye, Ward aye, and LaBrie aye.**

5.5 **Entertainment Permit- Recreation Commission- Food Truck Festival/Battle of the Bands GAR Park 6/23/23 4pm-9pm:** **Ward made a motion to approve the Entertainment permit for the Food Truck Festival/Battle of the Bands June 23, 2023 from 4pm-9pm and LaPointe seconded the motion. Vote: LaPointe aye, Ward aye, and LaBrie aye.**

5.6 **Entertainment Permit- Recreation Commission – Summer Concerts – @ the Gazebo- Fridays 7/7-8/4/23 6-8pm:** **Ward made a motion to approve the Entertainment permit for the Summer Concert Series from July 7<sup>th</sup> to August 4, 2023 from 6 to 8pm and LaPointe seconded the motion. Vote: LaPointe aye, Ward aye, and LaBrie aye.**

6. **BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS-**There was no discussion on this subject this evening.

7. **NEW BUSINESS:**

7.1. **Special Town Meeting of March 13, 2023-Presentation of Draft Warrant-** Sultzbach went over the six warrant articles for the special town meeting. Ms. Newton, Recreation Director came forward to discuss warrant article number 4 pertaining to the Recreation Commission. She said this article is primarily about a merge between current Recreation Commission and the Winchendon Park Group which would become Parks and Recreation Commission. The commission would have nine members.

7.2 **Schedule Annual Town Meeting/Special Town Meeting 5/15/2023 and Open Special Town Meeting and Annual Town Meeting Warrants-**Sultzbach said this requires an official vote by the Board. **Ward moved the Board schedule a Special and Annual Town Meeting for Monday, May 15, 2023 at 7pm to be held at the Murdock Middle/High School and open the Special and Annual Town Meeting warrant on Tuesday January 24, 2023 at 8am and close the Special and Annual Town Meeting warrant on Monday, April 3<sup>rd</sup> at noon. LaPointe seconded the motion. Vote: LaPointe aye, Ward aye, and LaBrie aye.**

7.3 **Town Manager Evaluation-**LaBrie said this is typically an annual review. There are ten categories and a ranking from all five Selectmen. Sultzbach said he appreciates the feedback. The average of the scale comes to 97.3 out of 100 percent.

7.4 **Report from UMASS Employee Salary Survey**-Sultzbach said we have a representative from UMASS Boston this evening as well as the report employee salary survey. The representative went over the employee salary survey. LaBrie thanked her for her presentation.

7.5 **Whitney Pond Dam Feedback**-LaBrie said it would be a benefit to explain the pros and cons. Sultzbach said he would do a power point presentation.

8 **OLD BUSINESS:**

8.1 **Accept Donations/Sponsorships for the Amphitheater Grand Opening in the amount of \$ 5,725.00**-Ward said the Board needs to give recognition to all that donated. He read the list of names and what tier they are. **Ward moved to accept the donation totaling \$5,725.00 for the grand opening of the Amphitheater and LaPointe seconded the motion. Vote: LaPointe aye, Ward aye, and LaBrie aye.**

8.2 **White's Mill Dam Update**-Sultzbach said he wanted to update the community on this. The dam removal there is nearing completion and we want to begin planning for the future. This is privately owned but the owner is receptive to the town's request to come to the town early and provide an opportunity for residents of the community to give them some input and shape what this project might ultimately look like. It is significant in the town's history and the impact either positive or negative it could have on the community when it is developed.

9 **TOWN MANAGER'S REPORT**-Sultzbach presented the Town Manager's report. He discussed the town recently became victims to a scam involving a direct deposit change request. The bank was unable to capture the funds and MIIA was unable to cover the funds. He said this wasn't a large amount but he has implemented a policy if these come over, you must call the employee and verify. He said he is also looking into training for town employees.

10 **MINUTES:**

10.1 **Monday, January 9, 2023-Regular Meeting**-Ward made a motion to accept the meeting minutes of January 9, 2023 as written and LaPointe seconded the motion. **Vote: LaPointe aye, Ward aye, and LaBrie aye.**

11 **COMMUNICATIONS:** There was no discussion this evening on this subject.

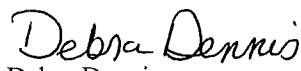
12 **AGENDA ITEMS:** There was no discussion this evening on this subject.

13 **LaBrie moved to enter into Executive Session - 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 adjourn back into open session for the sole purpose of adjournment and LaPointe seconded. Roll Call Vote: Ward aye, LaPointe aye, and LaBrie aye.**

The Board went into executive session at 7:53pm.

14 **ADJOURNMENT:** The Board reconvened Open Session at 8:41pm.  
**LaPointe made a motion to adjourn from the regular session at 8:41pm and Ward seconded the motion. Vote: Ward aye, LaPointe aye, and LaBrie aye.**

Respectfully submitted;

  
Debra Dennis  
Administrative Assistant

# TOWN OF WINCHENDON

## Salary Survey

## INTRODUCTION

The Town of Winchendon engaged the services of the Collins Center for Public Management to conduct a salary survey for the purpose of reviewing and evaluation the existing compensation for 30 positions. (List Attached)

## PURPOSE

The purpose of a survey is to measure where an organization is with respect to wages at a point in time relative to other municipalities in the labor market or region. A survey provides insight into how a compensation system compares to other organizations. While a survey is a useful tool and is helpful to measure or evaluate one organization against others, it is not an exact science. Many factors contribute to classification and compensation plans including finances, organizational design and size, staffing levels, years of service of staff, education, experience and salary. It is important to view a survey as a snap shot in time and an overview to gain insight into trends, averages and similarities, not to find “exact” data points and comparisons.

## METHODOLOGY

The Center worked with the Town Manager to determine which municipalities were to be used for comparison for the survey. The following municipalities participated in the survey: Ashburnham, Athol, Ayer, Gardner, Greenfield, Hubbardston, Lunenburg, Orange, Phillipston, Princeton, Sterling, Templeton, and Westminster. The survey instrument was distributed to the selected municipalities. Thirteen municipalities represents a strong sample pool and provided sufficient data points for analysis.

After the data was received, it was incorporated into an Excel spreadsheet that included tabs with the original data received from the responding municipalities.

## DISCUSSION

As mentioned above, the purpose of a survey is to evaluate an organization against other similarly situated organizations within a labor market or region. While none of the eleven survey municipalities are exactly the same as Winchendon, there is sufficient common purpose, responsibilities and structure to make accurate assessments on matters of compensation.



a critical eye.

Another consideration in evaluating a compensation system is turnover. Employees stay in positions for a variety of reasons, only one of which is compensation. However, if a municipality is frequently losing employees to other municipalities, it could be an indicator of non-competitive wage and benefit packages.

Finally, while not specifically analyzed the Town should evaluate salaries with a critical eye towards an internal analysis of pay equity in accordance with the Massachusetts Pay Equity Act. Market surveys do not take into consideration the internal equity of an organization.

## RECOMMENDATIONS

**Review data.** The Collins Center recommends the Town review the data gathered to formulate a strategy moving forward. The majority of positions are within the market range. The Town should review the outlier data points to evaluate if the data is truly comparable.

**Conduct a comprehensive classification review.** Reviewing salary data is important, however, it is one component. By conducting a comprehensive classification review, the Town could not only evaluate the needs but the structure, which would include a position description and classification review. In classification and compensation reviews, it is the internal structure that is the most important. Such a review would also address the evaluation of positions in accordance with the Massachusetts Pay Equity Act which requires similar pay for similar levels of work.

## CLOSING

The Collins Center would like to thank the Town for inviting us to work on this project. The support received in the gathering of information and access to information is appreciated. The Project Team is available to meet to review the work at the Town's convenience.



## MARKET SURVEY SUMMARY - MAXIMUM

DEPARTMENT	EXISTING TITLE	WINCHENDON MINIMUM HOURLY RATE	WINCHENDON MAXIMUM HOURLY RATE	SURVEY AVERAGE MAXIMUM	SURVEY MEDIAN MAXIMUM	WINCHENDON MINUS AVERAGE MAXIMUM	WINCHENDON MINUS MEDIAN MAXIMUM
COA	Council on Aging Director	\$28.42	\$36.38	\$34.14	\$33.04	\$2.24	\$3.35
COA	Food/Nutrition Coordinator	\$15.69	\$20.08				
COA	Meals on Wheels	\$23.31	\$29.84		\$27.33	\$29.84	\$2.51
COA	Superintendent	\$17.32	\$22.18				
DPW	Executive Assistant	\$21.12	\$27.03	\$27.76	\$27.33	(\$0.73)	(\$0.30)
FINANCE	Town Accountant	\$34.64	\$44.34	\$47.37	\$47.38	(\$3.03)	(\$3.04)
FINANCE	Assistant Town Accountant	\$23.31	\$29.84	\$27.66	\$27.97	\$2.18	\$1.87
FINANCE	Treasurer/Collector	\$31.37	\$40.16	\$41.30	\$42.01	(\$1.14)	(\$1.85)
FINANCE	Assistant Treasurer/Collector	\$21.12	\$27.03	\$25.57	\$25.56	\$1.46	\$1.47
FINANCE	Treasurer/Collector Clerk	\$17.32	\$22.18	\$24.38	\$24.45	(\$2.20)	(\$2.27)
HEALTH	Health Inspector/Agent	\$28.42	\$36.38	\$35.47	\$34.00	\$0.91	\$2.39
INSPECTIONAL	Building Inspector	\$28.42	\$36.38	\$35.40	\$34.65	\$0.98	\$1.73
INSPECTIONAL	Building Superintendent	\$17.32	\$22.18	\$42.21	\$43.32	(\$20.03)	(\$21.14)
INSPECTIONAL	Electrical Inspector	\$23.31	\$29.84	\$31.47	\$33.05	(\$1.63)	(\$3.21)
INSPECTIONAL	Plumbing Inspector	\$23.31	\$29.84	\$34.13	\$33.25	(\$4.29)	(\$3.41)
IT	Network Administrator	\$34.64	\$44.34	\$47.07	\$46.04	(\$2.73)	(\$1.70)
IT	Help Desk ( Part Time)	\$17.32	\$22.18				
LIBRARY	Library Director	\$31.37	\$40.16	\$38.84	\$38.82	\$1.32	\$1.34
LIBRARY	Library Technician	\$17.32	\$22.18	\$19.09	\$19.34	\$3.09	\$2.85
LIBRARY	Senior Library Technician	\$21.12	\$27.03	\$24.16	\$24.16	\$2.87	\$2.87
PLANNING	Community Development Director	\$31.37	\$40.16	\$45.35	\$46.52	(\$5.19)	(\$6.36)
PLANNING	Planning Coordinator	\$21.12	\$27.03	\$37.09	\$38.86	(\$10.06)	(\$11.83)
PLANNING	Conservation Agent (Part Time)	\$23.31	\$29.84	\$33.92	\$31.64	(\$4.08)	(\$1.80)
PLANNING	Land Use Clerk (Part Time)	\$17.32	\$22.18	\$25.02	\$24.58	(\$2.84)	(\$2.40)
RECREATION	Recreation Coordinator ( Part Time)						
TOWN CLERK	Town Clerk	\$28.42	\$36.38	\$35.78	\$35.83	\$0.60	\$0.55
TOWN CLERK	Assistant Town Clerk	\$21.12	\$27.03	\$24.45	\$24.62	\$2.58	\$2.41
TOWN MANAGER	Executive Asst to Town Manager	\$28.42	\$36.38	\$32.11	\$30.06	\$4.27	\$6.33
TOWN MANAGER	Administrative Assistant	\$19.12	\$24.48	\$26.84	\$25.93	(\$2.36)	(\$1.45)
VETERANS	Veterans Agent	\$21.12	\$27.03	\$27.87	\$29.13	(\$0.84)	(\$2.10)

# **TOWN OF WINCHENDON**

## **OFFICE OF THE TOWN MANAGER**

**109 Front Street, Dept. 1, Winchendon, MA 01475-1758**

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**Telephone (978) 297-0085 Fax: (978) 297-1616**  
**jsultzbach@townofwinchendon.com**

TO: Board of Selectmen

FROM: Justin Sultzbach, Town Manager

DATE: January 23rd, 2023

RE: Whitney Pond Dam

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Board Members,

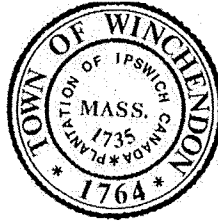
My office is frequently asked about the status of the Whitney Pond Dam. I am happy to report that thanks to some research from our DPW Director, we were able to access previously inaccessible funds appropriated from the state for this project. This unlocked design funds that we have been using to investigate potentials opens for this future of this dam.

With this in mind, we have come to a crossroads that I feel would benefit from public input and direction from this board. The attached email from Tighe and Bond highlights our options more in depth, but in short we could 1. Secure the existing structure and keep the existing water level at a lower cost, 2. Improve the existing structure in a way that will allow us to increase water levels, but at a higher risk and higher cost.

I would recommend discussion in this meeting, paired with another agenda posting at your upcoming February 13<sup>th</sup> meeting to allow the public an opportunity to research the topic themselves and bring feedback to this body in person. After discussing this topic with the Chair, our team will be looking into placing this question in some form as a non-binding referendum on the upcoming March 13<sup>th</sup> Special Town Meeting. No other action is needed at this time.







## **Report of the Town Manager**

**January 23<sup>rd</sup>, 2023**

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### **1. Financial Updates-**

- a. A finalist for the Accountant position will be interviewed this evening in Executive Session.
- b. I will be meeting with Department Heads over the next few weeks to establish budgets for FY24.
- c. The Town fell victim to a "phishing" scam in the amount of \$2,711. In response to this, our team is seeking grant funds to better train staff for this type of common and increasingly sophisticated scam. I have also implemented a policy that requests to change bank accounts must be confirmed over the phone, a change that has thwarted several other attempts since its implementation.

### **2. Personnel Updates-**

- a. Our Assistant Treasurer, Lauri Tarducci, has resigned. The position has been posted, and we thank Lauri for her service to Winchendon.
- b. Our Staff completed a First Amendment Audit training a couple weeks ago. We appreciate the public patience when we shut down for an hour midday to accomplish these trainings.
- c. My office has released an RFP for CDBG services for FY23, a task traditionally done by our long vacant Planning and Economic Development Director role. We expect results in a couple weeks.

### **3. Project Updates-**

- a. Steel is being erected at the WCP Amphitheater with work nearing completion.
- b. The Fire Station Design project earned approval at the polls this past Thursday. Chief Smith and I will be sitting down with architects this Thursday to kick off the design phase. We could have a concrete cost estimate as early as Fall 2023.
- c. Members of our team were accompanied by members of our Statehouse Delegation and Engineers to make a case before MA DEP for our Clean Water Trust Application for the Water Main project. At the moment we are just under the cutoff for their available funding this year, although this could change based on our testimony.
- d. Bull Spit Brewing has officially announced the closing of their Maynard location with intentions to go "all in" on their Downtown Winchendon location.

- e. Our team has been working with engineers to file an application for Bike Path funds for the Webster St Parcel. Thank you to Mr. Lionel Cloutier for walking the parcel with us several months ago and Mr. Croteau for putting the finishing touches on this application.

**4. Miscellaneous Updates –**

- a. The Capital Planning Committee met for the first time last week, and will be meeting every Wednesday for the next 5 weeks.
- b. The Community Preservation Act Exploratory Committee has been making the rounds with various Town Boards and Committees to answer questions about the program. Thank you for all of their hard work on this initiative.
- c. Vice Chair Ward and I met with our Diversity, Equity and Inclusion group to continue an assessment of Town Operations from this perspective.
- d. I held my first after hours “Town Manager Talk” about two weeks ago. Thank you to the citizens that came out to ask questions.
- e. Several members of the Winchendon team attended the Annual MMA Conference over the weekend. This included several useful workshops including “Strengthening Your Municipal Cybersecurity Program and Incident Response Planning”.