

Approved: March 27, 2023

**TOWN OF WINCHENDON**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**MONDAY, February 27, 2023**  
**Town Hall, 2<sup>nd</sup> Floor Auditorium, 109 Front Street, Winchendon, Mass.**

Present:

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

Absent: Amy Salter

Justin Sultzbach, Town Manager  
Mary Calandrella, Executive Assistant  
Debra Dennis, Administrative Assistant

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List of Documents Presented at Meeting:

- Public Hearing-National Grid and Verizon-Second Street (filed)
- Letter from DPW Director dated February 2, 2023-re: Second Street Pole (filed)
- Notice of Vacancies as of February 23, 2023 (filed)
- Hawker/Peddlar Permit Application-Reed M Smith II Trinity Solar (filed)
- Common Victualler License Application-Laydefit Nutrition (filed)
- Entertainment Permit Application-Winchendon Recreation Opening Season at the Amphitheater (filed)
- Donation & Sponsorship Forms and list of sponsors (filed)
- Memo from Town Manager-Fire Department Design Working Group Discussion (filed)
- Draft Motions for Special Town Meeting Warrant March 13, 2023 (filed)
- Letter from Lori Trahan-support of Town of Winchendon's application to the Drinking Water State Revolving Fund for their Water Transmission Line project (filed)
- Memo from Town Manager-Water Main Transmission Line Update (filed)
- Draft 2023 Intended use plan for the Drinking Water State Revolving Fund December 16, 2022 (filed)
- Town Manager's Report (attached)
- Minutes for Approval:
  - February 6, 2023 Special BOS meeting (attached)
  - February 13, 2023 Quad Meeting with Finance Committee/Cap. Planning & CPAEC (attached)
  - Executive Session February 6, 2023 (attached)
  - Executive Session February 13, 2023 (attached)
  - Executive Session February 21, 2023 (attached)
  - January 23, 2023 Regular Meeting (attached)

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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. There was no reply.

**1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:**

Ward said if you are interested in running for office you have two weeks to get your papers in. LaBrie said the Special Town Meeting will be held on March 13, 2023 @ 7pm Murdock Middle High School

**2. PUBLIC COMMENTS AND ANNOUNCEMENTS:** None at this time.

**3. PUBLIC HEARINGS:**

**3.1. Pole Petition Hearing – National Grid – Rep – William Fontaine – Second Street**

Ward read the pole petition hearing notice-Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way: Second Street - National Grid to install 1 joint owned Pole on Second St Beginning at a point approximately

650 feet north of the centerline of the intersection of Second St and West Monomonac Rd. Install 1 pole on Second St for new service and to relieve sag from long span. **Anderson made a motion to open the public hearing for the pole petition and LaPointe seconded the motion.** Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye. Mr. William Fontaine came forward. LaBrie noted the abutters were notified and the public hearing notice was placed in the Gardner News. **Anderson made a motion to close the public hearing and LaPointe seconded the motion.** Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

Ward made a motion to approve the pole petition to install one joint owned pole on Second Street as presented this evening and LaPointe seconded the motion. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

#### 4. APPOINTMENTS/RESIGNATIONS:

**Recreation Commission Appointment – Andrew Beauvais** Ward made a motion to appoint Andy Beauvais to the Recreation Commission for a three-year term and LaPointe seconded the motion. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

**Board of Selectmen Appointed Boards and Committees Vacancies** Chair LaBrie read the notice of vacancies as of February 23, 2023. **Anderson made a motion to appoint Audrey LaBrie to the Open Space Preservation Appraisal and/or Survey Revolving Fund Advisory Committee and LaPointe seconded the motion.** Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie abstained.

- 4.1. Ward said there are opening on the Towns Finance Committee if interested send a letter or email to the Town Moderator or Town Managers office.

#### 5. PERMIT/LICENSE APPLICATIONS:

5.1 **Solicitation/Hawker/Peddler Permit – Trinity Solar Company Reed- Smith** – three months' door to door solicitation-Calandrella said there are no issues with any town department heads. The cori check is still in process and we are waiting for the results to come back. Reed Smith said it's a no cost solar program. The Board discussed giving a dusk deadline. Tuesday – Friday 1pm-dusk and Saturday 10-5pm. **LaPointe made a motion to approve the peddlers license for Trinity Solar for Reed Smith with the amended hours and pending the cori check and Anderson seconded the motion.** Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

5.2 **Common Victualler License – Ladyefit Nutrition** - 314 Central Street-Veronica Cruz owner came forward and said her mission is to bring healthier options to the town. It will be in the location of the previous Hometown Diner. The Board asked about what would be served. Ms. Cruz said smoothies and teas. **LaBrie made a motion to approve the common victualler license for Ladyefit Nutrition with the amended hours of 11-4 and pending the final sign off of the Health Inspector and Anderson seconded the motion.** Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

5.3 **Entertainment Permit – Amphitheater Summer Season of Events**-Tiffany Newton, Recreation Director came forward. LaBrie asked about the cost of tickets. Ms. Newton said the cost is calculated depending on what the performer costs. LaBrie asked about free events. Ms. Newton said they are working on getting other free performances. Ms. Newton said she will be working on sponsorship for next year to defray some of the costs. LaPointe asked how logically how are they going to control people without tickets coming in. Ms. Newton said she is working with DPW as to having fencing. The Board discussed fees being charged for credit card sale of tickets. Ward asked about the cost of tickets and if there are any provisions for families. Ms. Newton said there are no provisions for families. Mr. Rick Lucier came forward. He asked if these are alcohol free events. Ms. Newton said there will be alcohol served. The town is not serving alcohol. Mr. Lucier questioned is it allowable to serve alcohol on a public park. The Board questioned use of alcohol and security at the events. **Anderson made a motion to approve the amphitheater summer season of events as presented with the understanding we want answers to our questions concerning alcohol and security.** Sultzbach said we have looked into the alcohol use with MIIA but will provide more information. **LaBrie seconded the motion.** Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

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

**7. NEW BUSINESS:**

7.1 **Review of Town Manager Contract Extension**-LaBrie said the Board met Feb 6, 13<sup>th</sup> and 21<sup>st</sup> to discuss the FY24 contract. **LaBrie made a motion to take the executive sessions out of order and LaPointe seconded the motion. All aye.** LaBrie said the Board has extended the contract for another year. Base salary for FY24 is \$162,500, added one year to the contract, added one -week vacation and added annual \$600 stipend for life insurance. The FY25 salary amount is \$170,000. Mr. Sultzbach left some money on the table. We did a salary survey recently and Mr. Sultzbach asked the Board to take the money left on the table and make merit raises that will be worked on down the road. Ward said the amount was \$7,500. Sultzbach said he values and appreciates the opportunity to serve the people of the community and to try to push their initiatives forward. Winchendon succeeding is the most important thing to me.

7.2 **Accept Sponsorships \$ 1,700– Recreation Dept.** MWCC, NEWW Packaging, Central Mass Tree & Truck Repair and Millipore-Sigma-LaBrie went over the individual donations. **Ward made a motion to accept the donations totaling \$1,700 discussed this evening for the opening day of the amphitheater and LaPointe seconded the motion.** Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

7.3 **Fire Department Design Working Group Discussion** –Sultzbach said we want to have community input for the process. Creating a small advisory group consisting of five members. **Anderson made a motion to form a five person working group as discussed, with the Finance Committee to appoint their representative, the Town Manager to advertise for the two citizen seats (to be selected by the Board of Selectmen at a future meeting), the WFD Union to select their representative and to have Danielle LaPointe to be selected as the representative for the Board of Selectmen and Ward seconded the motion.** Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

7.4 **Draft Motions and Assignment of Warrant Articles**-Sultzbach said you typically assign who would read the motions. The following were assigned to read the motions:

- 1. Finance Committee Chair Kane
- 2. Ward
- 3. Anderson
- 4. Recreation Commission Chair Bradley
- 5. Chair Romanowski
- 6. LaBrie.

Ward asked about article 6. and the cost difference between lowering and historic higher lever of the water. Mr. Croteau said the difference in cost is about four million dollars. Sultzbach said there are habitat benefits to the higher water level, and also it looks more appealing because it covers the stumps. LaBrie asked for an artist rendering as to how it would look at a higher level. The Board asked about having an artist rendering or a historic photo of what it would look like at a higher level. DPW Director Croteau said we are voting in what direction we should go.

**8. OLD BUSINESS:**

8.1 Water Main Transmission Line Update-Sultzbach said he wanted to give an update that the vote of October 24 was to authorize the town to seek support from MA Clean Water Trust with the understanding that this would potentially provide a low interest loan, as well as forgiveness at a minimum of 19%. No official determination has been made by the state at this time.

**9. TOWN MANAGER'S REPORT**

Sultzbach went over the Financial updates, personnel updates, project updates, and miscellaneous updates.

- Financial Updates-Cherry Sheets estimates have been received from the Governor's Office and are actively being reviewed by our team. Department budgets are nearing completion.
- Personnel Updates-Interviews have been done for Assistant Treasurer/Collector role.

- Project Updates-The Library project is moving along, Bids for soil remediation at 4 Summer Drive have come in high. Bid documents are close to finalized for Phase 1 Repairs of the Old Murdock. Bids have come in for the removal of the hydraulic lifts, oil drums, and other hazardous materials at the Beech Street Garage. A meeting was held with MassDOT to review the current phase of the Blair Square design.
- Miscellaneous Updates-Special Town Meeting is being held on Monday March 13<sup>th</sup> @ 7pm at Murdock High school. A meeting is scheduled in April with the North Central Chamber of Commerce to discuss future plans for the RHI Building and other underutilized downtown structures.

**10. MINUTES:**

10.1. Monday, February 6, 2023 Special BOS meeting- Anderson said she wanted more details in the minutes. Ward said he has sent emails concerning issues with the minutes and things have always been corrected. LaPointe made a motion to approve and Ward seconded the motion. Vote: 3 yes 1 no Anderson

10.2. Monday, February 13, 2023-Quad Meeting with Finance Committee /Capital Planning & CPAEC-Ward made a motion to approve and Anderson seconded the motion. All aye

10.3. Executive Session February 6, 2023-Anderson made a motion to approve and release and Ward seconded the motion. Vote: Ward aye, Anderson aye, LaPointe aye and LaBrie aye.

10.4. Executive Session February 13,2023-Sultzbach said anything regarding his contract is public. Ward made a motion to approve and release the executive session minutes of February 13, 2023 and Anderson seconded the motion. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

10.5. Executive Session February 21, 2023-Ward moved to approve and release the executive session minutes of February 21, 2023 and LaPointe seconded the motion. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

10.6 Monday, January 23, 2023-Ward made a motion to approve and LaPointe seconded the motion. VOTE: Ward yes, Anderson abstained, LaPointe aye, and LaBrie aye.

**11. COMMUNICATIONS:** There are no communications at this time.

**12. AGENDA ITEMS:** LaBrie said the next meeting is March 13, 2023.

**13. EXECUTIVE SESSION:** There are no scheduled executive sessions this evening.

**14. ADJOURNMENT:** Anderson motion to adjourn and LaPointe seconded the motion. All aye 8:13pm

Respectfully submitted

*Debra Dennis*

Debra Dennis, Administrative Assistant