

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

Present:

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

Justin Sultzbach, Town Manager
Mary Calandrella, Executive Assistant

Absent:

Amy Salter

List of Documents Presented at Meeting:

- Letter from Donna Spellman-Interest in Continuing on the Board of Registrars
- Letters of Interest-Parks and Recreation Commission)Andrew Beauvais, Dawn Higgins, Debra Kane, Debra Bradley, Emily Bradley, and Emily Croteau
- Memo from Camelot Farms House Manager-Lodging License
- Common Victualler permit application-Bull Spit Brewing Company
- Mobile Food Vendor permit application-Bull Spit Brewing Company
- 7 Day Entertainment permit application-Bull Spit Brewing Company
- Memo from Town Manager-Re: Bull Spit Draft Lease Agreement
- Farmer Series Pouring Permits Comparison of Fees/Liquor License Fee Schedule
- Proposed Winchendon's Farmer Series Pouring Permit Fee
- Winchendon Community Park 2023 Fundraising Campaign Sponsorship Proposal
- Donation & Sponsorship Forms: LaPointe Law Offices, Mathieu Ford, Not Just Produced & Athol Savings Bank
- Memo from Town Manager-Re: Fire Department Design Working Group Discussion
- Letter of Interests Fire Department Design Working Group: Sam Harding, Philip Brady, and Richard Carpenter Jr.
- Memo from Town Manager-Re: Old Murdock Project Schedule and Update
- Town Manager's Report March 27, 2023
- Draft Regular Board of Selectmen Minutes: February 27, 2023
- Draft Board of Selectmen Minutes: March 13, 2023

6:30 PM Call meeting to order

Pledge of Allegiance to the Flag of the United States

Announce audio/video recording disclosure-No one replied

1. **SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** Ward publicly thanked all the candidates that came forward for the vacant seats. Anderson thanked Keith Kent the previous Board of Health Chair who served and did an outstanding job. She said a date needs to be set for anyone to send in letters of interest. Ward said March 22nd was the date. Mary Calandrella said we received a verbal interest and also one from the website. The Board of Health will meet on April 6th to discuss.
2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** There were no public comments and announcements this evening.
3. **PUBLIC HEARINGS:** There were no public hearings this evening
4. **APPOINTMENTS/RESIGNATIONS:**
 - 4.1. Board of Registrar Appointment – Donna Spellman – 3-year term-The Town Clerk has sent in a letter of recommendation for Donna Spellman. **Anderson made a motion to appoint Donna Spellman on the Board of Registrar with an expiration date of 3/31/26 and LaPointe seconded the motion. All aye.**
 - 4.2. Agricultural Commission – Morgan Ruschioni-Sultzbach said this is a Town Manager appointment and can be

passed over. Anderson made a motion to pass over and LaPointe seconded. Vote: **Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

- 4.3. Newly formed Parks & Recreation Commission –Anderson asked how appointments were determined. Sultzbach said appointments would be pending approval of certification of the state. Ms. Newton said no others have responded with interests.

Andrew Beauvais (3 year term – expires 6/30/2025)

Dawn Higgins (2 year term – expires 6/30/2024)

Debra Kane (2 year term – expires 6/30/2024)

Debra Bradley (3 year term – expires 6/30/2025)

Emily Bradley- Student (1 year term – expires 6/30/2023 – renewal of appointment in June for FY24)

Emily Croteau-Student (1 year term – expires 6/30/2023 – renewal of appointment in June for FY24)

Ward questioned the posted meeting for this Commission on Tuesday. Ms. Newton said they have cancelled the Parks and Recreation meeting and will be having a Recreation meeting only. **Anderson made a motion to appoint Andrew Beauvais, 3 year term, Dawn Higgins, 2 year term, Debra Kane 2 year term, Debra Bradley 3 year term, Emily Bradley 1 year term and Emily Croteau 1 year term to the Recreation Commission pending the approval of the Attorney General. Ward seconded Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

5. PERMIT/LICENSE APPLICATIONS:

- 5.1. Camelot Farms Lodging House License Extension-Mary Calandrella said to date they have made \$2,800 in payments toward the outstanding tax bill The current license expires March 31, 2023. We are proposing extending to June 30, 2023 and to revisit. The outstanding tax bill is now approximately \$13,582.27. Mr. Watsop the owner, and the manager Frances Chiminje, have been notified of the meeting this evening. The Veteran Agent Stephen Basset has tried to reach out to them. Ward stressed the importance that they be present next time to answer any questions. Anderson said she thinks they are making some progress which LaBrie agreed. **Anderson move the Board approve the Lodging House License Extension for Tameseta Real Estate, Inc., d/b/a Camelot Farms, located at 50 Old Centre through June 30, 2023. Ward seconded the motion. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

5.2. Common Victualler License – Bull Spit Brewing Company, 4 Summer Drive-James Hunt, Manager came forward. He said this would be for the season. Anderson said her issues are problems with noise since on the water. Mr. Hunt said he offered it last year and we do not anticipate music on Thursdays or Fridays at this time. He said he doesn't see a concern. Anderson asked are you treating for bugs? Mr. Hunt said we have not tackled that yet. It is very breezy down there, which will help. **Ward made a motion the Board approve common victualler license for Bull Spit Brewing Company as presented this evening. LaPointe seconded. All aye.**

- 5.3. Mobile Food Vendor Permit- Bull Spit Brewing Company, 4 Summer Drive-LaBrie asked what type of food. James Hunt said pork taco and pulled pork sandwiches, meatball subs and other creative ideas. Ward commented this is for just this location. **Ward made a motion to approve mobile food vendor permit for Bull Spit Brewing Company as presented this evening. LaPointe seconded the motion. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**
- 5.4. 7-Day Entertainment Permit – Bull Spit Brewing Company, 4 Summer Drive-LaBrie asked if they anticipate any police details. James Hunt, Manager said not right now but if we had a larger event we would work with the Police Department. Ward asked about the hours of operations. Mr. Hunt said open Thursday-Sunday. He said Friday and Saturday 6-9pm. Anderson said 6-9 pm is still really early. Mr. Hunt said last year 5-8 was to early so we went with 6-9pm. Anderson felt the times shouldn't be on the permit. LaPointe said the time should be on the permit. She said 10pm. The Board agreed with the 10pm deadline. LaPointe suggested outdoor music to be completed by 10pm. **Anderson made a motion to approve the 7-day entertainment permit as presented. Ward seconded the motion. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

6. **BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS** – There was no boards/commissions or department discussions this evening.

7. NEW BUSINESS

7.1. Draft Lease Agreement with the Town of Winchendon and Bull Spit Brewing Company, 4 Summer Drive Outdoor Space: Sultzbach said this will be finalized and presented at the next meeting.

- 7.2. Set Fee Schedule for Farmer Series Pouring Licenses- Mary Calandrella said the farmer series pouring license is a brewery. Our town does not have a pouring license. A cost comparison has been done. A survey of five area towns and their fees for Farmer Series Pouring Licenses. Included on the sheet is the Town's current fees for the alcohol licenses issued annually.

Recommendation fee is \$350.00 per license. Anderson asked about the limit of licenses. Calandrella said she would have to double check but thinks it is six.

Ward moved the Board of Selectmen set the fees for the Farmer Serious Pouring Licenses for Malt, Wines and Distillery to be \$350.00 each annually. LaPointe seconded the motion. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

7.3. Accept Donations for Recreation Department \$ 2,000.00

\$2,000- (LaPointe Law Offices ,Not Just Produced, Mathieu Ford, Athol Savings Bank and Prev. donations from Powell Stone & Gravel & GFA Credit Union)-Tiffany Newton –Recreation Director came forward. She said they have received more sponsorships. The total received for sponsorships of the grand opening is \$10,850. She spoke of a packet for future sponsorship for the upcoming year. The categories are amphitheater sponsors-only two available at \$1,000 each, community day sponsorships-six available at \$500 each and movie night sponsor-six available at \$300 each. The donations received would be used to sponsor free events. LaPointe said seeing the generosity of the community to sponsor the amphitheater; she questioned whether the Board should allow more businesses to sponsor. Sultzbach said we have fifteen events at no cost and some are just five dollars. We are tasked with running this. On the town side, we budget just \$4,000 a year. Anderson praised the Recreation Director Ms. Newton for using Facebook and Instagram to do social media. **Ward made a motion to accept the \$2,000 donation from LaPointe Law Offices, Not Just Produces, Mathieu Ford, and Athol Savings Bank. LaPointe seconded the motion. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

8. OLD BUSINESS:

8.1 Fire Station Working Group Candidate Review and Selection-Sultzbach (SEE MEMO) Advertised for citizen seats. Fire Chief Tom Smith recommended two candidates. Three names Sam Harding (electrical engineering consultant) Smith said excellent addition to the group. Philp Brady-Smith said he was a Fire Fighter worked a number of department, with his background he is an excellent candidate. Richard Carpenter Jr. – former member of the Winchendon Fire Department. Smith said he wanted to have people that did not have any direct involvement with the Fire Department. **Anderson made a motion to appoint Sam Harding and Philip Brady to the Fire Station Working Group and Ward seconded. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.** LaBrie thanked all the applicants.

8.2 Old Murdock Project Schedule and Update- Phase 1 (Building Envelope Repair Project) Sultzbach said bids are currently out and sealed bids are due back March 28th. No set schedule on construction yet. Anticipating work starting as early as May but no later than June. Sultzbach shared the design with the Board. He said the scope of work is higher up and more difficult work. The last phase is window replacement. Anderson asked if we are still looking at grants or outside funding sources. Sultzbach said there is not a lot of grants out there. LaBrie asked structurally how the building is. Sultzbach said it is structurally solid. The sub-structure is fine within reason.

9. TOWN MANAGER'S REPORT:

Town Manager Sultzbach read the report into the record.

Sultzbach said the budget is balanced down to the dollar. He said Kaleigh Gauvin will be joining us as the Assistant Treasurer/Collector. He said he is working with the Conservation Commission on procedures to initiate the demolition of the Beech Street garage. LaBrie asked about the house on Beech Street. Sultzbach said we had a purchase and sale agreement, which is still being finalized at a sale price of \$150,000. Ward asked about the state covid meeting law, which expires this Friday. Sultzbach said he has not heard an official determination.

10. MINUTES:

2.27.23 Regular BOS Meeting-**Ward made a motion to approve the February 27, 2023 meeting minutes as presented and Anderson seconded the motion. Vote: Ward aye, LaPointe aye, Anderson aye, and LaBrie aye.**

3.13.23 Prior to STM-**Ward made a motion to approve the March 13, 2023 meeting minutes as presented and LaPointe seconded the motion. Vote: Ward aye, LaPointe aye, Anderson abstained, and LaBrie aye.**

11. COMMUNICATIONS:

12. AGENDA ITEMS:

13. EXECUTIVE SESSION:

LaBrie moved the Board go 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. (Fire Chief Contract) and reconvene in open session for the sole purpose of adjournment. LaPointe seconded the motion. Roll

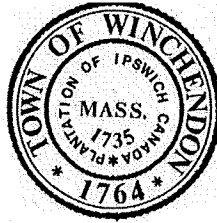
Call Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

14. ADJOURNMENT:

The Board went into executive session at 7:51pm.

Respectfully submitted

Debra Dennis, Administrative Assistant



Report of the Town Manager

April 10, 2023

1. Financial Updates-

- a. The FY24 Budget has been finalized.
- b. On the accounting side of things we are turning our sites to Schedule A and year end procedures to wrap up FY 2023.

2. Personnel Updates-

- a. n/a

3. Project Updates-

- a. The garage at Beech St has been demolished. Our DPW will be working to remove the foundation, with an expense to be charged back to the WRA.
- b. We are awaiting responses from contractors that have looked at the Town Hall Cupola. Work will begin once we secure a qualified contractor within budget.
- c. Weekly progress meetings for the Winchendon Community Park Amphitheater are set to commence, with work slated to be completed in late May.
- d. Work is set to continue on Central Street, with substantial completion to occur in advance of the June 10th grand opening at the Amphitheater.
- e. Site remediation continues at the 4 Summer Drive property. Conversations with Legal Counsel regarding the official transfer of the property to the Bull Spit Brewing Company are currently underway.
- f. The Hillview Property has officially been sold by the Winchendon Redevelopment Authority. A commercial subdivision for the property has already received permitting, however the site plan for an proposed businesses in the area will still need to go through the permitting process.

4. Miscellaneous Updates –

- a. Thank you for our DPW for clearing out the second floor of the Old Police/Fire Station. We continue to make small incremental improvements to the space that will help minimize future restoration costs.