

Approved 5-22-23

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
THURSDAY, March 30, 2023**

WINCHENDON TOWN CLERK
RCUD MAY 23 2023 PM1:03

Town Hall, 2nd Floor Auditorium, 109 Front Street, Winchendon, Mass.

Present:

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

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

Absent: Danielle LaPointe

List of Documents Presented at Meeting:

- *FY24 Budget (filed)*
 - *Memo from town Manager-FY24 Budget Message*
 - *FY24 Town-School Budget Determination*
 - *Winchendon Salary Survey January 2023 updated March 2023*
 - *Water Enterprise Expenses*
 - *Wastewater Enterprise Expenses*
 - *Transfer Enterprise Expenses*
 - *PEG Access and Cable Related Funds*
 - *Capital Plan*
-

Chair LaBrie called the meeting to order at 6:30pm.
Pledge of Allegiance to the Flag of the United States

Chair LaBrie asked if there was anyone audio or video recording. There was no reply.

Finance Committee Members Present: Tom Kane, Chair, Dr. Maureen Ward, Douglas Delay, Charles Cortis, Anthony Dickson, and Adrian Guerrero

1. JOINT MEETING WITH FINANCE COMMITTEE:

- 1.1. Town Manager's Final FY24 Budget Presentation-**Sultzbach presented the Final Fiscal Year 2024 budget to the Board of Selectmen and Finance Committee. He went over the proposed budget expenditures and revenues for the General, Water, Wastewater, and Transfer station funds. He discussed the two larger impacts for the coming year which are healthcare costs, and state mandated investments in education. He went over a detailed reconciliation of his recommended FY24 general Fund Budget. He went over the FY24 Capital Improvement Plan and the funding sources which includes 14 projects which the Capital Planning Committee approved.

Sultzbach went over the budget priorities:

- Present a balanced budget that meets the needs of the community while setting the town up for future success
- Provide the resources necessary to adequately fund critical services, accurately the equitable calculate indirect costs for the Enterprise Funds and School Department
- Provide the public a transparent and digestible view of all information used in the development of the budget.

Sultzbach went over future Budget Goals:

- Adhere to financial policies
- Proactively identify and prepare for future community needs
- Build stabilization funds, build and maintain a Capital Improvement Plan
- Explore opportunities to share resources with Winchendon Public Schools and regionalized efforts with surrounding communities

Sultzbach reviewed the anticipated warrant articles.

Special Town Meeting Articles:

1. Committee Report
2. Payment of Prior Year Bills

Annual Town Meeting:

1. Committee Report
2. Establish/Discharge Committees
3. Establish PEG (Public Education Government) Media Enterprise Account
4. Authorize Revolving Funds
5. Senior Tax Work-Off Program
6. Community Action Committee Non-Profit Support
7. FY24 General Government Budget
8. FY24 Water Department Enterprise Budget
9. FY24 Wastewater Department Enterprise Budget
10. FY24 Transfer Station Enterprise Budget
11. FY24 PEG Access and Cable Related Enterprise Budget
12. FY24 School Budget
13. FY24 Monty Tech Assessment
14. FY24 Capital Improvement Plan-Free Cash
15. FY24 Capital Improvement Plan-5 Year Borrowing General Fund
16. FY24 Capital Improvement Plan-5 Year Borrowing Transfer Station Enterprise Fund
17. FY24 Capital Improvement Plan-5 Year Borrowing Water Enterprise Fund
18. FY24 Capital Improvement Plan- Grants/Other Sources
19. FY24 Capital Improvement Plan- Free Cash
20. FY24 Capital Improvement Plan- S5Year Borrowing General Fund
21. FY24 Capital Improvement Plan- Cemetery Perpetual Care
22. Cemetery Expansion- Cemetery Perpetual Care
23. General Code Adoption
24. Zoning ByLaw- Amendment
25. Authorize Asset Management
26. Establish Opioid Remediation Stabilization Fund
27. Accept Fourth Paragraph of Chap 40 Section 5B

Sultzbach explained the significant changes in the FY24 Funding Requests:

Planning and Economic Development Director- this role has been vacant for the better part of the year, with duties redistributed among the Planning office and Town Manager's office. The \$85,000 salary is being returned to the budget to fund targeted increases in Town Hall, the Library, Council on Aging and Public Works.

The apparent addition of a DPW Assistant (\$87,000) Is more nuanced than at first glance and will operate as a Town Engineer. The funding for this will come from three parts: \$36,000 savings by shifting the DPW Director role to assist with the schools, \$40,000 savings by not increasing MSW4 DEP order to cover reporting obligations in 2023, and this role will cover peer review duties which is typically up to \$100,000 to an outside company. An additional \$22,000 has been earmarked for Snow & Ice, line items that we have consistently overspent over the past ten years. This line should be increased incrementally year over year until it represents a more realistic figure.

The apparent cut of all broadcasting expenses is reflected by mirrored reductions to revenue for the same purpose. Both revenue and expenses have been removed from the General Operating Budget and will be housed in a proposed PEG Enterprise Fund. Chairman Kane said he thought the cable fees were included in the revenue. Linda Daigle explained the increase in fees received by Comcast. The estimated quarterly fee is \$28,000 and the annual is \$120,000.

Health Insurance- This expense continues to grow. An over 7% increase represents a \$160,000+ hit to the FY24 budget. School in Town Transportation- Contractual increases represent an additional \$150,000+ expense to the FY24 Budget

2. **SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** There were no comments and announcements this evening.
3. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** Michael Barbaro, 375 Brown Street stated his concern with the override money being removed from the school budget.
4. **EXECUTIVE SESSION:**

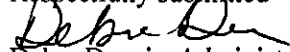
Chair LaBrie moved to go into executive session and read the following:

- 4.1. Executive Session: M.G.L. Chapter 30A Section 21 (a), Subsection 2: To conduct strategy sessions in preparation for negotiation of nonunion personnel or to conduct collective bargaining session or contract negotiation with nonunion personnel. (Fire Chief Contract)
- 4.2. Executive Session: M.G. L. Chapter 30A Section 21 (a), Subsection 6: To consider purchasing, exchange, lease, or value of real property if the Chair declares an open session may have detrimental effect on the negotiation position of the public body. (283 & 285 Lincoln Ave) Chair LaBrie declared.

Chair LaBrie said they will reconvene in open session for the sole purpose to convene. The motion was seconded by Anderson. Vote: Salter aye, Anderson aye, Ward aye, and LaBrie aye.

5. **ADJOURNMENT:** The meeting went into executive session at 8:05pm

Respectfully submitted



Debra Dennis, Administrative Assistant