

TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
INCLUDES JOINT MEETING WITH FINANCE COMMITTEE
MONDAY, APRIL 24, 2023
Town Hall, 2nd Floor Auditorium, 109 Front Street, Winchendon, Mass.

Approved: May 8, 2023

WINCHENDON TOWN CLERK
RCUD: MAY 9 2023 AM 9:09

Present:

Audrey LaBrie, Chair (arrived 6:08PM)
Rick Ward, Vice-Chair
Barbara Anderson
Danielle LaPointe
Amy Salter (arrived 6:38PM)

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

List of Documents Presented at Meeting:

- Email from Health Agent-Board of Health Recommendation for member
- Cultural Council Appointment-Greg Vine
- Applications Junk Dealer License: Daniel Brewer and Ed's Scrap Metal
- Application for Second Hand Articles-Patti's Jewelry
- Application: Entertainment License-Yoga in the Park submitted by Winchendon Recreation Commission
- Notice of Vacancies April 2023
- Power Point Sign Bylaw -Warrant Article#26
- STM-ATM Warrant May 15, 2023
- Donation-Sponsorship Form-Fidelity Bank
- Draft Request for Qualifications (RFQ)-Owners Project Manager Services for Fire Headquarters
- Proclamation-Children's Mental Health Awareness Week
- Memo from Town Manager-JWA Water & Wastewater Agreement
- BOS Policies 1st and 2nd Drafts
- Town Manager's Report
- Minutes for Approval:
 - 1/17/2023 Quad Board Meeting
 - 4/10/2023 Regular Meeting

6:00 PM Vice Chair Ward called the meeting to order at 6:00P.M. All rose for the Pledge of Allegiance to the Flag of the United States. Ward 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:** Anderson thanked Tina Santos for all the work she does cleaning up the town. Ward wanted to remind residents that there will be a Candidates Forum on April 25, 2023 at 7pm in the Town Hall Auditorium. This will be streamed live on local channel 8. The election is on May 1, 2023 at Old Murdock Senior Center.
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. **Joint Meeting with Board of Health**- Board of Health Chair Lionel Cloutier called their meeting to order.

APPOINTMENTS/RESIGNATIONS:

- 4.1. **Board of Health/Board of Selectmen Appointment** - Brandon Fournier-Mr. Fournier came forward. He said he loves the town and is looking to spend his free time to help the town. Board of Health Chair Cloutier made a motion to appoint Brandon Fournier to the Board of Health until 2024 and Santos seconded the motion. Vote: Santos aye, LaRochelle aye, Bond aye, and Cloutier aye. LaPointe thanked Brandon Fournier

for stepping up. LaPointe made a motion to appoint Mr. Brandon Fournier to the Board of Health for a one-year term. Anderson seconded the motion. Vote: Anderson aye, LaPointe aye, and Ward aye.

Board of Health member Tina Santos made a motion to adjourn at 6:07pm and Glenn LaRochelle seconded the motion. Vote: Santos aye, LaRochelle aye, Bond aye, and Cloutier aye.

4.2. Cultural Council – Greg Vine-Sultzbach said Mr. Vine due to some changes to the rules, Mr. Vine can now serve on both School Committee and Cultural Council. Anderson made a motion to appoint Greg Vine until June 30, 2025 to the Cultural Council and LaPointe second. Roll Call Vote: Anderson aye, LaPointe aye, and Ward aye.

Chair LaBrie arrived 6:08pm.

5. PERMIT/LICENSE APPLICATIONS:

5.1 Junk Dealer – Second Hand License – Daniel Brewer-LaBrie said there are no issues with any town departments. Ward made a motion to approve the Junk Dealer-Second Hand License for Daniel Brewer LaPointe second. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

5.2 Junk Dealer- Second Hand License – Ed's Scrap Metal-LaBrie said there are no issues with any town departments. Ward made a motion to approve the Junk Dealer -Second Hand License for Ed's Scrap Metal and Anderson seconded the motion. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

5.3 Junk Dealer- Second Hand License- Patti's Jewelry-LaBrie said there are no issues with any town department. Ward made a motion to approve the Second Hand License for Patti's Jewelry and Anderson seconded the motion. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

5.4 Entertainment Permit- Yoga in the Park (WCP) Recreation Commission-Anderson asked is this the same as the one being held in Old Center. Ward asked if there is a fee to use the park for this? LaPointe made a motion to table until the next meeting and Anderson seconded. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye. Recreation Director Tiffany Newton arrived and came forward. Ms. Newton said they are selling tickets for this program and then paying the instructor. LaPointe made a motion to approve the entertainment permit for Yoga in the Park and Anderson seconded for discussion. Anderson commented she is having a hard time with the fees being charged when it's a community park event. Ms. Newton said the committee did research and all outdoors events like this were \$20 a class. It is a reasonable rate. Vote: Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

6:30 P.M.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS –

JOINT MEETING WITH FINANCE COMMITTEE: Finance Committee: Dr. Maureen Ward, Charles Corts, Adrian Guerrero, Anthony Dickson, and James Reid. Dr. Ward called the Finance Committee to order at 6:30pm. LaBrie called the Board of Selectmen back to order.

6.1 Special and Annual Town Meeting FINAL Warrant Presentation-Sultzbach presented the Special and Annual Town Meeting Warrant. He said the special is now down to two articles. The article pertaining to paying prior year invoices is not needed.

Special Town Meeting Warrant:

Article 1: Finance Committee member Dr. Maureen Ward said article one will be passed over.

Annual Town Meeting Warrant:

Article 1: Sultzbach said the revenue received is slated for capital and repair to broadcasting. They are currently being deposited into the general fund by creating an enterprise account it would be set aside. This will make it transparent.

Article 8: Community Action Committee Non-Profit Support-Sultzbach said we have seen that needs have skyrocketed. He said he felt this was appropriate.

Selectman Salter arrived at 6:38pm.

Article 9: 1st Change: Chair LaBrie should if this passes at town meeting does it go back to the committee? Sultzbach said there is a next step. The committee would work on an agreement. A vote at town meeting would give us a green light. Someone to advocate for the town/school and employee. Anderson said she understood it would come back to the Board of Selectmen level. The Board of Selectmen haven't discussed this. Sultzbach said he understands her concerns. Fourth meeting it has come up. Anderson said she has concerns; the Board should have discussed this. LaPointe said we can discuss it Thursday at our meeting.

2nd Change: net savings of \$40,000. Moe Ward asked for three examples of economic development duties. Sultzbach said coordinate with redevelopment authority, Beech Street-Hillview Property and the Cannabis components, business positive initiative. Anderson we don't have anyone that follows up and makes sure that the terms and conditions are being adhered to once it gets through Planning or ZBA. Sultzbach said that would be followed up by Nicole Roberts.

3rd Change: addition of Recreation Coordinator: Sultzbach said there is no cost now, eventually would be a cost. Give a couple years let dust settle. See what revenues come in and figure out realistically what it will cost. LaBrie after we get a years' worth of events we will get a sense. Anderson if article 9 gets past then all three get approved. Sultzbach said yes. Moe Ward commented to use sign we use for voting until we can get the other one.

Article 10: FY24 Budget-Maureen Ward commented that debt services have a 28% decrease this year. Sultzbach said it has been trending downwards for some time. Maureen Ward said the 5% OPEB benefits are not a line item in the budget. Sultzbach said the policy is funding once we have free cash which has been the process for the last few years.

Article 11: FY24 Water Enterprise Budget-Anderson asked if an audit of the sewer enterprise fund had been done. Sultzbach said yes it has this year for the water and wastewater.

Article 18: Ward asked for an explanation of barn exterior? Sultzbach said we need to secure that structure, stop it from backsliding. It will look completely normal from the outside.

Article 19: Ward asked for the years the loan is for to be included in the article. Anderson questioned why not leasing. Sultzbach said we are trying to get away from leasing.

Article 20: Anderson asked if the amount of service truck would be deducted from the enterprise. Sultzbach said we carry service lines which has been rolled into it. Projected cost for running the water has been included in the costs.

Article 23: Sultzbach said this would be \$90,000 expense annually. We would use additional cannabis funds to pay this down. Salter said borrowing to repair roads bothers her. Sultzbach said if we save for 5 years it's going to cost you more. Salter in the past we took state money and our money. Sultzbach said we are trying to get ahead. If you let it get to a certain point it's going to cost more. You need to make an investment in your roads. Brian Croteau said he is putting together a paving bid. The bids received came back better than expected. If you take the Chapter 90 money you would pave roads every 60 years. If you borrow 450,000 you get 20 to 30 years. Will put a plan together depending how this vote goes. LaBrie-we need to get ahead.

Finance Committee member Adrien Guerrero ask for the Cannabis revenue-breakdown? Sultzbach said it's all sales 3% based on our specific location. Just for facilities in Winchendon. Guerrero said she is in favor of roads being paved but concerned with the projected revenues being used. Sultzbach said we are anticipating \$250,000.

Article 25: Sultzbach said this is to expand the existing cemetery on existing town property. Salter said it's a big drop. Brian Croteau said the material will be moved to make it less steep. We will have a road in; bring grade up with existing material.

Article 26: Zoning Bylaws regarding signage. Nicole Roberts discussed changes made which are added 9.1.7 took from old bylaw put into the new. 9.6 #4 and 5 removed put under the display section. Important to allow signs in town to advertise what is going on in town. All electronic signs are allowed by special permit. Currently the Zoning Board of Appeals are the granting authority which would be changed to Planning Board being the authorized authority. Inputted pictures of signs allowed and specifications of what is allowed, size, and if special permit is allowed. Added planning board waiver. Special event signs/street banners are permitted by permit. LaBrie asked about temporary signs activated graphics. Ms. Roberts said last year we had one for the fall festival which wasn't prohibited. Planning Board Chair Guy Corbosiero said under 9.12 the Planning Board has the right to waive. Ward commented the new version is very user friendly. It gives business owners a clear definition of what to do.

Finance Committee Motion to adjourn 7:58pm Corts made a motion to adjourn and Guerrero seconded the motion. all yes.

Ward said the Finance Committee will hold a public hearing this Wednesday to review these articles.

Finalize warrant as amended: **Ward move to approve the special town warrant with amendment presented this evening. LaPointe seconded. All aye.**

Chair LaBrie moved to take a two-minute recess at 7:59pm. LaPointe seconded the motion. Vote: Salter aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye. The meeting reconvened at 8:03pm.

6.2 Updated Notice of Vacancies List-Chair LaBrie read through the vacancies. If interested in any of these reach out to Town Manager's office or the board or committee.

7. NEW BUSINESS:

7.1. **Accept Donation for Recreation Department - \$ 500.00 Ward motion to take 7.1 out of order LaPointe seconded the motion. All aye.**
Fidelity Bank \$500.00 donation. Tiffany we had some last minute donations that came in. This is the last one that came in. No longer accepting sponsorships for grand opening. Grand opening took in \$11,425. **Ward moved to accept generous donation of \$500 from fidelity bank and LaPointe second.**

Ward made a motion to take a ten-minute recess at 6:20pm and LaPointe seconded the motion. Vote: All aye.

7.2. **Review of Draft RFQ for OPM Services – Fire Station Addition-Chief Smith came forward. Sultzbach said the next step for the Fire Station project are to draft a document titled Request for Qualification (RFQ) Owner's Project Manager Services for Fire Headquarters. (OPM –Project Manager). Chief Smith commented they want to get someone who is qualified for the project. The Project Manager would oversee when bids come in, and help the town to review that process. Sultzbach said it would be broken up into three phases. Chief Smith said this is a draft that needs to be worked on.**

8. OLD BUSINESS:

Chair LaBrie read the proclamation. This proclamation is Children's Mental Health Awareness Week which is May 7th, 2023-May13, 2023. Anderson asked if we are going to light up town hall green? Chair LaBrie said yes. **Ward moved the Board of Selectmen approve the proclamation as presented this evening. LaPointe seconded. Vote: Salter aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

8.1. **Review Joint Water Authority Water Contract-Sultzbach discussed the joint water and wastewater agreement. LaBrie ask if fixing the water mains would have an impact on this agreement. Sultzbach said we are not making the first payment until two years. Recommended making increases now. It is a three-year contract. Anderson said she doesn't like it, she said the Board haven't discussed bringing it back in house. Ward moved to support the joint water authority contract as presented tonight and authorize the town manager to sign. Salter seconded for discussion.** LaPointe asked if there were any negotiations. Sultzbach said we have gone back in forth. Labor and chemical costs have increases across the entire industry. LaPointe asked if we are tied into this figure even if rates go down. DPW Superintendent Croteau said if there are vast decreases we will have a decrease/savings. LaBrie asked if this is for the upcoming

period? Croteau said this would be effective July 1-June 30th. **Vote: Salter aye, Ward aye, Anderson no, LaPointe aye, and LaBrie aye.**

8.2 Board of Selectmen Draft Policies- 2nd Reading-Anderson made a motion to postpone until after Town Meeting and Ward seconded the motion. **Vote: Salter aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

9. **TOWN MANAGER'S REPORT:** Sultzbach said the budget is finalized, and reporting for ARPA funds is due this Thursday. Work is underway on Central street; the Amphitheater is in full swing. We are on target to have everything in place for the June 10th Grand Opening. Wachusett Brewing Company has come back as the vendor for the Winchendon Community Park 2023 season. He said Pleasant Street is set to be paved this May. The Town Hall Cupola work is expected to take place this spring. Soil testing will take place at the Beech Street property.

10. **MINUTES:**

10.1 Quad Board Meeting 1/17/23-Ward made a motion to approve the meeting minutes of January 17, 2023 as presented and LaBrie seconded. **Vote: Salter aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

10.2 Regular Meeting 4/10/23-Anderson made a motion to approve the meeting minutes of April 10, 2023 as presented and LaPointe seconded. **Vote: Salter aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

11. **COMMUNICATIONS:** There were no communications this evening.

12. **AGENDA ITEMS:** The next meeting is Thursday, April 27th.

13. **EXECUTIVE SESSION:** Chair LaBrie moved the Board go into executive session for: MGL, 30A, Sec 21 (a) # 2 – To discuss strategy sessions in preparation for negotiations with non-union personnel and to conduct collective bargaining sessions or contract negotiations with non-union personnel.- Discussion on Future Town Manager role. Anderson seconded the motion. **Vote: Salter aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.** LaBrie amended the motion to include move to go back into open session exclusively to close and Ward seconded the motion. **Vote: Salter aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

The Board went into executive session at 8:37pm.

14. **ADJOURNMENT**



Respectfully submitted;

Debra Dennis
Administrative Assistant