

Approved: June 26, 2023

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
MONDAY, June 12, 2023**

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

Present:

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

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

List of Documents Presented at Meeting:

- List of Re-Appointments for July 1, 2023
- Entertainment Permit Application-Parks & Recreation -Billy & the Jets August 25, 2023
- Common Victualler Application-Change of Location-PJ Slush Stop 15 Jackson Ave
- One Day Liquor License Application-Four Phantoms Brewery Co-June 23,2023
- Board of Health Appointment Slip
- MJTC, MRPC, MART FY24 Appointment Slips
- Parks & Recreation Appointment-David Alexander
- Email from David Romanowski-CPAEC Status dated May 22, 2023
- Proposal for Civic Engagement and Belonging Committee
- Eagle Project-David Maine
- PACE Program Information May 2023
- Memo from Town Manager-2023 Robinson Broadhurst Requests
- Memo from Town Manager-
- Sponsorship Forms-Fidelity Bank, Beauvais Insurance, By Light Unseen Media, Belletetes, Winchendon Furniture, Tenney Remodeling Inc., Mathieu Ford Sales
- Memo from Town Manager- Colonial Power Group
- Memo from Town Manager-Water Rate Discussion
- Memo from Town Manager-Raftelis Presentation-Water Rate study dated March 14, 2022
- Town Manager's Report (attached)
- Minutes for Approval:
 - May 22, 2023 Regular Meeting

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 the Amphitheater Grand Opening was a great success. He thanked the Park & Recreation Commission, employees, residents, and the Winchendon Courier for all the work they did. He thanked the Robinson-Broadhurst Foundation for their donation. LaPointe said there was an outstanding participation at the grand opening of the amphitheater. She also thanked the Robinson Broadhurst Foundation for the contribution. She thanked everyone for all the work done that day, it is a great addition to the

community. Anderson-thanked Keith Hickey, Linda Daigle, Austin Cyganiewicz and David Rominowski for all their work they did spearheading this project since the beginning.

2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** There was no public comments or announcements this evening.
3. **PUBLIC HEARINGS:**

JOINT MEETING WITH BOARD OF HEALTH-Board of Health members present Brandon Fournier, Glen LaRochelle and Lionel Cloutier. **Board of Health Chair Lionel Cloutier called their meeting to order and Glen LaRochelle seconded. Vote: Fournier aye, LaRochelle aye, and Cloutier aye.**

4. **APPOINTMENTS/RESIGNATIONS:**

- 4.1 **BOH – Recommendation on 1 yr. appointment (until next Election) for BOH member – (Joint Meeting Decision)**-Edward Bond (applicant) came forward. He said he has served on Board of Health for two terms. Ward asked Mr. Bond why did you not turn in your election papers. Mr. Bond said he was taking it for granted that he would be reelected. Monique Connor (applicant) came forward. Ward asked her to expand on her experience in health care. Ms. Connor said she was an EMT, worked for Heywood Hospital in facilities. The Board of Health members all stated they wanted Ms. Connor appointed. LaPointe abstained since she has previous relationship with both candidates. Ward-supported Ms. Connor, he thanked Mr. Bond for his service. LaBrie stated she would follow the lead of the Board of Health as they are the ones who would work with the new member. Anderson also supported the Board of Health's decision. Blanchard agreed with Anderson. **Blanchard moved to appoint Monique Connor to the Board of Health for a one-year term. Anderson seconded. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe abstained, and LaBrie aye.**

Brandon Fournier made a motion to adjourn the Board of Health meeting and Glenn LaRochelle seconded the motion. Vote: Fournier aye, LaRochelle aye, and Cloutier aye. The Board of Health adjourned at 6:48pm.

- 4.2 **Board of Selectmen Board and Committee Appointment Renewals for July 1, 2023**-The Board discussed the appointment list. **Anderson moved to approve the Board of Selectmen appointment renewals for July 1, 2023 as presented, Ward seconded. Ward aye, Anderson aye, LaPointe aye, Blanchard abstained, and LaBrie abstained.**
- 4.3 **MJTC; MRPC; MART FY24 Appointments**-The Board discussed the MJTC appointment of Brian Croteau as the Board of Selectmen representative. Anderson said she is concerned it is not getting the attention it needs. Mr. Croteau said it is one meeting a month. **Ward moved to appoint the MJTC representative Brian Croteau as the alternate and Guy Corbosiero for fiscal year 2024. Anderson seconded. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**
- 4.4 **MRPC-LaPointe moved to appoint Rick Ward as the alternate position for FY2024, Anderson seconded. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**
- 4.5 **MART-LaPointe moved to appoint Audrey LaBrie for FY2024, Ward seconded. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**
- 4.6 **Parks & Recreation- David Alexander**-Anderson asked how many empty seats. Tiffany Newton, Parks & Recreation Coordinator said there are nine seats with two empty. **Ward moved to approve the appointment of David Alexander to the Parks & Recreation commission. LaPointe seconded. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

4.7 Master Plan Implementation Committee – Joe Wolski-Joe Wolski came forward. He said he was impressed by the event Saturday night (Grand Opening of Amphitheater). The town is looking ahead for residents, elderly, who need help. It's important to measure goals. As a committee we should be interested in what the performance indicators are. **Ward moved to appoint Joe Wolski to the Master Plan Implementation Committee, LaPointe seconded. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

5. PERMIT/LICENSE APPLICATIONS:

5.1 Entertainment - Recreation- Billy & the Jets – Free Concert 8/25/2023 7pm-10pm-At the Amphitheater. **Ward moved to approve the entertainment permit for the Parks & Recreation Commission for Billy & the Jets-Free Concert on August 25, 2023, LaPointe seconded. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

5.2 Common Victualler- Change of Location (only) – PJ Slush Stop -15 Jackson Avenue-Ward moved to approve the change of location only of PJ Slush Stop moving from 135 Front Street to 15 Jackson Ave, LaPointe seconded. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

5.3 One Day Liquor License – Four Phantoms Brewery Co – Winchendon Food Truck Festival – G.A.R. Park 6/23 4pm-9pm-Ward asked is it going to be fenced off for drinking. Ms. Newton said she is working with the DPW Director. Ward moved to approve one-day liquor license for Four Phantoms Brewery Co. LaPointe seconded. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS

6.1 CPAEC Determination- Sultzbach said the group has met after the town meeting. The committee would like to continue to meet. Ward said financially it is a good idea but unfortunately it's not the time.

6.2 Proposal for Civic Engagement and Belonging Committee-Molly Velasco, and Abbey Bradley came forward. Ms. Velasco said they are proposing the formation of a Civic Engagement and Belonging Committee. The potential mission would be initiating practices that build a wider representation of the Winchendon community, communicating a menu of civic engagement, actively seeking diverse members, provide training and support for these committee roles, develop support for those new to civic engagement. LaBrie asked would the committee be made up of students and adults? Ms. Velasco said yes, we would have a diverse committee membership. LaBrie asked who will they be appointed by. Ms. Velasco said it would be similar as the Cultural Council. Ward said we need to get more people on committees but not the same people for multiple committee. LaPointe we need to get more youths involved. LaBrie invited them to come back to the Board when they have specifics.

LaPointe moved to take 7.2 Eagle Scout Presentation out of order LaBrie seconded. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.

7.2 Eagle Scout Presentation – Daniel Maine- Mr. Maine said his project is a gold star and blue star monument. He said he is in the beginning stages of his project. It would cost around \$4,000. His goal is to have this project completed by Memorial Day 2024. Ward commended him for what he is doing. This will be a good reminder. LaPointe said we should strive to leave our mark. She said good job. Mr. Maine explained what a gold star and blue star members are. Brian Croteau said if the Public Works Department can assist in anyway please reach out.

7. NEW BUSINESS:

- 7.1 PACE Massachusetts Approval-Sultzbach said the PACE program would allow commercial property owners to finance energy improvements via special betterment assessments on their property tax bills. The benefit would be for municipalities –Job creation, attract new and retain existing business, for property owners-no new debt on balance sheet and no pay-off upon sale of property, no new mortgage lien. Anderson expressed her concern but said the program is good in theory. **Ward moved to authorize the Town Manager to enter into an agreement with PACE Massachusetts by signing the attached agreement. LaPointe seconded. Vote: Blanchard aye, Ward aye, Anderson no, LaPointe aye, and LaBrie aye.**
- 7.3 Summer Schedule of BOS Meetings-July 10th and August 14th. Regular summer schedule July 10th and August 14th with additional meeting being scheduled if needed.
- 7.4 Review of Robinson-Broadhurst Grant Awards-Sultzbach reviewed the 2023 Robinson Broadhurst Requests dated June 12th. Robinson Broadhurst Foundation opted not to act on a three-year request to fund roughly 1/10th of the Water Main Replacement Project. Four items were approved through a surplus in the Amphitheater construction budget. As always, the generosity and partnership of the Robinson Broadhurst Foundation is greatly appreciated. Ward commented Robinson Broadhurst outside of the Town Hall gives money.
- 7.5 Accept Movie Night & Community Day at Winchendon Community Park Sponsorships \$ 3,100.00- Ms. Newton sent out a new sponsorship packet. **Ward moved to approve the following sponsorships Beauvais Insurance \$300, Fidelity Bank \$600, Winchendon Furniture \$600, By Light Unseen Media \$300, Tenney remodeling Inc. \$300, Belletetes \$500, and Mathiew Ford Sales \$500 and LaPointe seconded. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**
- 7.6 Colonial Power Group – Review of Energy Aggregation – Update –Sultzbach said we were able to secure a 24-month rate under 0.15 as requested by the board. He said he entered into an agreement with Constellation energy at a rate of 0.1496. This figure is well under National Grid’s project winter rate of 0.19.
- 7.7 Water & Sewer Rates Discussion and vote for approval-Sultzbach said we reviewed the expenses verses revenues. We are recommending a 3% increase for water and wastewater for FY25 and FY26. He went over the 9.5-million-dollar water main cost. Sultzbach said this would be a two million dollar loan forgiveness, \$500,000 in ARPA funding, and \$500,000 between value engineering and additional potential outstanding grant monies. The gap is 6.5 million. Taking into account compounding 2% interest over a 20-year loan, we have determined that 400,000 would be needed annually to cover this expense over the next 20 years. 200,000 would need to be raised annually from the Water Enterprise Account and 200,000 would need to be built into the Towns annual debt service. To make up the 200,000 annually from the Water Enterprise account we are recommending an additional one-time 9% increase in addition to the recommended 3% increase for FY25. Recommending a 0% increase for sewer in FY25 with a 3% increase in FY26. Anderson said she doesn’t feel comfortable raising rates until an audit of the Water/Wastewater Enterprise accounts are done. Sultzbach said when we have our single audit we audit all our departments. Anderson said it is superficial it isn’t a deep dive into the Water/Wastewater Enterprise accounts. Croteau if we wait we won’t have the 2.5-million-dollar forgiveness. Ward said Town Meeting approved this water line. **Ward moved to increase water rates for FY25 by 12% and for FY 26 by 3%, and wastewater rates for FY25 by 0%, and for FY26 by 3% . LaBrie seconded. Vote: Ward aye, LaBrie aye, LaPointe aye, Anderson no, and Blanchard no.**

7.8 Personnel Rules and Regulations, Proposed Amendment to 6.1 Holidays-Linda Daigle said she reviewed the Union Contract for Town Hall and changed some of the language in the personnel rules and regulations to be the same as the union contract. **Ward moved to approve the Personnel Rules and Regulation, Proposed Amendment to include Juneteenth and a few small edits. Blanchard seconded the motion. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

7.9 Sewer Abatement Request-31 High Street-Brian Croteau said this happened during the deep freeze. The water didn't go down the sewer. The abatement would be appropriate for this. **Ward moved to approve the sewer abatement request for Shelly Property LLC for 31 High Street for \$1,528.76. LaPointe seconded. Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

8 OLD BUSINESS:

8.1 Change to Liquor License fees for Farmer Series Pouring Licenses-Mary Calandrella said after clarification from the ABCC, we are suggesting the Farmer Series Pouring license fee be reduced for multiple licenses being sought out by the same company at the same location. Current fees are \$350.00 for each pouring license (Wine, Distillery and Malt). At the request from the recent applicant, we reviewed the fees and now suggest the fee be amended to \$350.00 for the first Farmer Series Pouring license and only \$100 for each license thereafter if the location is the same.

Ward move the Board amend the newly set fees for Farmer Series Pouring Licenses (Wines, Malts and Distillery) to \$350.00 per license; however, if more than one Farmer Series Pouring license is applied for at the same location, each additional license would be reduced to \$100 per license." Anderson seconded. **Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

8.2 Affirmation of vote for Transfer Station Rate Increases-Anderson felt that there needs to be more discussion on this. LaBrie said it is relatively a small increase. **Ward moved that the Board of Selectmen vote to support the FY24 Transfer Station Enterprise Budget based in part on the rate increase described above, to be effective July 1, 2023. LaPointe seconded it for discussion. Anderson said we need to be clear. Vote: Blanchard aye, Ward aye, Anderson no, LaPointe aye, and LaBrie aye.**

9 TOWN MANAGER'S REPORT: Sultzbach went over the following:

- Financial Updates-supplemental tax bills are in the process of being issued.
- Project Updates-Old Murdock restoration will be starting this week, Lane painting on Central Street is complete, Beech Street cleanup will continue this month, a new police cruiser was received, Fire Station working group continues to meet, Town Hall Cupola restoration is complete, Town Hall East Elevation restoration will be beginning, Winchendon selected as part of the Massachusetts Broadband Institute Digital Equity Planning Program.
- Miscellaneous Updates-Grand Opening for the Robinson Broadhurst Foundation Performing Arts Amphitheater was a great success.
LaBrie asked for a spreadsheet with all the project from the Town Manager for the next meeting.

10. MINUTES:

10.1 Regular Meeting Minutes 5/22/23-Ward moved to approve the regular Board of Selectmen minutes as presented this evening. Anderson seconded. **Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, and LaBrie aye.**

11. COMMUNICATIONS: There were no communications this evening.

12. AGENDA ITEMS: June 26th meeting Presentation on Destination Winchendon Phase I. Phase II document will be presented.

13. EXECUTIVE SESSION: **LaBrie moved to go into executive session**

- 13.1 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. - **Town Manager Search**
- 13.2 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. - Review of candidates for **Director of DPW and Facilities** position and vote of support for Town Manager's Recommended Appointment. Will reconvene into open session for the sole purpose of adjournment. **Ward seconded the motion. Roll Call Vote: Blanchard aye, Ward aye, Anderson aye, LaPointe aye, LaBrie aye.**

14. ADJOURNMENT

The Board went into executive session at 8:52pm.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Debra A. Dennis". The signature is fluid and cursive, with the first name "Debra" being more prominent.

Debra Dennis, Administrative Assistant