

TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING MINUTES
INCLUDES JOINT MEETING WITH FINANCE COMMITTEE
THURSDAY, JULY 13, 2023
Town Hall, 109 Front Street, Winchendon, Mass.

Board of Selectmen Present:

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

William McKinney, Interim Town Manager
Mary Calandrella, Executive Assistant
Debra Dennis, Administrative Assistant

Absent: Barbara Anderson

Finance Committee Present:

Thomas Kane, Chair, Dr. Maureen Ward Vice Chair, Charles Corts, Doug Delay, Adrian Guerrero, James Reid, and Anthony Dickson

List of Documents Presented at Meeting:

- FY23 End of Year Transfers
 - Summary of FY23 Year-End Transfer Requests
 - Entertainment Permit Application – Ahimsa Haven Animal Rescue 5K Road Race – 8/5/23
 - Sewer Betterment Abatement Request-103 Maple Street
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6:30 P.M. Chair LaBrie called the meeting to order at 6:30P.M. Finance Committee Chair Thomas Kane called the Finance Committee to order. All rose for the Pledge of Allegiance. Finance Committee Chair Thomas Kane said he appreciates all the work that was done to get the information in order in a manageable form. He said they will go through the summary of transfer requests and give information. The Finance Committee will vote and then the Board of Selectmen will vote. Chair LaBrie said there will be no live broadcasting tonight but it will be posted on the Town Website tomorrow.

1. **SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** Ward thanked Debra Dennis for the summary sheet she prepared pertaining to the FY23 end of year transfers.
2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** There were no public comments or announcements this evening.
3. **BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENTS:**
JOINTLY HELD MEETING WITH THE FINANCE COMMITTEE
3.1 FY23 End of Year Transfers - Discussion and Votes

Request to transfer \$0.16 from the Retiree Health Insurance to the Monty Tech Assessment to cover shortfall.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to transfer \$0.16 from the Retiree Health Insurance to the Monty Tech Assessment to cover shortfall, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to Transfer from Building Repair & Maintenance \$10,782.20, Town Hall Vacant Building Expense \$967.17, and Office Supplies \$650.63 to Town Hall Cupola Repairs \$12,400 to cover overage.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$64,000 from Community Development Salary to Town Manager Salary.

Dr. Maureen Ward moved to approve the transfer request as stated above, Delay seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$13,000 from the Retiree Health Insurance to the C/T Software Support.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$200 from Community Development Salary to Internet expense.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$449.75 from Town Hall Vacant Building Expense to Town Hall Overtime.

Dr. Maureen Ward moved to approve the transfer request as stated above, Reid seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$13,345.95 from Fire Department Building & Equipment Repair to Fire Department Overtime.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$172.35 from Fire Department Equipment to Fire Department Overtime.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$6,200.00 from Ambulance Certification to Fire Department Overtime.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$6,809.20 from Community Development Director Salary to Land Use Clerk.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$715.00 from Fleet Maintenance Salaries to DPW Administrative Clerk.

Dr. Maureen Ward moved to approve the transfer request as stated above, Delay seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$875.00 from Fleet Maintenance to Cemetery Foreman.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$2,000.00 from Fleet Maintenance to Highway Over time.

Dr. Maureen Ward moved to approve the transfer request as stated above, Delay seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$250.00 from Transfer Station Safety Shoes to Transfer Station Tipping.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$41,848.43 from Health Insurance to Snow & Ice Payroll.

Chair LaBrie commented we had a lot left in the Health Insurance account. She asked Bill McKinney to make sure we budgeted correctly.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$56,151.57 from Health Insurance to Snow & Ice Materials.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$66,528.00 from School Transportation to Snow & Ice Material.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$35,000 from SPED Transportation to Snow & Ice Material.

Dr. Maureen Ward moved to approve the transfer request as stated above, Delay seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$1,600 from Community Development Salary to Veterans Salary.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$2,304.41 from Health Insurance to Life Insurance

Dr. Maureen Ward moved to approve the transfer request as stated above, Delay seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$320.72 from Health Insurance to Life Insurance Retirees.

Dr. Maureen Ward moved to approve the transfer request as stated above, Delay seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$21,000 from Workers Comp to Medicare.

Dr. Maureen Ward moved to approve the transfer request as stated above, Delay seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

Request to transfer \$20,000 from Retiree Health Insurance to Medicare.

Dr. Maureen Ward moved to approve the transfer request as stated above, Corts seconded. Vote: Dr. Maureen Ward aye, Corts aye, Delay aye, Guerrero aye, Reid aye, Dickson aye, and Kane aye.

Selectman Ward moved to approve the transfer request as stated above, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.

The Finance Committee approved the following requests from the Finance Committee Reserve Account: \$9,073.24 to the Council on Aging Heating Fuel Account and \$386.03 to the Library Heating Fuel Account.

The Finance Committee adjourned their meeting at 6:55pm.

4. APPOINTMENTS/RESIGNATIONS-There were no appointments or resignations this evening.

5. PERMIT/LICENSE APPLICATIONS:

5.1 Entertainment Permit – Ahimsa Haven Animal Rescue 5K Road Race – 8/5/23 8:30am-11:00am

Nicole Roberts came forward. She said they are teaming up with Bull Spit. Ward expressed his concern with crossing route 12 and questioned if they were going to have police detail. Ms. Roberts said they are going to have police detail. **Ward moved to approve the permit for the Ahimsa Haven Animal Rescue 5K Road Race on August 5th, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.**

6. NEW BUSINESS:

6.1 Acting Interim Town Manager-Chair LaBrie explained the Board needs to designate an Acting Interim Town Manager per the Town Charter. **Chair LaBrie moved the Board appoint Brian Croteau as the Acting Interim Town Manager for the time that Bill McKinney will be away, Ward seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.**

6.2 Discuss Request for Proposals Bids – Town Manager Search-Chair LaBrie said the RFP states we have 60 days to reward. Brian Croteau said in this RFP process this is to be awarded as to qualifications not lowest bid. Ward said he feels Municipal Resources Inc. is the best choice for us. It's a local company. Municipal Solutions is out of Phoenix Arizona. **Chair LaBrie moved to hire Municipal Solutions LLC to do the executive search for our full time manager, LaPointe seconded. Vote; Ward no, LaPointe aye, Blanchard aye, and LaBrie aye. LaPointe moved to authorize the Chair to sign the contract, Ward seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.**

6.3 Sewer Betterment Abatement – 103 Maple St - \$ 451.15-Mary Calandrella said this was done in error. **Ward moved to approve the sewer betterment abatement for 103 Maple Street in the amount of \$451.15 as presented this evening, LaPointe seconded. Vote: Ward aye, LaPointe aye, Blanchard aye, and LaBrie aye.**

7. OLD BUSINESS: There was no old business this evening.

8. COMMUNICATIONS: There was no communications this evening.

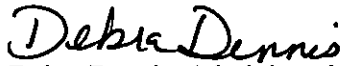
9. AGENDA ITEMS: Chair LaBrie said the next meeting is August 14th.

10. ADJOURNMENT

LaPointe moved to adjourn, Ward seconded. Vote: Blanchard aye, Ward aye, LaPointe aye, and LaBrie aye.

The meeting was adjourned at 7:29pm.

Respectfully submitted

A handwritten signature in cursive script that reads "Debra Dennis". The signature is written in black ink and is positioned above the printed name.

Debra Dennis, Administrative Assistant