

Approved: 11/27/23

TOWN OF WINCHENDON  
BOARD OF SELECTMEN MEETING WITH SCHOOL COMMITTEE MINUTES  
MONDAY, SEPTEMBER 11, 2023  
Town Hall, 109 Front Street, Winchendon, Mass.

WINCHENDON TOWN CLERK  
RCUD NOV 29 2023 AM9:28

Board of Selectmen Present:

Audrey LaBrie, Chair (via phone)  
Rick Ward, Vice-Chair  
Danielle LaPointe  
Melissa Blanchard  
Barbara Anderson

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

School Committee Present:

Karen Kast-McBride, Chair  
David LaPointe, Vice-Chair

Adam LeBlanc  
Anthony Findley

---

List of Documents Presented at Meeting:

- Draft Special Town Meeting Warrant-November 13, 2023
- Entertainment Permit Applications Park & Recreation-October Community Day, Halloween Murder Mystery, and November Community Day
- Entertainment Permit Application Ahisma Haven Rescue-Car Show Sept. 24<sup>th</sup> 12-4pm @ Bull Spit
- Appointment Letters Parks & Recreation-Gabe Beauvais, and Melanie Franklin
- Appointment Letters Cultural Council-Quinne Richard
- Letter of Resignation Lois Abare-Historic District Commission
- Safe Routes to School-Support Letter
- Sponsorship ~Psychiatric Wellness Center, and Garlock Flexables to Parks & Recreation
- Agreement between Mass Fish & Wildlife and the Town of Winchendon-Whitney Pond Area Improvement
- Town Managers Report dated September 11, 2023
- Minutes August 14, 2023

---

6:00 P.M. Vice Chair Ward called the meeting to order at 6:30P.M. All rose for the Pledge of Allegiance. Vice Chair Ward asked if anyone would be audio or video recording this meeting tonight to which there was no response heard. Vice Chair Ward said Selectwoman LaBrie will be joining the meeting via Zoom or phone. All votes will be by roll call.

1. **SELECTMEN'S COMMENTS AND ANNOUNCEMENTS:** Vice Chair Ward said in honor of those that lost their lives on September 11<sup>th</sup> terrorist attacks we will observe a moment of silence. He said the broadcasting equipment has been installed and we are testing it to see how it works.
2. **PUBLIC COMMENTS AND ANNOUNCEMENTS:** There were no public comments or announcements this evening.
3. **PUBLIC HEARING:** Vice Chair Ward read the following public hearing notice into the record: **Propane Storage License**-The Winchendon Board of Selectmen, acting as the Local Licensing Authority, will hold a public hearing in the 2<sup>nd</sup> floor auditorium of Town Hall, 109 Front Street on Monday, September 11, 2023, and beginning at 6:00pm on the petition of Roy Bros Propane location 10 Gardner Road, Winchendon, MA-Install (3) 1,000-gallon underground propane tanks. **Selectwoman LaPointe moved to open the public hearing.** **Selectwoman Blanchard seconded.** **Roll Call Vote:** Blanchard aye, LaPointe aye, Anderson aye, and Ward aye. A representative from Roy Brothers Propane amended their storage license to four 1,000-gallon underground propane tanks. The tanks are 16 feet long with a separation of three feet. The distance from the building is twenty-five feet. Selectwoman Blanchard asked if there was going to be any ballers put around the

area. The representative said either ballers or barriers. Vice Chair Ward asked if there was anyone in the audience that wanted to speak. There was no reply. Vice Chair Ward said all abutters were notified and the Fire Chief has no issues. **Selectwoman Anderson moved to close the public hearing for 10 Gardner Road.** Selectwoman Blanchard seconded. Roll Call Vote: LaBrie (not there), Blanchard aye, LaPointe aye, Anderson aye, and Ward aye. Selectwoman Anderson moved to approve the four one-thousand-gallon propane storage tanks at 10 Gardner Road as presented this evening. Selectwoman LaPointe seconded. Roll Call Vote: Blanchard aye, LaPointe aye, Anderson aye, LaBrie (not there), and Ward aye.

Selectwoman Anderson moved to go to item 5 Appointments and Resignations. Selectwoman LaPointe seconded. Roll Call Vote: Blanchard aye, LaPointe aye, Anderson aye, LaBrie (not there), and Ward aye.

6:30 pm

## JOINT MEETING WITH SCHOOL COMMITTEE

### 4. BOARDS/COMMITTEES/COMMISSIONS/DEPARTMENTS:

#### 4.1 School Committee Vacancy (1) – Recommendations on 1 - Appointment (Term until next Town Election) for SC member – (Joint Meeting Decision)

**Karen Kast McBride called the School Committee meeting to order at 6:34pm.** Selectman Ward said due to the resignation of Dr. Ryan Forsythe this will be a joint appointment by the School Committee and Board of Selectmen to appoint a new School Committee member. This person will be appointed until the next election in May.

School Committee Members Candidates:

Jake Catlin-owner of Smith's Country Cheese and has been in town for seven years. He said he has ties with the Town of Winchendon. He said he wants to see Winchendon continue the upward projector which he believes starts with the school. He said he has the time to commit to the School Committee. Selectman Ward asked what does he feel the most pressing issue for the School Committee will have to deal with. Jake Catlin said the turnover at all the schools. The children need a steady calm presence which makes the transitions from grade to grade easier.

Chris Cyganiewicz-lived in town for over thirty years. She said she is invested in the school personally. Has the time to commit to the School Committee. Selectman Ward asked what does she feel the most pressing issue for the School Committee will have to deal with. Ms. Cyganiewicz said staffing is an issue and also budget restraints.

Edward Ford Jr-many children in the school district. Feels he can better their life by serving on the School Committee.

Trenton Solomon-has lived in town for fifteen years. He said he wants to be an advocate for the children. Will contribute by making decisions fast and not drag his feet. Has the time to commit to the School Committee. Selectman Ward asked what does he feel the most pressing issue for the School Committee will have to deal with. Trenton Solomon said accountability and transparency.

School Committee Nominations: Anthony Findley nominated Jake Catlin, Adam LeBlanc nominated Jake Catlin, David LaPointe nominated Jake Catlin, and Karen Kast-McBride nominated Chris Cyganiewicz and Trent Solomon.

Board of Selectmen Nominations: Blanchard nominated Jake Catlin, LaPointe said all three candidates have been nominated.

Vice Chair Ward said in May the town will hold an election and there will be three School Committee positions up for elections. The town residents will get to vote.

**Votes for new School Committee Members:**

**School Committee:**

- Anthony Findley voted for Jake Catlin
- Adam LeBlanc voted for Jake Catlin
- David LaPointe voted for Jake Catlin

- Karen Kast-McBride voted for Chris Cyganiewicz

**Board of Selectmen:**

- Anderson voted for Jake Catlin
- LaPointe voted for Jake Catlin
- Blanchard voted for Jake Catlin
- Ward voted for Chris Cyganiewicz

Vice Chair Ward said Selectwoman LaBrie is no longer on the phone so no roll call votes will be taken. The new School Committee member is Jake Catlin. The Board members welcomed him.

**David LaPointe moved to adjourn the School Committee meeting. Adam LeBlanc seconded. Vote: All aye.**

**Selectwoman Anderson moved to take a five-minute break. Selectwoman LaPointe seconded. Vote: All aye.**

**5. APPOINTMENTS/RESIGNATIONS:**

**5.1 Resignation from Historic District Commission – Lois Abare** -Anderson thanked her for the twenty-three plus years of service. Selectwoman Anderson said with regret she moved to accept the resignation of Lois Abare from the Historic District Commission. Selectwoman LaPointe seconded. Roll Call Vote: Blanchard aye, LaPointe aye, Anderson aye, LaBrie (not there), and Ward aye.

**5.2 Appointment to Parks & Recreation –Gabe Beauvais**-Mr. Beauvais said he wants to give back as much as possible. Selectwoman Anderson moved to approve the appointment of Gabe Beauvais to the Parks & Recreation Commission. Selectwoman LaPointe seconded the motion. Roll Call Vote: Blanchard aye, LaPointe aye, Anderson aye, LaBrie (not there), and Ward aye.

**Appointment to Parks & Recreation-Melanie Franklin**-Ms. Franklin said she wants to get involved with the town. Selectwoman Anderson moved to appoint Melanie Franklin to the Parks & Recreation Commission. LaPointe seconded the motion. Roll Call Vote: Selectwoman Blanchard aye, LaPointe aye, Anderson aye, LaBrie (not there), and Ward aye.

**5.3 Appointment to Cultural Council – Quinn Richard**-Ms. Richard said she wants to get involved and the Cultural Council means a lot to her. Audrey LaBrie joined the meeting. Selectwoman Anderson moved to appoint Quinn Richard to the Cultural Council. Selectwoman LaPointe seconded. Roll Call Vote: Blanchard aye, LaPointe aye, Anderson aye, LaBrie (not there), and Ward aye.

**6. PERMIT/LICENSE APPLICATIONS:**

**6.1 Entertainment Permit – Parks & Recreation – Oct. Community Day – Oct. 14<sup>th</sup> 2-8pm @WCP-** Tiffany Newton came forward and said the time has changed to 2-9pm. She gave an overview of the events. Selectwoman LaPointe asked since this is an event with children are the volunteers cori checked? Tiffany Newton said we haven't and it might make it harder to get volunteers. Selectwoman Anderson moved to approve the Entertainment Permit for the October Community Day on October 14<sup>th</sup> from 2-9pm with volunteers having cori checks. Selectwoman LaPointe seconded. Roll Call Vote: Blanchard aye, LaPointe aye, Anderson aye, LaBrie (not there), and Ward aye.

Selectwoman Anderson moved to take a five-minute break. Selectwoman LaPointe seconded. Roll Call Vote: Blanchard aye, LaPointe aye, Anderson aye, LaBrie (not there), and Ward aye. The Board reconvened and started the Joint meeting with the School Committee.

**6.2 Entertainment Permit – Parks & Recreation – Halloween Murder Mystery Oct. 21**6pm-Tiffany Newton came forward and gave an overview of the event. Selectwoman Anderson moved to approve the entertainment permit for the Halloween Murder Mystery on October 21<sup>st</sup> at 6pm as presented tonight. Selectwoman LaPointe seconded. Vote: All aye.

**6.3 Entertainment Permit – Parks & Recreation –Nov. Community Day – Nov. 4<sup>th</sup> 2pm @WCP-**Tiffany Newton came forward and gave an overview of the event. Selectwoman Anderson moved to approve the entertainment permit for the November Community Day on November 4<sup>th</sup> at 2pm as presented tonight. Selectwoman LaPointe seconded. Vote: All aye.

6.4 Entertainment Permit – Ahisma Haven Rescue- Car Show Sept. 24<sup>th</sup> 12-4pm @ Bull Spit-Nicole Roberts came forward and gave an overview of the event. Selectwoman Anderson was concerned with the parking for the event. **Selectwoman Anderson moved to approve the entertainment permit for the Car Show on September 24<sup>th</sup> from 12-4pm as presented tonight.** Selectwoman LaPointe seconded. Vote: All aye.

## 7. NEW BUSINESS:

7.1 Agreement between Mass Fish & Wildlife and the Town of Winchendon-Whitney Pond Area Improvement- Brian Croteau came forward. This would be for some fishing docks which would promote more activity at the water. Mass Fish and Wildlife came back with an agreement that they would supply labor and materials and the town would supply the trucking of materials. Selectwoman Anderson was concerned because she wanted more details of the boat ramps and areas that would be affected. **Selectwoman Anderson moved to table this until more information can be presented.** Selectwoman LaPointe seconded. Vote: Blanchard abstained, LaPointe aye, Anderson aye, and Ward no.

7.2 Accept Sponsorship- Psychiatric Wellness Center \$100.00 & Garlock Flexibles \$ 1500.00 to Parks & Recreation-Vice Chair Ward thanked Psychiatric Wellness Center and Garlock Flexibles for the very generous donation. **Selectwoman Anderson moved to accept the donations from Psychiatric Wellness Center and Garlock Flexibles for the Community Park.** Selectwoman LaPointe seconded. Vote: All aye.

7.3 Safe Routes to School – Support Letter-Brian Croteau said he want to submit an application for this grant which would replace sidewalks and add additional bike lanes for children going to school. **Selectwoman Anderson moved the Board of Selectmen provide a letter of support to Mr. Croteau signed by the Chair in support of the Safe Routes to School.** Selectwoman LaPointe seconded the motion. Vote: All aye.

7.4 Discuss Funding for Fire Dept. – SCBA Equipment-Chief Smith said this was going to be funded by a three-year lease. The first year paid by Robinson Broadhurst and the other two would be lease payments. The Town Attorneys stated that in Mass it isn't allowed to have a three-year lease without going to town meeting. The \$250,000 equipment has been delivered. After speaking to the Interim Town Manager proposing using ARPA funds for the balance of the payment. We would use the funds now and then when free cash gets certified the funds would be transferred back to the project the funds were designated for. **Selectwoman Anderson moved to divert the ARPA funds to pay for the SCBA Equipment in the amount of \$158, 754.** Selectwoman LaPointe seconded. Vote: All aye.

## 8. OLD BUSINESS

8.1 General Code – 2<sup>nd</sup> Review of Town of Winchendon General Bylaw Amendments-Linda Daigle and Claudia Zuch from General Code (via zoom) was present. Ms. Daigle said the Board in August had some questions. She said there are currently 14 revolving funds and you questioned whether to keep the spending limits. The question was to whether add the spending limits in the amended General Code version of the General Bylaws or is the change to eliminate them ok. The Board consensus was to keep the limits in there. **Selectwoman Anderson made a motion to keep the limits on the Revolving Funds.** Selectwoman Blanchard seconded. Vote: All aye. Ms. Daigle said another question that came up at the August meeting was where the funds go for the animal fees. She said they go to the Animal Control and some to the Town Clerk. She said it is recommended keeping them in. **Selectwoman Anderson made a motion to keep the allocation of funds intake in the General Code.** Selectwoman Blanchard seconded. Vote: All aye.

8.1.1 Discussion of Insertion into General Code the Board of Selectmen Administrative Policies and Procedures-Ms. Daigle questioned whether the Board wishes to include these with the Town Code as they are internal personnel type policies. **Anderson made a motion to keep the policies included in General Code.** Selectwoman Blanchard seconded. Vote: All aye.

Ms. Daigle said the Zoning Bylaws will be reviewed by the Planning Board on October 30<sup>th</sup>. **Selectwoman Anderson moved to approve the new Code of the Town of Winchendon with changes noted this evening for adoption at Fall Town Meeting in its final form as organized.** Selectwoman Blanchard seconded. Vote: All aye.

## 9. TOWN MANAGER'S REPORT:

- Financial Updates: Working with Town Accountant and Treasurer to close FY23 and submit reports to the Department of Revenue for Free Cash Certification. Have started the process of paying vendors electronically.
- Personnel Updates: We have an applicant for the Town Engineer position.
- Project Updates: A lot of roads have been paved, video set up for 2<sup>nd</sup> floor is almost complete, MVOC is very close to having all the funding in place for the redevelopment of the Old Murdock School into Veterans housing.
- Miscellaneous Updates: had a 9/11 remembrance ceremony at the Fire department, will need to set a date for the Fall Town Meeting

**10. MINUTES:**

Selectwoman Anderson moved to approve the minutes of August 14, 2023. Selectwoman LaPointe seconded. Vote: All aye.

**11. COMMUNICATIONS:** Vice Chair Ward said the next Board of Selectmen meeting is September 25, 2023.

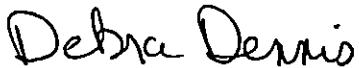
**12. AGENDA ITEMS:**

**13. EXECUTIVE SESSION:** Selectwoman Anderson moved to go into executive session under 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. - Interim Town Manager and to reconvene in open session for the sole purpose of adjournment. Selectwoman Blanchard seconded. Vote: Blanchard aye, LaPointe aye, Anderson aye, and Ward aye.

**14. ADJOURNMENT**

The Board went into executive session at 8:18 pm.

Respectfully submitted



Debra Dennis, Administrative Assistant