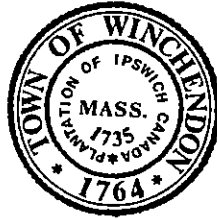


Approved: 6/13/23

TOWN OF WINCHENDON



WINCHENDON TOWN CLERK
RCUD JUN 14 2023 AM 10:37

Finance Committee

Telephone (978)-297-5419

Regular Meeting & Joint Board Meeting with BOS

Finance Committee Minutes

April 24, 2023 6:30PM

Town Hall 2nd Floor Auditorium

Finance Members Present:	Vice-Chair Dr. Maureen Ward, Charles C. Corts, Anthony Dickson, Adrian Guerrero, James Reed
Absent:	Chairman Thomas J. Kane Jr., Doug Delay
BOS Members Present:	Chair Audrey LaBrie, Vice-Chair Richard Ward, Barbara Anderson Danielle LaPointe
Absent:	Amy Salter
Guests:	Justin Sultzbach- Town Manager Nicole Roberts- Planning & Land Use Coordinator

List of Documents Presented at Meeting:

- April 24, 2023 Meeting Agenda
- Final Warrant Article Presentation

6:30PM: Chairwoman Audrey LaBrie called the Board of Selectmen meeting back to order.
Vice-Chair Dr. Maureen Ward called the Finance Committee meeting to order.

Final Warrant Article Presentation:

Justin Sultzbach, Town Manager, reviewed the final Warrant Article Presentation.

STM Article 1

To see if the Town will vote to hear and act on the reports of the Finance Committee, and any other Board or Committee, or act in relation thereto.

STM Article 2: Funding of Snow and Ice Deficit

To see if the Town will transfer from Free Cash the sum of \$260,000 for use by The Board of Selectmen to offset the Snow and Ice deficit in the Department of Public Works Snow and Ice Budget, or to take any other action related thereto.

FY22-23 winter produced a lot of ice storms, resulting in increased use/cost of supplies and overtime. The ultimate deficit is \$460,000, but the budget is absorbing as much as possible, reducing the request down to \$260,000. The FY24 budget will have steps in place to incrementally increase the budget.

ATM- Article 1: Committee Report

To see if the Town will vote to hear and act on the reports of the Finance Committee, the annual report of the Selectmen and of any other officers or committees required to report to the Town, or act in relation thereto.

ATM- Article 2: Enterprise Account Authorization Article

To see if the Town will accept the provisions of Chapter 44, 53F 1/2 of the Massachusetts General Laws and establish a Cable Access Enterprise Fund effective fiscal year beginning July 1, 2023; or act in relation thereto.

This article essentially moves the revenue and expenses out of the general operating budget and into its own enterprise account. The funds that are received from Comcast are specifically for capital investments and repairs of the broadcasting equipment. Year over year, without having an enterprise account, the left over funds were turned back into free cash in the general operating budget and absorbed. The enterprise account would ensure the funds will be saved and used for its intended purpose.

ATM- Article 3: Opioid Settlement Authorization (1 of 3)

To see if the Town will vote to establish an Opioid Abatement Stabilization Fund, in accordance with Chapter 40, Section 5B of the Massachusetts General Laws, to be used, upon further appropriation, for the purposes of implementing the Abatement Strategies set forth in the Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements, dated March 4, 2022, and consisted with any state guidelines or regulation further clarifying allowable uses of opioid litigation settlement funds; or take any other action related thereto.

A lot of municipalities, nationally, have been involved in a class-action lawsuit over the past decade, Winchendon being along them. The town is expected to receive \$380,000 over the next 16 years in various increments. The state recommended municipalities seek out regionalized help to implement Opioid remediation efforts. In coordinating with GAAMHA, Inc. Gardner, Templeton, Ashburnham, Westminster, and Winchendon want to pool together their resources to support GAAMHA, Inc. which provides regional response for Opioid remediation.

ATM- Article 4: Opioid Settlement Authorization (2 of 3)

To see if the Town will vote to accept the fourth paragraph Chapter 40, Section 5B, of the Massachusetts General Laws, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Chapter 40, Section 5B of the Massachusetts General Laws, to be effective for all fiscal years beginning on July 1, 2023, or take any other action related thereto.

ATM- Article 5: Opioid Settlement Authorization (3 of 3)

To see if the Town will vote to dedicate all or a percentage, which may not be less than 25 percent, of the receipts from the Statewide Opioid Settlements, as defined in the State-Subdivision Agreement for Statewide Opioid Settlements, to the Opioid Abatement Stabilization Fund established in accordance with

Chapter 40, Section 5B of the Massachusetts General Laws, effective for the fiscal year 2024, beginning on July 1, 2023, or take any other action related thereto.

A. LaBrie mentioned the language in Article 4 references a stabilization fund, not specifically the Opioid Abatement Stabilization Fund, and suggested adding that in to limit the confusion.

ATM- Article 6: Revolving Funds Authorization Article

To see if the Town will vote to fix the maximum amount to be spent during fiscal year 2024 beginning on July 1, 2023 for the revolving funds established in town bylaws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53 E 1/2, or take any other action relative thereto.

ATM- Article 7: Senior Tax Work-Off

To see if the Town will vote to raise and appropriate or transfer from other available funds the sum of seven thousand seven hundred dollars (\$7,700) for the Senior Tax Work-Off Program, or act in relation thereto.

ATM- Article 8: Community Action Committee Non-Profit Support

To see if the Town will vote to raise and appropriate or transfer from other available funds the sum of \$27,500 as a grant to the non-profit Community Action Committee, Inc. 273 Central Street, Winchendon, in consideration of the numerous services provided to the Town, or act in relation thereto.

ATM- Article 9: Organizational Restructuring

To see if the Town will vote to accept the Town Manager's proposed 2023 Organizational Change to Staffing as required by Town Charter.

Change 1 of 3

1. Delete DPW Director role and School Maintenance Director role.
 - A. Create combined Director of DPW and School Maintenance.
 - B. Create mid-management School Maintenance Supervisor
 - C. Create mid-management DPW Engineer Supervisor*

Total projected net change in cost: \$0

* Role will be funded in part by taking "MS4 Stormwater" permitting requirements in house, rather than paying an outside consultant. The remainder will be covered by peer review fees, revenue that traditionally "passed through" to Tighe & Bond.

Change 2 of 3

1. Delete Director of Planning and Development role
 - A. Promote current Planning & Land Use Coordinator to Planning & Land Use Agent (Union Supported)
 - B. Shift economic development duties to the Town Manager's scope

Total projected net change in cost: Savings of \$40,000

Since Tracy Murphy left this position, it has sat vacant for nearly a year. Over that time period, the work that the position required did not disappear and was absorbed by other areas in the organization. Anything pertaining to Planning and Land use went to Nicole Roberts and she has done a great job taking over those responsibilities. The economic development responsibilities have been handled by the Town Managers office.

Change 3 of 3

1. Addition of Recreation Coordinator.

Total projected net change in cost: \$0*

*\$45,032 salary is currently fully grant funded, projected to be predominately self supported within three years using revenues from town-sponsored recreational events.

ATM- Article 10: FY24 General Government Budget

To see if the Town will vote to raise and appropriate or transfer from other available funds the sum of \$16,744,246 for the operating budget of the Town for the fiscal year beginning July 1, 2023, or act in relation thereto. (usual and customary article)

ATM- Article 11: FY24 Water Enterprise Budget

To see if the Town will vote to appropriate the sum of \$1,012,542.48 for direct costs of the Water Department Enterprise Fund for the fiscal year beginning July 1, 2023, and that indirect costs of \$193,815.15 appropriated in the general government budget be funded by Water Receipts, or act in relation thereto.

ATM- Article 12: FY24 Wastewater Enterprise Budget

To see if the Town will vote to appropriate the sum of \$1,447,534 (Wastewater Receipts of \$1,002,124 and Betterment Revenues of \$445,410) for the direct costs of the Wastewater Treatment Department Enterprise Fund for the fiscal year beginning July 1, 2023, and that indirect costs of \$173,097.40 appropriated in the general government budget be funded by Wastewater Receipts, or act in relation thereto.

ATM- Article 13: FY24 Transfer Station Enterprise Budget

To see if the Town will vote to appropriate the sum of \$242,337 from Transfer Station Receipts for direct costs of the Transfer Station Enterprise Fund for the fiscal year beginning July 1, 2023; and that indirect costs of \$13,761.34 appropriated in the general government budget be funded by Transfer Station Receipts, or act in relation thereto.

ATM- Article 14: FY24 Cable Public Access Enterprise Budget

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$111,300 to operate the Public, Education, and Government Access Media enterprise for the fiscal year beginning July 1, 2023, or take any other action thereto.

ATM- Article 15: FY24 School Budget

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$16,983,226 (Required Net School Spending of \$20,130,691 plus \$50,000 of the prior years override that includes an escalator in increased funding less \$3,197,464.94 for net school spending and eligible indirect costs budgeted in the general government budget for School Expenses) for the operating budget of the Winchendon Public Schools for the fiscal year beginning July 1, 2023, or act in relation thereto.

ATM- Article 16: FY24 Monty Tech's Assessment

To see if the Town will vote to raise and appropriate the sum of \$706,060 to fund the Town's assessment for its share of the Montachusett Regional Vocational Technical School Budget for the fiscal year beginning July 1, 2023, or act in relation thereto.

ATM- Article 17: Capital Improvements- Free Cash

To see if the Town will vote to transfer from Free Cash the sum of \$224,750 and that the Town be authorized to accept any available grant funds, for the purposes of funding the following capital requests, or take any action in relative thereto.

Blair Square Phase 3 Design- \$130,000
DPW Grove St Parking Lot- \$21,750
DPW Salt Bring System- \$30,000
DPW Generator House- \$17,000
Fire Scuba Replacement Phase 1- \$26,000

ATM- Article 18: Capital Improvements- 5 Year Borrowing

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$784,181 for the purpose of funding the following capital requests; and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow under and pursuant to Chapter 44, Sections 7 or 8 of the General Laws, or any other enabling authority, and to issue bonds or notes for the Town, or take any action relative thereto.

Town Hall Repairs Phase 1, East Side- \$250,000- Annual payments \$52,500
DPW Six Wheel Dump Truck- \$244,181- Annual payments \$51,278
Recreation Winchendon Community Park Barn Exterior- \$140,000- Annual Payments \$29,400
High School Parking Lot Repaving- \$150,00- Annual payment \$31,500

ATM- Article 19: Capital Improvements- Transfer Station

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow the sum of \$223,411 for the purposes of funding the following capital requests; and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow under and pursuant to Chapter 44, Sections 7 or 8 of the General Laws, or any other enabling authority, and to issue bonds or notes for the Town, or take any action relative thereto.

Roll-off Truck Transfer Station- \$223,411- Estimated annual payment- \$24,000

It was mentioned to add in the language of Article 19 that it is a 10 year borrowing.

ATM- Article 20: Capital Improvements- Water Department

To see if the Town will vote to raise and appropriate, or transfer from available funds, and/or borrow the sum of \$98,884 for the purposes of funding the following capital requests, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow under and pursuant to Chapter 44, Sections 7 or 8 of the General Laws, or any other enabling authority, and to issue bonds or notes for the Town, or take any action relative thereto.

Service Truck- \$98,884- Annual payment \$20,700

ATM- Article 21: Capital Improvements- Grants/Other Sources

To see if the Town will vote to appropriate the sum of \$136,918 and that the Town be authorized to accept any available grant funds, for the purposes of funding the following capital requests, or take action relative thereto.

Police Cruiser (2) Replacement- \$136,918- 911 Grant

ATM- Article 22: Paving Plan- Free Cash

To see if the Town will vote to transfer from Free Cash the sum of \$550,000 and that the Town be authorized to accept any available grant funds, for the purposes of funding a portion of the Fiscal Year 2024 Paving Plan, or take any other action relative thereto.

The \$550,000 is based off of two sources, Cannabis revenue and the Maybardy road remediation.

ATM- Article 23: Paving Plan- Five Year Borrowing

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow the sum of \$450,000 for the purposes of funding a portion of the Fiscal Year 2024 Paving Plan, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow under and pursuant to Chapter 44, Sections 7 or 8 of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor, or take any other action relative thereto.

ATM- Article 24: Leaf Loader- Cemetery Perpetual Care

To see if the Town will vote to raise and appropriate, transfer from available funds the sum of \$12,250 for the purposes of funding the purchase of a Leaf Loader, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow under and pursuant to Chapter 44, Sections 7 or 8 of the General Laws, or any other enabling authority, and to issue bonds or notes for the Town, or take any action relative thereto.

ATM- Article 25: Cemetery Expansion- Cemetery Perpetual Care

To see if the Town will vote to raise and appropriate, transfer from available funds the sum of \$50,000 for the purpose of funding the expansion of the town cemetery on existing town-owned land, or take any action relative thereto.

ATM- Article 26: Zoning Bylaws

To see if the Town will vote to amend Chapter 9 of the Zoning Bylaws of the Town of Winchendon Titled: Signs. By Deleting the current Chapter 9 and inserting in its place a new Chapter regulating the signs of Winchendon as recommended by the Planning Board in the document titled 2023 Proposed Zoning Bylaw Revisions on file in the office of the Town Clerk and available on the towns website.

Nicole Roberts explained the changes that were made at the planning board public hearing.

9.1.7- Added "to preserve the character of community while allowing all residents and business' their constitutional right to freedom of speech"

9.6- #4 & #5 were removed under the Monument Sign Section and moved to the illumination section. "electronic message or display must be a continuous stream of light" meaning non-flashing, and the electronic message boards- "electronic message or display signs may constitute up to 50% of the total

square feet of a freestanding sign face incorporated into design of the free standing signage and may be double faced”

9.9 Permitted Accessory Signs- A frame or sidewalk signs are by special permit in all districts except PD

9.9.2 Permanent Principle Signs- Section L- added electronic signs. All electronic signs are by special permit to ensure the signs are adequate for the Town.

Existing Article 9 vs. Proposed Article 9- currently the Zoning Board of Appeals is the granting authority for Signs. In the new bylaw, the Planning Board would take over as the granting authority. This change makes sense due to the fact that the Planning Board oversees a lot of large projects and projects typically come with signs, so everything would be presented to the Planning Board.

Sign types were difficult to read and understand due to the language, so the updated bylaws have pictures to accurately show each sign type.

9.10- D- Exempt signs would be considered governmental signs, information needed to display to the town.

9.12- The Planning Board reserves the right by Special Permit at its discretion to waive or modify any requirements in Article 9.

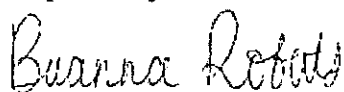
Special Event Signs and Street Banners- permitted for home occupations, churches, and schools and are also permitted by Special permit.

ATM- Article 27: Authorization- Stormwater Asset Management Project

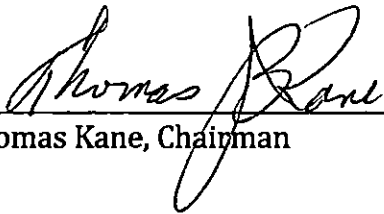
To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$135,625 and appropriate the 2023 Clean Water State Revolving Fund Asset Management Planning total cost of project \$135,625 for the Winchendon Stormwater Asset Management Project. The total project cost of \$135,625 is comprised of an \$81,375 grant (60% of the total project cost) which will be paid to the Town as a reimbursement from MassDEP and Massachusetts Clean Water Trust. The balance of the project will be comprised of in-kind services provided by the Town at \$15,000 and a cash contribution from remaining funds from the American Rescue Planned Act (ARPA) valued at \$39,250; and to take any other action relative thereto.

**7:58PM- C. Corts motioned to adjourn the Finance Committee, 2nd by A. Guerrero.
Corts (Y) Dickson (Y) Guerrero (Y) Reed (Y) Ward (Y) 5-0**

Respectfully submitted:



Brianna Roberts, Finance Committee Recording Secretary



Thomas Kane, Chairman

Dr. Maureen Ward, Vice-Chair

Charles C. Corts

Douglas Delay

Anthony Dickson

Adrian Guerrero

James Reed