

# Town of Winchester

Board of Selectmen  
Regular Meeting  
Monday October 3, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:01pm

Attending Members	Todd Arcelaschi (Mayor)	Jonathan Morhardt (Selectman)
	Candy Perez (Selectman)	Linda Groppo (Selectman)
	Candace Bouchard (Selectman)	
	Steve Sedlack (Selectman)	

Absent Excused	Jack Bourque (Selectman)
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Staff Members	Josh Kelly (Town Manager)
	Glenn Albanesius (Town Clerk)
	Kevin Nelligan (Town Attorney)

Item 2 **Pledge of Allegiance** The Pledge was recited by all

Item 3 **Agenda Review** - Mayor Arcelasch requested Agenda Items 11 and 12 be reversed

Item 4 **Approval of Minutes**

\* Minutes of Regular Meeting on September 19, 2022  
Motion - Sel. Morhardt / Second - Sel. Sedlack  
Vote to accept minutes - Unanimous (6 - 0)

Item 5 **Citizens Comments**

\* Resident John Gauger addressed the Board regarding Driveway Permit issued to the owner of 50 Bank Street. Mr. Gauger also submitted a formal signed letter to each Board member and the Town Manager.  
\* Resident Bill Hester expressed concerns regarding operational and project funds falling short of what is needed to keep the Town's Water and Sewer system functioning properly.  
\* Resident David LaPointe spoke regarding the Town's FOIA policy.

- Item 6 **Town Manager's Report** - Josh Kelly reported to the Board on the following topics. . .
- \* Additional ARPA information requested by BOS has been collected. Two requests for ARPA allocations are on tonight's agenda.
  - \* Two responses to the Batcheller School RFP were submitted. Details will be shared prior to the the October 17 meeting.
  - \* EDC's Job Fair is scheduled for Wednesday October 5th.
  - \* Final awards have been made for the Façade and Business Start-Up Programs. Details are posted on the Town's website.
  - \* Winchester has been accepted into the National League of Cities Infrastructure, Investment and Jobs Act (IIJA) "Bootcamp". This provides help to Town officials to complete one IIJA grant application by January.
  - \* Public Works has provided a summary update for all road bond projects.
  - \* The Supervisors union has ratified their contract. This will come to the BOS for a vote.

- Item 7 **Correspondence** - The following were entered into the record.
- \* Letter from John Gauger
  - \* Annual Report from RRDD#1 administrator Debbie Angell

- Item 8 **Boards and Commissions** - Sel. Sedlack introduced the following actions.....
- \* Lara Green-Kazlauskas submitted an E-mail note of resignation from the Architectural Review Committee
  - \* Kevin O'Connell submitted an E-mail note of resignation from the Economic Development Commission. This was modified to a motion moving Kevin to an Alternate position.  
Motion - Sel. Sedlack / Second - Sel. Bouchard  
Vote to approve - Unanimous (6 - 0)
  - \* The following groups have position openings. Interested candidates are urged to apply!
    - Board of Assessment Appeals - 1 Alternate Seat
    - Arch. Review Committee - 2 Permanent Seats
    - Economic Development Commission - 1 Alternate Seat
    - Conservation Commission - 1 Permanent Seat
    - Laurel City Commission - 5 Permanent Seats

- Item 9 **New Business** -
- A) Presentation on the Housing Affordability Plan
- Jocelyn Ayer the Planning Consultant to the Winchester Housing Plan Steering Committee presented a summary review of the proposed 2022-2027 Housing Affordability Plan. She stressed that the draft Plan would act as a "guidance document". Town Manager Kelly explained that the Town had received an extension from the SOCT but the BOS would need to act on the October 17th meeting to meet the adoption deadline.

B) 22-51 Consider and Possibly Act on a Bid Waiver for the construction of Whiting Street - Phase 2  
Motion Statement - I move that the Board of Selectmen authorize a waiver of the requirement to bid out the project know as "Whiting Street - Phase 2" and that the Town Manager be empowered to sign a contract with a private contractor to complete the work in a manner consistent with this Bid Waiver.

Motion - Sel. Arcelaschi / Second - Sel. Bouchard

Vote to approve - Unanimous (6 - 0)

C) 22-52 Proposed Line Item Transfer

Motion Statement - I move that the Board of Selectmen approve the line item transfers of \$60,000 to multiple departments outlined in the attached document.

Motion - Sel. Sedlack / Second - Sel. Groppo

Vote to approve - Unanimous (6 - 0)

D) 22-53 Refunds as recommended by Collector of Revenue

Motion Statement - I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue in the amount of \$7,117.78.

Motion - Sel. Groppo / Second - Sel. Morhardt

Vote to approve - Unanimous (6 - 0)

E) 22-54 Consider and Possibly Act on proposed allocations from American Rescue Plan Act funds.

These funds would allow the Social Services and Economic Development Directors to continue working thru the end of June 2022.

Motion Statement - I move that the Board of Selectmen allocate American Rescue Plan Act dollars \$23,481 for the Social Service Coordinator and \$24,548 for the Economic Development Director to June 30th, 2022.

Motion - Sel. Perez / Second - Sel. Sedlack

Vote to approve - Yes (5) No (0) Abstained (1) Sel. Morhardt

F) 22-55 Proposed Line Item Transfer

Motion Statement - I move that the Board of Selectmen approve the BOE Non-Lapsing Fund line item transfers of \$34,780.11 to the BOE Sinking Fund Expenditures (1-0000-910-804-0001-0000) in the amount of \$34,780.11.

Motion - Sel. Perez / Second - Sel. Bouchard

Vote to approve - Unanimous (6 - 0)

G) 22-56 Proposed Line Item Transfer

Motion Statement - I move that this item be tabled to the October 17th BOS meeting

Motion - Sel. Bouchard / Second - Sel. Morhardt

H) Presentation of prospective policies for adoption.

The following 2 policies are introduced for the Boards review and discussion. No action is recommended tonight. Once reviewed, edited and accepted these will move to a vote for approval.

\* Blight and Beautification Fund Policy

\* Freedom of Information Act Policy

Item 10

**Citizens Comments**

- \* Resident Dave Lapointe cautioned using the word "execution" as it related to Blight Policy; and offered an explanation as to the tax rebate amount from the recent Board of Assessment Appeals review of Motor Vehicles. He encouraged those BOS members who were against recreational marijuana use to maintain their convictions.
- \* Resident Jerry Martinez raised concerns about the Whiting Street grant timeline and Item 22-51 Bid waiver approved earlier in the meeting.

Item 11

**Selectmen's Comments and Reports**

- \* Mayor Arcelaschi reported that the Fire Department and Ambulance Association are looking for volunteers. The Police Department is also encouraging everyone to be mindful of their surroundings and be certain to "Say Something if they See Something"
- \* Sel. Bouchard reported another successful River Cleanup campaign. Nearly 30 people joined forces to cleanup several public areas in Town. Additionally, applications are available for the upcoming Halloween Storefront Window Painting party.
- \* Sel Perez - Reminded everyone that Soldiers Monument Commission was sponsoring a Cemetery Walk on October 15th. The Rec Department is sponsoring a Halloween Trunk or Treat event and looking for participants. The Athletic Field lighting project at Walker Field has secured several cost estimates for lights and pole replacement. The committee will review and make recommendations.

Item 12

**Executive Session**

- A) Kevin Nelligan regarding pending litigation
  - Motion Statement - To enter executive session including Town Manager Kelly at 8:36pm
  - Motion - Mayor Arcelaschi / Second - Sel. Sedlack
  - Board returned from Executive Session at 9:15pm with no action taken

Item 13

**Adjournment**

- \* Motion - Sel. Sedlack / Second - Sel. Bouchard
  - To adjourn the meeting at 9:16pm
  - Vote to approve - Unanimous (6 - 0)

ATTEST:

Glenn Albanesius, Town Clerk

These Minutes are subject to formal approval at the next scheduled meeting. Any amendments, corrections or revisions will be noted in the next Meeting Minutes.

Town of Winchester  
 June 30, 2022 Line Item Budget Transfers - Departments Over Budget - updated 9/30/2022

Transfers FROM:		Transfers TO:		
Buildings - Town Hall 1-000-0127-831-0000-0000	Contracted Labor	10,000.00	Purchasing 1-000-0145-809-0000-0000	Maintenance of Equipment
Buildings - Town Hall 1-000-0127-831-0000-0000	Contracted Labor	1,000.00	Purchasing 1-000-0145-812-0000-0000	Data Processing
Town Clerk 1-000-0120-900-0002-0000	Fringe Benefits - Medical	1,500.00	Purchasing 1-000-0145-812-0000-0000	Data Processing
		<u>12,500.00</u>		
Assessor 1-000-0115-190-0000-0000	Administrative Salaries	10,000.00	Police 1-000-0210-197-0000-0000	Overtime
Miscellaneous 1-000-0910-388-0000-0000	Unnegotiated Settlements	21,000.00	Police 1-000-0210-197-0000-0000	Overtime
Municipal Insurance 1-000-0919-381-0001-0000	Workers Compensation	12,000.00	Police 1-000-0210-900-0005-0000	Pension Contribution MERFB
		<u>43,000.00</u>		
Town Clerk 1-000-0120-191-0000-0000	Assistant Town Clerk Salary	2,000.00	Dog 1-000-0216-192-0000-0000	Labor, Skilled and Prof Salary
		<u>2,000.00</u>		
Highways 1-000-0311-194-0000-0000	General Labor	2,500.00	Cemeteries 1-000-0313-194-0000-0000	General Labor
		<u>2,500.00</u>		
		<b>Total (60,000.00)</b>		<b>60,000.00</b>