

# Town of Winchester

Board of Selectmen

Regular Meeting

Monday, June 5, 2023

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:44pm

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

Staff Members	Josh Kelly (Town Manager)
	Glenn Albanesius (Town Clerk)

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

Item 3 **Agenda Review** - No Changes

Item 4 **Approval of Minutes**

\* Minutes of Regular Meeting on May 15, 2023

Motion - Sel. Morhardt / Second - Sel. Groppo

Vote to accept minutes - Unanimous (7 - 0)

Item 5 **Citizens Comments** - The following people addressed the Board

* Stephen Kosinski	* Jerry Martinez
* Troy Lamere	* Rob Asselin
* Luiza Martinez	* Candy Perez

Item 6 **Town Manager's Report** - Josh Kelly reported to the Board on the following topics. . .

\* The Batcheller School repurposing project was approved at the Special Town Meeting proceeding this Selectman's Meeting. Additionally the cash offer for 17 Front Street, another town owned property was accepted by majority vote. Papa's market has opened next to the Post Office. The Town has published an RFP for residential development ideas at the Mountainside Drive site. This is part of a continued initiative to grow the Towns Grand List.

\* The Spending vote for next years Budget was rejected at the May 27th Referendum. The Selectmen and Town Manager will be meeting to carefully review possible reductions in advance of the June 12th Special Town Meeting.

\* Frontier has begun to make residential connections to it's new Fiber optic network. Underground connections have slowed work efforts but progress is being made.

- \* All seven of Winchesters applications for FY2024 Congressionally-Directed spending have been forwarded to the US Senate Appropriations Committee. A total of \$9,488,000 is up for consideration.
- \* Town Hall staff that report to the Town Manager have all completed self-evaluations. This month will have Town Manager evaluations of staff members. Any Selectmen that are interested in the process can see Josh.
- \* The "Main Street Parking & Safety Survey" is still open for anyone wanting to participate. The survey is critical for gathering key data that will help ensure future grant funding.
- \* Josh attended the Regional Realtors Association's Local Leadership meeting in May. The meeting afforded an opportunity for Winchester's progress and investments to be highlighted.
- \* The Spring edition of the "Winchester Wire" was mailed to all residents in May. The electronic version will be E-mailed out shortly.

Item 7      **Correspondence** - None

Item 8      **Boards and Commissions** - Sel. Sedlack introduced the following actions.

- \* Mason Kiesewatter (U) submitted an application for consideration as a Member of the Inland Wetlands and Watercourses Board
- \* Bradley Burcoff (R) is submitted for Nomination as a Member of the Recreation Board with a term to expire in 4/2028
- \* The following groups have position openings. Interested candidates are encouraged to apply!
  - Board of Assessment Appeals - 1 Alternate Seat
  - Arch. Review Committee - 1 Permanent Seats and 2 Alternate Seats
  - Economic Development Commission - 2 Alternate Seats
  - Conservation Commission - 1 Permanent Seat
  - Laurel City Commission - 5 Permanent Seats
  - Inland Wetlands & Watercourses Commission - 3 Permanent Seats
  - Recreation Board - 2 Permanent Seats
  - Soldiers Monument - 1 Member
  - Zoning Board of Appeals - 2 Alternate Seats

Item 9      **Unfinished Business**

- A) Consider and possibly act on matters related to revising the FY2024 budget and submitting a revised draft to the Town Meeting.
- \* A Special Board of Selectmen meeting has been scheduled for Tuesday June 6th at 5:30pm
- \* The Board will discuss and possibly act on changes to the FY24 Town Budget
- \* The Superintendent of Schools Melanie Brady-Shanley was extended an invitation to be part of this meeting.

Item 10     **New Business -**

- A) Discussion on the FY2022 Town Audit
- \* Christopher King gave a detailed walkthru of the FY22 Audit as prepared by King & King Associates.
- \* Mr. King highlighted procedural guidelines, General Fund and Liability numbers, confirming that the Towns finances met established benchmarks.

B) 23-41 Consideration and approval of the Neighborhood Assistance Act Tax Credit Program for the American Mural Project (AMP).

Motion Statement - " I move that the Board of Selectmen support the application and designation of Town Manager Josh Kelly as the Liaison for the Neighborhood Assistance Act (NAA) Tax Credit Program from the American Mural Project.

Motion - Sel. Perez / Second - Sel. Sedlack

Sel. Perez also asked that a brief report be submitted to the Board

Vote to approve - Unanimous (7 - 0)

C) Discussion on the State Department of Education's study regarding the funding of the Gilbert School.

\* Sel. Sedlack made a motion to table this discussion until after the Budget is resolved.

Motion - Sel. Sedlack / Second - Sel. Bouchard

Vote to approve - Unanimous (7 - 0)

D) 23-42 Consider and possibly act on the interim Tax Collection Plan.

\*The Board was presented with 2 options for Tax Bill mailings

Option A - Mailing Bills in installments according to Referendum decisions

Option B - Defer Billing until Budget is resolved

\*Town Manager Kelly explained the pros and cons of both strategies

Motion Statement - "I move that the Board of Selectmen direct the Tax Collector to defer the issuance of any tax bill until at least after a second referendum on the budget can be held."

Motion - Sel. Bouchard / Second - Sel. Bourque

Sel. Perez added to the motion by stating any delay past a second referendum would trigger Tax Installment mailings.

Vote to approve - Unanimous (7 - 0)

E) 23-43 Refunds as recommended by the Collector of Revenues

Motion Statement - "I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue in the amount of \$256.11."

Motion - Sel. Morhardt / Second - Sel. Groppo

Vote to approve - Unanimous (7 - 0)

F) 23-44 Proposed Line Item Transfer

Motion Statement - "I move that the Board of Selectmen approve the Line Item transfer of \$328.00 from (111-811-0000) Training & Education to \$286.00 (111-806-0000) Office Supplies, \$42.00 (111-808-0000) Office Equipment.

Motion - Sel. Bouchard / Second - Sel. Morhardt

Vote to approve - Unanimous (7 - 0)

G) 23-45 Proposed Line Item Transfer

Motion Statement - "I move that the Board of Selectmen approve the Line Item transfer of \$833.00 (148-898-0000) Software to \$382.00 (148-197-0000) Overtime, \$414.00 (148-811-0000) Training & Equipment and \$37.00 (148-819-0000) Vehicle Allowance.

Motion - Sel. Sedlack / Second - Sel. Groppo

Vote to approve - Unanimous (7 - 0)

H) 23-46 Proposed Line Item Transfer

Motion Statement - "I move that the Board of Selectmen approve the Line Item transfer of \$750.00 from (213-806-0000) Office Supplies, \$750.00 (213-809-0000) Maintenance of Office Equipment, \$1000.00 (213-813-0000) Training & Education, \$500.00 (213-821-0000) Memberships, Dues and Subscriptions, \$1241.00 (213-821-0000) Maintenance of Vehicles, \$500.00 (213-823-0000) Supplies and Materials, \$4,000.00 (213-830-0001) Demolition of Buildings to (213-193-0000) Secretarial /Support Staff in the amount of \$8741.00.

Motion - Sel. Bourque / Second - Sel. Morhardt

Vote to approve - Unanimous (7 - 0)

I) 23-47 Proposed Line Item Transfer

Motion Statement - "I move that the Board of Selectmen approve the Line Item transfer of \$1005.00 from (812-914-0000) General labor to (812-900-0002) Fringe Benefits-Medical Benefits, in the amount of \$1000.00 and (812-814-0000) Membership, Dues & Subscriptions in the amount of \$5.00.

Motion - Sel. Morhardt / Second - Sel. Sedlack

Vote to approve - Unanimous (7 - 0)

J) 23-48 Proposed Line Item Transfer

Motion Statement - "I move that the Board of Selectmen approve the Line Item transfer of \$3000.00 from (813-197-0000) Overtime, \$2000.00 (813-820-0000) Vehicle:Gas, Oil and Grease, \$2500.00 (813-821-0000) Vehicle Maintenance, \$1,500.00 (813-800-0001) Healthy Aging Programs and \$1,000.00 (813-841-0000) Celebrations to \$3000.00 (813-822-0000) Electricity, \$2,000.00 (813-806-0000) Office Supplies, and \$5,000.00 (813-827-0000) Maintenance of Structures.

Motion - Sel. Groppo / Second - Sel. Sedlack

Vote to approve - Unanimous (7 - 0)

Item 11      **Selectmen's Comments and Reports** - None

Item 12      **Executive Session**

A) Discussion on possible sale of Town-owned land.

B) Discussion on Strategy and Negotiations of contracts

Motion Statement - "Motion to enter Executive Session to discuss the Sale of Town-Owned land and Strategy and Negotiations of Contracts, taking the Town Manager to be part of the meeting at at 8:55pm.

Motion - Sel. Morhardt / Second - Sel. Bouchard

Vote to approve - Unanimous (7 - 0)

The Board returned from Executive Session at 10:24pm.

Item 13      Post-Executive Session Business

A) Consider and Possibly Act on referring Town owned parcels to the Planning & Zoning Commission for an 8-24 referral and to the Town's Real Estate agent for listing on the market

\* No action taken.

B) Consider and Possibly Act on any contracts as discussed in Executive Session  
No action taken.

Item 14     **Citizens Comments** - None

Item 13     **Adjournment**

\* Motion - Sel. Sedlack / Second - Sel. Morhardt

To adjourn the meeting at 10:25pm

Vote to approve - Unanimous (7 - 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.