Town of Winchester
Board of Selectmen
Regular Meeting
Monday April 1, 2024

Item 1  **Call to Order**
Meeting called to order by Mayor Todd Arcelaschi at 7:00pm

Attending Members  Todd Arcelaschi (Mayor)  Troy Lamere (Selectman)
                  Steve Sedlack (Selectman)  William Hester (Selectman)
                  Candy Perez (Selectwoman)  William Pozzo (Selectman)
                  Paul Marino (Selectman)

Staff Members  Glenn Albanesius (Town Clerk)
                Bob Geiger (Town Manager)
                Ann Marie Rheault (Finance Director)

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

Item 3  **Agenda Review**  No changes requested

Item 4  **Approval of Minutes**
* Minutes of Regular Meeting on March 18, 2024
  Motion - Sel. Hester / Second - Sel. Pozzo
  Vote to accept minutes - Unanimous (7 - 0)
* Minutes of Special Meeting on March 18, 2024
  Motion - Sel. Pozzo / Second - Sel. Hester
  Vote to accept minutes - Unanimous (7 - 0)

Item 5  **Citizens Comments**  The following individuals addressed the Board
* Julie Scharnberg

Item 6  **Town Manager’s Report**  Bob Geiger reported to the Board on the following topics…
* Preparing and adjusting the Budget for the coming fiscal year has been the top focus and priority.
* Newly hired Town Manager Paul Harrington, will be starting on April 22nd. Bob has offered to spend as much time as possible to help Paul get acclimated and up to speed with staff ,Town Manager responsibilities and the FY24-25 budget process.

Item 7  **Correspondence**  - None

Item 8  **Boards and Commissions**  - Sel. Sedlack introduced the following actions.
1) Courtney Puckett is submitted for Consideration as a Member of the Cultural Commission with a term to end 12/2024.
2) Ken Kazlauskas (D) is submitted for Consideration as a Member of the Recreation Board with a term to expire 4/2028
3) David Lapointe (R) is submitted for Consideration as a Member of the Ethics Commission with a term to expire 1/2026
4) Davis Lapointe (R) is submitted for Consideration as a Member of the Water and Sewer Commission with a term to expire 6/2029

5) Linda Dew (U) is submitted for Appointment as a Member of the Historic Commission with a term to be expire 12/2024.
   Motion - Sel. Sedlack / Second - Sel. Lamere
   Vote to approve - Unanimous (7 - 0)

6) Victor Dubourg Jr. (U) is submitted for Appointment as a Member of the Recreation Board with a term to expire 4/2027
   Motion - Sel. Sedlack / Second - Sel. Pozzo
   Vote to approve - Unanimous (7 - 0)

7) Lorraine Carbone-Craig (D) is submitted for Appointment as a Member of the Soldiers Monument Commission with a term to expire 6/2025
   Motion - Sel. Sedlack / Second - Sel. Hester
   Vote to approve - Unanimous (7 - 0)

* The following groups have position openings. Interested candidates are encouraged to apply!
   - Arch. Review Committee - 1 Member Seat and 3 Alternate Seats
   - Conservation Commission - 1 Member Seat (Pending) / 2 Alternates
   - Cultural District Commission - 6 Members
   - Economic Development Commission - 4 Alternate Seats
   - Laurel City Commission - 3 Member Seats
   - Recreation Board - 2 Member Seats
   - Soldiers Monument Commission - 1 Member (Pending)
   - Water and Sewer Commission - 1 Member
   - Zoning Board of Appeals - 1 Alternate

Item 9  
**Unfinished Business** -

A) 24-11a  Consider and Possibly Act on the Historic Commission Ordinance amendment.
   (2nd of 3 meetings)
   Motion Statement - "I move that the Board of Selectmen consider the change to the Ordinance regarding the Historian position(s) and the role on the "Historical Commission" to be effective after the 3rd meeting as provided by the Town Charter."
   Motion - Sel. Hester / Second - Sel. Marino
   Vote to approve - Unanimous (7 - 0)

Item 10  
**New Business** -

A) Consider and Possibly Act on Board of Selectmen Proposed 2024/2025 Budget

* The following changes to the Town Manager Proposed Budget were voted on by the Board.

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>R1</td>
<td>Record anticipated $50,000.00 grant income from NWCF Acct - Social Services Grant - BHC (1-999-710-0510-0000)</td>
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<tr>
<td></td>
<td>Motion - Sel. Perez / Second Sel. Sedlack</td>
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<td>Vote to approve - Y (6) - No (0) - Abstain (1) Sel. Pozzo</td>
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<tr>
<td>R2</td>
<td>Revise ECS amount to Historical amount received - $200,966.00</td>
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<td></td>
<td>Acct - Educational Cost Sharing (1-999-720-0007-0000)</td>
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<td></td>
<td>Motion - Sel. Marino / Second Sel. Pozzo</td>
</tr>
<tr>
<td></td>
<td>Vote to approve - Unanimous (7 - 0)</td>
</tr>
</tbody>
</table>
R3  Allocation of $2,000,000.00 of Fund Balance to pay for Capital Projects
   Acct - Allocation of Fund Balance (Capital) (1-999-790-0000-0000)
   Motion - Sel. Perez / Second Sel. Pozzo
   Vote to approve - Y (6) - No (1) Sel. Sedlack

R4  Transfer in $12,500.00 from Opioid Settlement to Greenwoods Counseling
   ($7,500.00) and Social Service Director Salary ($5,000.00)
   Acct - Transfers In (Opioid Settlement) (1-999-799-0002-0000)
   Motion - Sel. Perez / Second Sel. Hester
   Vote to approve - Y (5) - No (2) Sel. Lamere / Sel. Pozzo

E1  Eliminate 1 Assessor position and restructure department staffing - $72,890
   Acct - Administrative Salaries (1-115-190-0000-0000)
   Motion - Sel. Marino / Second Mayor Arcelaschi
   Vote to approve - Y (3) - No (3) Sel. Lamere, Pozzo, Sedlack - Abstain (1) Sel. Hester

E2  Eliminate Director of Economic Development position - $48,000.00
   Acct - Administrative Salaries (1-125-190-0000-0000)
   Motion - Sel. Perez / Second Sel. Pozzo
   Vote to approve - Y (6) - No (1) Sel. Sedlack

E3  Eliminate Town Planner position from Land Use Department - $79,800.00
   Acct - Town Planner Salary (1-148-190-0003-0000)
   Motion - Sel. Lamere / Second Sel. Pozzo
   Vote to approve - Y (5) - No (1) Sel. Sedlack - Abstain (1) Sel. Hester

E4  Eliminate Deputy Police Chief position (currently vacant) - $110,011.00
   Acct - Administrative Salaries (1-210-190-0000-0000)
   Motion - Sel. Lamere / Second Sel. Marino
   Vote to approve - Y (6) - No (1) Mayor Arcelaschi

E5  Eliminate 3 new Police Department requested positions - $261,000.00
   Acct - Labor, Skilled and Professional Salaries (1-210-192-0000-0000)
   Motion - Sel. Lamere / Second Pozzo
   Vote to approve - Y (6) - No (1) Mayor Arcelaschi

E6  Reduction of Holiday Pay resulting from elimination of 3 new PD positions - $14K
   Acct - Holiday Pay (1-210-192-0010-0000)
   Motion - Sel. Lamere / Second Pozzo
   Vote to approve - Unanimous ( 7-0 )

E7  Eliminate new requested PW/Recreation shared position - $18,000.00
   Acct - General Labor (30%) (1-311-194-0000-0000)
   Motion - Sel. Marino / Second Hester
   Vote to approve - Y (5) - N (2) Sel. Pozzo and Sel. Lamere

E8  Eliminate new requested PW/Recreation shared position - $41,371.00
   Acct - General Labor (70%) (1-812-194-0000-0000)
   Motion - Sel. Marino / Second Hester
   Vote to approve - Y (5) - N (2) Sel. Pozzo and Sel. Lamere
E9 Reduction of Retirement Contributions for above PD positions - $92,788.00
Acct - Retirement - Police CMERS Plan (1-918-230-0001-0000)
Motion - Sel. Pozzo / Second Sel. Hester
Vote to approve - Unanimous (7-0)

E10 Reduction of 401A Employer Match for eliminated positions - $12,773.00
Acct - Defined Contribution (Town Match) - (1-918-230-0004-0000)
Motion - Sel. Marino / Second Sel. Lamere
Vote to approve - Unanimous (7-0)

To accept corrected amount based on above votes - $8350.00
Motion - Sel. Perez / Second Sel. Hester
Vote to approve - Unanimous (7-0)

E11 Increase budgeted amount to cover projected Unemployment's Costs as a result of eliminated positions. + $85,000.00
Acct - Unemployment Compensation (1-918-250-0000-0000)
Motion - Sel. Perez / Second Hester
Vote to approve - Y (6) - Abstain (1) Sel. Lamere

E12 Reduction of Employee FICA payments for eliminated positions - $42,773.00
Acct - FICA (1-918-900-0001-0000)
Motion - Sel. Perez / Second Pozzo
Vote to approve - Unanimous (7-0)

E13 Reduction of Health Benefit Payments for eliminated positions - $175,863.00
Acct - Health Insurance (1-918-900-0002-0000)
Motion - Sel. Lamere / Second Pozzo
Vote to approve - Unanimous (7-0)

E14 Reduction of Contracted Fee for revised LCD budget - $95,000.00
Acct - Contracted Services (LCD) - (1-210-831-0001-0000)
Motion - Sel. Pozzo / Second Marino
Vote to approve - Unanimous (7-0)

E15 Reduction of Initial Ambulance Service Requested Increase - $100,000.00
Acct - Transfer for Outside Agency (1-215-805-0000-0000)
Motion - Sel. Marino / Second Lamere
Vote to approve - Unanimous (7-0)

E16 Reduction of General Fund Capital Funding - $2,748,752.00
Acct - Transfer to Capital - General Fund (1-1001-179-0000-0000)
Motion - Sel. Marino / Second Hester
Vote to approve - Y (5) - No (1) Sel. Lamere Abstain (1) Sel. Pozzo

E17 Increase Fund Balance allocation for Capital Projects
Acct - Transfer to Capital - Fund Balance (1-1001-179-0001-0000)
Motion - Sel. Hester / Second Perez
Vote to approve - Y (6) - N (1) Sel. Lamere

Vote to Accept the "REVISED CAPITAL IMPROVEMENT SCHEDULE"
Motion - Sel. Perez / Second Hester
Vote to approve - Unanimous (7-0)
B) 24-14 Proposed Line Item Transfer
Motion Statement - "I move that the Board of Selectmen approve the line item transfer of $740.60 from (812-194-0001) Holiday Pay and $350.00 from (812-842-0000) Background Checks to (813-832-0000) Contracted Labor in the amount of $1090.60."
Motion - Sel. Lamere / Second - Sel. Pozzo
Vote to approve - Unanimous (7-0)

C) 24-15 Proposed Opioid Settlement Fund Request
Motion Statement - "I move that the Board of Selectmen appropriate $2500.00 from the Opioid Settlement Fund to Greenwoods Counseling to provide Narcan Kits as described."
Motion - Sel. Sedlack / Second - Sel. Lamere
Vote to approve - Unanimous (7-0)

D) 24-16 Proposed Line Item Transfer
Motion Statement - "I move that the Board of Selectmen approve the line item transfer of $2500.00 from (210-811-0003) Emergency Response Team to (210-826-0000) Maintenance of Equipment in the amount of $2500.00."
Motion - Sel. Marino / Second - Sel. Hester
Vote to approve - Unanimous (7-0)

E) 24-17 Proposed Line Item Transfer
Motion Statement - "I move that the Board of Selectmen approve the line item transfer of $1000.00 from (111-811-0000) Training and Education to (111-806-0001) Purchase/Maintenance of Office Equipment in the amount of $1000.00."
Motion - Sel. Hester / Second - Sel. Pozzo
Vote to approve - Unanimous (7-0)

Item 11 Citizens Comments - The following Residents addressed the Board
* David LaPointe
* Sarah Toomey
* Nora Mocarski

Item 12 Adjournment
* Motion - Sel. Sedlack / Second - Sel. Lamere
   To adjourn the meeting at 8:19pm
   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.