

BOARD OF SELECTMEN

MINUTES

Joseph F. Bilotta Meeting Room, Town Hall

May 1, 2018

Board of Selectmen: Jamie Toale, Chairman; Robert Ebersole, Vice Chairman; Paula Bertram, Clerk; Phyllis Luck, Member; Damon McQuaid, Member

Also Present: Heather Lemieux, Town Manager

The meeting opened at 7:00 p.m. with the Pledge of Allegiance.

PUBLIC COMMENT:

Mr. Toale reported the Board received a letter dated April 25, 2018 from the Attorney General's office, Division of Open Government, stating that as a result of a complaint filed by Kathryn Adams on January 24, 2018, they determined the Board violated the Open Meeting Law by failing to make its November 9, 2017 audible to the audience and by failing to post an anticipated topic on its November 9, 2017 agenda. In addition they ordered the Board's immediate and future compliance with the law's requirements. They ordered the Board members to review the Attorney General's Open Meeting Law training videos (#1 and #2) and to certify to their office within thirty days that they have complied with the order. The Attorney General's office considers the complaint addressed by this determination to be resolved. The Board received this letter after we posted tonight's agenda. We will add this topic to next week's agenda and discuss it at that time.

Ms. Luck thanked everyone for coming out to the Earth Day event last weekend.

Tom Alonzo, 284 Lancaster Ave., announced the Board of Selectmen Candidates' Debate on Thursday, May 3rd at 7:00 p.m. at the Middle/High School. He encouraged voters to attend. It is sponsored by The Lunenburg Ledger and moderated by Town Moderator Tim Murphy. It will be recorded by public access cable and will be broadcast at a later time.

Carl Luck, 50 Sunset Lane, updated on the efforts to add one additional staff to the Fire Department budget so we can achieve coverage 24 hours/7 days a week. He planned to make a motion to make an amendment to the FY19 budget at the annual town meeting this Saturday. He asked for feedback from the Board and Town Manager on his proposal. Ms. Bertram noted this item is not on their agenda so she did not believe they could discuss it as a Board. Mr. Toale noted #2 under old business allows for discussion of Annual Town Meeting warrant articles.

APPOINTMENTS

Hickory Hills Landowners Inc. RE: Article 21

Steve Douglas, 24 Wintergreen Court, representing the Hickory Hills Dam Committee presented on Annual Town Meeting Article 21 (Perpetual Easement along and upon portions of Town-owned property). Hickory Hills is a 315 acre lake. Recently the state increased their requirements for dams. To meet this requirement, several alternatives have been considered by Tighe & Bond Engineering firm; (enlarging the spillway, new crest gate, overtopping). Overtopping of the earthen portion of the dam with erosion resistant material has been chosen as the most cost effective choice. A portion of the Hickory Hills Dam is within the road easement along Townsend Harbor Road. Hickory Hills Landowners Inc. is requesting Lunenburg residents to vote YES to allow the dam improvements on the road easement to meet state requirements. Hickory Hills Landowners Inc. will fund the project. The Town will have no financial liability. The Department of Environmental Protection and the Conservation Commission have approved the plan. Town counsel has been working with the HHL on the wording of the proposed easement. DPW Director Rodriquenz has been reviewing the proposal. Mr. Ebersole stated he was impressed by the work done by the group and although the Board would not be voting tonight, he would be supporting the article at Town Meeting.

Hickory Hills Landowners Inc. re: Article 23

Carol Hatch, 41 Hilltop Lane, Vice President and Board member from Hickory Hills Landowners Inc. reported their Board voted last night to request Town Meeting pass over Article 23 (Transfer of land to 174 Northfield Rd. Rear) due to research needed since receiving new information.

Sewer Commission re: ATM Article 25

Joe Anderson, Chairman, deferred to Carl Luck, to report on this article. The article proposes amending the sewer service area to include Tilton Avenue. There are no plans to place a betterment on the properties at this time. This was a parcel that was excluded when the town service area map was done. The Sewer Commission has determined that it should go back into the map, partly because of the needs of the residents. There are some people at the initial part of the road that would qualify to do a private sewer extension if this was included in the service area. Discussion ensued on whether the area can support installation of conventional septic systems and if there is a need for sewer. Mr. Ebersole stated he would be interested in the Board of Health's determination of that area. He was also concerned about the residents who had to have septic systems installed because they were not given this opportunity previously. Ms. Bertram concurred and stated she would need the data on the septic systems on Tilton Avenue. She and Mr. Ebersole were not ready to make a recommendation on this article this evening. Mr. Ebersole recommended reaching out to the residents on Tilton Ave. before the Town Meeting.

Citizen Petition re: ATM Article 26

(Eliminate Chapter 127 Cigarettes, 127-1, 127-2 and allow sale of cigarette rolling papers)

Lance Rozell, owner of City Line Plaza and Smit Patel, owner of City Line Smoke Shop presented on behalf of the citizen petition to end the prohibition of sale of cigarette rolling papers. They believe in lieu of changes to the state law regarding marijuana as well as surrounding towns that it would be beneficial to end the old ordinance. Mr. Patel believed Lunenburg voted in favor of legalization of marijuana and that the bylaw is outdated. Mr. Rozell stated they wanted to have the same right to sell cigarette papers as surrounding towns. He hoped they would take the request under consideration.

Motion: R. Ebersole

2nd: P. Bertram

To recommend approval of Article 26

Ms. Lemieux stated the Police Chief will present his thoughts on this bylaw at town meeting.

Vote: All in Favor

Mr. Rozell and Patel thanked the Board.

Mr. Toale noted the Charter Review Committee will be requesting Articles 27 and 28 be passed over at town meeting. He asked for a recommendation from the Board.

Motion: R. Ebersole

2nd: P. Bertram

To recommend passing over Article 27 and 28

Vote: All in Favor

The discussion turned to Mr. Luck's earlier presentation regarding adding another staff to the Fire Department. Ms. Bertram asked for feedback from Ms. Lemieux. Ms. Lemieux reported she has met with the Fire and Police Chief on various occasions and discussed a long-term plan as far as implementing staff incrementally. This is both a budgetary restriction, making sure we can sustain the personnel because there is compounded effect of adding staff each year plus overtime. Her concern with adding an additional firefighter, two in one year, is the overtime coverage because once we move to that level of staffing, that shift will have to be covered by another full-timer. They get first option on that shift coverage. So they are in the long-term plan which both chiefs have submitted recently. The annual overtime for two staff was approximately \$40,000. Presently the FY19 budget is a balanced budget. In order to increase the raise and appropriation amount for the Fire Department, we would have to decrease the raise and appropriation under the Capital Plan which would mean using another source, increasing borrowing. Discussion ensued about the impact and public safety needs. Mr. Luck pointed out the Fire Department will save \$31,000 in overtime and on-call stipends if the Town goes 24/7. There will be no increase in taxes to fund this. Mr. McQuaid stated he supported what he was trying to do, but there are a lot of

department heads, Town Manager, Finance Committee, this Board, that work all year to put together a plan and he did not know what any of us are doing up here if we are going to keep governing on town meeting floor. Mt. Toale stated he finds it very disheartening when someone shows up at town meeting and on the fly tries to borrow from Peter to pay Paul after the Capital Planning Committee, the Finance Committee and everyone else has spent a year working on the budget. He did not think Mr. Luck was doing this. He did the homework and it's a very good proposal, but he hated the precedent. He stated he would prefer to wait until Town Meeting and hear what the Finance Committee and the Fire Chief has to say before he makes a recommendation. Ms. Bertram agreed and wanted to look at the numbers again.

TOWN MANAGER REPORT

District Local Technical Assistance from Montachusett Regional Planning Commission:

Land Use Director Adam Burney met with MRPC Staff John Hume and Karen Chapman on Tuesday, April 17th and the contracts were executed for MRPC to assist the town to develop a promotional brochure and permitting guidebook that should be finalized by November. The design and details of the brochure will be formulated by working with the business community at the regular meetings we have been having and instead of listing all the businesses on the brochure, there will QR (scan) codes or links back to the Town website. The other DLTA assistance will come in the form of creating a permitting guidebook and MRPC will work with the Planning Board and Land Use Director to outline the requirements for applicants to apply for various permits.

Open Meeting Law Training:

On Wednesday, April 25th there were two Open Meeting Law trainings, one in the afternoon and one in the evening. There was staff from every department present and many board/committee/commission members. The presentation Town Counsel gave at this training is now on the website and an email to the town wide listserv has been circulated to inform staff and committee/board members know where they can view it.

LED Streetlight Conversion:

At the March 6th meeting I reported that I had requested the accumulated depreciation value of our 335 streetlights and the estimated cost if Unital were to replace these lights with LED fixtures. We received the formal quote from Unital that the accumulated depreciation value is \$81,808.79. In response to our request for a proposal for Unital to provide and install new LED fixtures for the 335 streetlights that they would continue to own and maintain and we received two options. The first option includes an estimated cost for Police Details in the amount of \$45,000, the undepreciated costs of the existing High Pressure Sodium lights in the amount of \$81,808.79, and an estimated cost for removing and installing new LED lights for \$33,500 and an energy efficiency incentive credit for \$33,500 for a grand total of \$126,808.79. Option 2 includes the same costs and credit minus the \$45,000 for Police Details (assumes that the Town would agree to waive the Police Detail cost) for a grand total of \$81,808.79. Until estimates the Town would save approximately \$29,760 a year by converting to LED. The other option the Town would have is to purchase the existing street lights from Unital and go out to bid to have a third party install new LED streetlights and then the Town would be responsible for replacing and maintaining the lights. The Green Communities Task Force has a meeting on May 10th to review the quotes from Unital.

Update on Summer Street Project:

MassDOT issued the Notice to Proceed to the contractor on April 25th and the pre-construction meeting will be scheduled within the next three weeks.

Skateboard Park:

On Monday, April 30th I met with Anthony Caiozzo and Greg Roy regarding site survey and soil testing work to be done on the land between the TC Passios and Kids Kingdom for the proposed skateboard park. Greg Roy is a professional engineer and partner at Ducharme & Dillis in Bolton and is able to provide surveying and engineering support for the project. Mr. Roy will do a topographical survey from the road to the back of the property that will not require any disturbance to the area. The next step will require soil testing at 4-6 locations on the proposed site with test pits that will be approximately 3' wide x 10' deep. The DPW Director has offered assistance that will require 2-3 hours with the backhoe. A skateboard park designing firm will use the results from the survey and soil testing results to create a design for that space. The fundraising has commenced and the group would like to advertise both the future site of the skateboard park, as well as their fundraising efforts. Mr. Roy and Mr. Caiozzo will submit a design of the sign to the Land Use Director to ensure conformance with the sign bylaw. The expected timeframe to break ground is late summer/early fall and will come back to the Selectmen to give an update prior to breaking ground.

FY19 Omnibus Budget Amendment:

Due to the recent refunding of the Water/Sewer USDA loans and the bond issuance for the Pavement Management Plan, the refunding of the water and sewer loans reduces the Sewer Enterprise Revenue that offsets this loan by \$11,103.58 and reduces the Water Betterment Revenue that offsets this loan by \$4,312.87. The bond issuance for the Pavement Management Plan increased our principal payments for FY19 by \$54,946.55 and our interest payments by \$37,808.67, which because they are excludable debt were added to the debt exclusion amount on the revenue side. Both have a net zero effect on the budget as the change on the revenue side is the same on the expenditure side.

Childcare and Food during Annual Town Meeting:

At the March 6th meeting I reported I reached out to Superintendent Calmes to inquire about offering child care during the meeting in order to increase participation at town meeting. Childcare during Annual Town Meeting will be available for children PK-grade 5 beginning at 8:30 a.m. on Saturday, May 5, 2018 until no more than 30 minutes after the close of Town Meeting at the Lunenburg Primary School. Parents must pre-register for this service no later than noon (12:00 p.m.) on Friday, May 4th to ensure adequate staffing is available. Parents/guardians not currently registered to attend Extended Day will need to complete a registration form that is available through the school website, is available on the town website, and the Town Facebook page. Parents/guardians must provide photo ID to register. Families interested in this service must email the Extended Day Director, Tammy Perry at tperry@lunenburgonline.com to register. There will be no charge for this service. Anyone failing to pick up their child within the 30 minute timeframe after the close of town meeting will be assessed the full cost of childcare services that day.

In addition, the Women's Club will be providing brown bag lunches to purchase and the School Committee has waived their requirement of no food in the auditorium for this event. I want to thank Superintendent Calmes and the Extended Day Program Staff for coordinating childcare during the town meeting and the Women's Club for their efforts in preparing lunches for what is typically a long annual town meeting.

Health Insurance:

The Selectmen signed an updated Public Employee Committee Agreement on April 10th and all the unions that make up the Public Employee Committee have voted to approve the agreement, which will go into effect on July 1st. A Public Employee Committee Agreement is mandatory since a vote of the Board of Selectmen in May of 2008 to accept MGL Chapter 32B, Section 19, which calls for the creation of Public Employee Committee (PEC) and the terms of the health care coverage offered to town and school employees. The four year agreement that was signed introduces a deductible type plan and reduces the monthly premium for all plans, and will reduce the town's OPEB liability by an estimated \$8 million. An educational meeting will be held in the near future and while open enrollment is still ongoing.

Department of Public Works Facebook page:

The Department of Public Works now has its own Facebook page to post information, snow updates, and other pertinent information on that went live last week. The DPW Director and the DPW Administrative Assistant have posting capabilities. In just a few short days the page has almost five hundred likes/follows.

Earmark in FY19 House/Senate Budgets:

Earlier this Fiscal Year, Senator Tran had requested a list of capital projects to advocate in a Capital Improvement Bill that was filed as part of the FY19 Budget. Representative Benson contacted me this week to relay that one of the projects, \$25,000 to upgrade the HVAC system that is failing in the older section of the Eagle House, has made it through the House budget. The next step is for the budget to go to Conference Committee and if the Senate and House language agrees on this earmark, it will not be debated and move forward. I will keep the Board informed as the state budget is finalized.

Performance Evaluations:

Department heads were provided draft performance evaluations for management and non-management personnel and are expected to submit any questions or comments by mid-May with a goal of finalizing them by the end of May.

Department Updates:

At our monthly department head meeting on April 24th the following topics and updates were given:

Cable:

- The Cable Access Coordinator related that the staff is working on doing a multi-camera wireless shoot for town meeting to provide better coverage.
- The three Selectmen candidates have been invited to do 10 minute segments in the cable studio that will be aired on Channel 8.

- A bi-monthly newsletter is currently being drafted that will be shared through various mediums once available.

Assessors:

- Another Motor Vehicle Excise commitment went out the week of April 17th that included over 881 bills for 2018 Motor Vehicle Excise Taxes totaling \$198,772.30. This is an increase over the previous fiscal year by \$84,281.43.
- Supplemental Real Estate bills to be mailed out on April 30th for new construction totaling approximately \$98,000.

Tax Collector/Treasurer:

- The Town Treasurer/Collector is continuing working with the Tax Title Attorney to hold a tax title assignment auction. From February 27th until April 23rd, \$104,934.96 has been collected from property owners with properties in tax title and the list of properties in tax title has been reduced from 34 to 29. Comparing the total of what has been collected for the same nine month time period in FY18 versus FY17, \$231,260 more has been collected in tax title receivables in FY18 than the previous year. The date of the Tax Title Assignment Auction has been postponed from the original April date to a date to be determined once all the necessary notifications and advertising requirements are worked out but is expected by the beginning of the new fiscal year.
- Based on the list the Board discussed and wished to proceed with the foreclosure process four of those properties have moved forward towards foreclosure. The Treasurer/Collector expects an additional 1-2 more this year based on the projected funding available.

DPW:

- The DPW coordinated having a moving company move all the records out of the Town Hall attic on Friday, April 20th. All records that were marked by individual departments for approval for destruction were put into a dumpster and the rest were moved to a designated classroom at the TC Passios building.
- The DPW is now transitioned to spring clean-up and beginning the paving season. A portion of Lancaster Road was repaved and the DPW Director will provide an updated paving schedule that will be published on the town website, as well as the traditional postcards in mailboxes to affected residents, post on their new Facebook page, and announce in the Ledger.
- In addition to the DPW work on spring cleanup, the Turkey Hill Gardeners are assisting with the landscaping around town center.
- The developer of the Whalom Luxury Apartments will begin work on building a small playground at McNally Park.

IT Director:

- **Website Update:** The content migration is complete and the next step in the process is we will be setting up a date/time for all departments to get trained on updating their content on the new site. The site is expected to go live within the month.

Land Use Director:

- The electronic permitting software is going “live” for internal users next week. It is estimated to go “live” for external users by the beginning of June.
- The Land Use Director reported that after Town Meeting, the Planning Board will begin focusing on drafting regulations to regulate the time, place and manner for permitting recreational marijuana.

Other meetings, trainings, and seminars:

- **Economic Development Summit:** I attended an Economic Development Summit today that was put on by Governor Baker, Lt. Governor Polito, and Housing & Economic Development Secretary Jay Ash. I attended the session on Community Based Innovation that focused on collaborative workspace with a highlighted case study and speakers from the Orange Innovation Center.
- **DPW Union Negotiations:** The next DPW Union negotiation meeting is tomorrow, May 2nd.
- **Regional AC Facility:** Chief Marino, the Townsend Town Administrator, Townsend Deputy Police Chief, and I will be meeting with sole firm that submitted a bid to provide architectural services to design a new Regional Animal Control Facility on Friday, May 4th.

When Ms. Luck inquired about marijuana permitting regulation and the Planning Board's involvement, Mr. Burney briefly explained the process.

Ms. Luck asked about road opening reports from DPW regarding requests, waivers, denials etc. Ms. Lemieux will follow up. Discussion on who will maintain the proposed playground at McNally Park ensued.

CURRENT BUSINESS

1. Stormwater Task Force (SWTF) Composition

Ms. Luck gave a brief history on the SWTF and their accomplishments since their formation. Originally formed of seven members, composition was reduced to five in June of 2016 due to failure to meet a quorum. Currently the DPW Director can't attend their meetings due to the accelerated road paving schedule. Ms. Luck after having spoken to Land Use Director Burney, who attends all the SWTF meetings, noted Burney has agreed to be the conduit between the SWTF and the DPW Director. Ms. Luck stated although the SWTF welcomes another member at large they have been unable to recruit a volunteer. The SWTF is requesting the Board reduce the membership to a Board of Selectmen member, a Planning Board member and Conservation Commission member.

Motion: R.Ebersole

2nd: P. Bertram

To change the composition of the SWTF to a Board of Selectmen member, a Planning Board member and Conservation Commission member and two alternate members to be appointed by the Board of Selectmen

Vote: All in Favor

2. Minutes/Warrants/Action File Issues

Minutes of April 3, 2018 were approved. Accounts payable warrants in the amount of \$2149.20 and \$1,059,060.76 were presented. A payroll warrant in the amount of \$730,360.41 and a deductions warrant in the amount of \$38,572.08 were also presented.

Action File Issue: Ms. Luck reiterated she would like a discussion about raising taxes by 2.5% every year and was told that would happen during budget discussions. That never happened. She believed this practice is unsustainable. Mr. Ebersole recommended this happen in a joint meeting with the Finance Committee. Mr. Toale stated he would recommend a discussion on our progress with Town Manager goals and this Board's goals before the election for next week's agenda. There is new Open Meeting Law language affecting the Chair's compilation of performance evaluations. Boards may only receive employee performance evaluation documents containing individual members' opinions at a public meeting, or at the same time as the general public, following a decision of the Supreme Judicial Court. Because Ms. Luck cannot be with us after the election, he recommended the Board reorganize at the June 5th meeting.

The Board tabled committee reports to proceed to the workshop item.

WORKSHOP MEETING ON TOWN FACILITIES

Ms. Lemieux reported the Board members were asked to bring their ideas for each of these buildings (Ritter, Town Hall, T.C. Passios, Brooks House and Old Primary School) to tonight's meeting. The goal is to narrow down a consensus on what we think the use of these buildings should be.

Ms. Bertram presented a PowerPoint presentation on her ideas.

Town Hall, A Farmer/Art/Craft Market

Proposed Strategy:

- Determine if there is a strong interest amongst farmers/crafters
- Assist in the formation of a Farmers'/Arts Collaborative
- Apply for grant funding for building rehabilitation
- Lease building free of charge with the stipulation that costs of operation must be funded by Collaborative

Ritter Building: Long term (10 year +) Lease for Use such as:

- Farm to Table Restaurant – with stipulation a percentage of the menu must be locally grown
- Specifically Defined Retail Space – only uses identified in RFP Allowed

Modifications would have to be approved by Board of Selectmen/APDC and/or additional Committee assigned to review. All costs for operation and maintenance would be borne by leaseholder.

- Parking for Ritter: In order to provide adequate parking, a portion of the existing parking lot at the Old Primary would be utilized, along with additional head in parking along School Street.

Old Primary School Building

- Demolish existing structure
- Repurpose site & utilize portion of land for Ritter & Historical Society parking
- Lease or sell portion of land for defined, pre-permitted use
- The rear area of the primary could be utilized for parking, with a decorative stairway and green space. Handicap parking would be in the front of the building.

Retail Restrictions

- Pre-Permit desired uses
- Formulate Request For Proposals with specific building envelope options

Passios Building

- Locate Municipal Offices in one section/wing
- Remove Brooks House
- Remove turnaround and construct park/green Space
- Construct two parking areas – possibly using pervious materials
- Community use space for children, adults & seniors
- Lease wing of building to offset cost – ie. Boys & Girls Club?
- Lease Cafeteria (farmers' collaborative)
- Large park could support expanded farmer's market with restroom facilities
- Park adjacent to school field would allow for expanded recreation opportunities
- Community space could offer programs for adults & children, providing an opportunity to bring people of all ages together in a central location
- Cafeteria could be utilized by farmers' collaborative or leased to private entity
- Leasing of a portion of building would help offset operation costs
- Municipal offices located in one fully accessible location would be beneficial to citizens and would support collaboration between all departments
- If the proposed skate park is constructed adjacent to Kids Kingdom, the entire area would be a recreational mecca for the community.

When viewing the Community/Municipal Building from Mass. Ave, citizens would view a welcoming green space. With the removal of the Brooks House and associated parking area, a large Town Green is created. The existing picturesque tree-lined road would connect the senior center, library, municipal offices, community building, indoor market/art facility, Town Green, Kids Kingdom and (if constructed) the skate park; creating a walkable, multi-use area.

From a stormwater perspective we need to explore asphalt alternatives

- Controls & Manages Runoff
- Removes Pollutants
- Aesthetically Pleasing

She then presented examples of reuse in other communities.

Newburyport, MA

The Newburyport Youth Services program has been relocated from the former Kelley School building on High Street to the first floor of the Brown School on Milk Street, which is now being referred to as the "Newburyport Rec Center." Work continues to outfit classroom and office space in the Brown School building for this

purpose. The Brown School gym is used daily by the neighborhood and community at large. A September 30, 2013 vote of the City Council also designated a significant portion of the former school grounds for public purposes as park and playground space with the intention that these portions of the property be retained for public use in perpetuity, even after lease or sale of a portion of the property for private use. Funding for Newburyport Youth Services comes from grants, donations and user fees. Less than one third of the operating budget comes from tax dollars.

Darlington, WI

The City of Darlington obtained a \$500,000 Community Development Block Grant (CDBG) to convert the former Middle School into a multifunctional community building. The historic two-story facility, which included classrooms, a gym, and a locker facility, was built in the 1930's. The building was completely remodeled into a multifunctional facility, including a city hall, police department office, county offices, a senior center, a fitness center, and a daycare center.

Possible Funding Assistance:

Farmers Market Promotion Program

<https://www.ams.usda.gov/services/grants/fmpp>

The purpose of the Farmers Market Promotion Program (FMPP) is to increase domestic consumption of, and access to, locally and regionally produced agricultural products, and to develop new market opportunities for farm and ranch operations.

- Administered by United States Dept. of Agriculture
- 2018 Grant Deadline May 7, 2018

Massachusetts Food Venture Program

- <https://www.mass.gov/news/baker-polito-administration-awards-over-700000-in-grants-to-local-food-ventures>
- A grant program intended to address food access and expansion of economic opportunities through new food ventures and enterprises throughout the state.
- Lancaster received \$124,699
- Grant will support the renovation of a commercial community kitchen for the World Farmers Organization, providing the infrastructure needed for incubator businesses and local food entrepreneurs. The project will enable nearly 250 immigrant and refugee farmers at the organization's farm to produce value-added products as well as provide commercial kitchen space to local businesses and new food businesses.

Community Development Block Grant

- <https://www.mass.gov/service-details/community-development-block-grant-cdbg>
- Eligible CDBG projects include but are not limited to housing rehabilitation or development, micro-enterprise or other business assistance, infrastructure, community/public facilities, public social services, planning, removal of architectural barriers to allow access by persons with disabilities, and downtown or area revitalization. Available to Communities with a population under 50,000

Mass Cultural Facilities Fund

http://www.massculturalcouncil.org/facilities/facilities_about.htm

Provide resources for cultural facilities to flourish, promotes the development of cultural facilities that contribute to the cultural and economic lives of their communities, have a transformative impact on the community and supported by matching contributions from the private sector. Repair, rehabilitation or renovation of existing facilities. Purchase of major equipment (including HVAC). New projects that demonstrate a transformative impact on the host community.

- Worcester received \$225,000 for expansion and accessibility improvements at the American Antiquarian Society.
- Bolton received \$96,000 for the construction of a performance pavilion.

Economic Development Fund

<https://www.mass.gov/service-details/economic-development-fund-edf>

Finances projects and programs that create and/or retain jobs, improve the local and/or regional tax base, or

otherwise enhance the quality of life in the community.

Grants of \$100,000 - \$750,000 for downtown and commercial center revitalization

- Rehabilitation of investor-owner residential buildings
- Rehabilitation of mixed-use buildings
- Infrastructure improvements (max. grant \$500K) supporting investor-owner residential and mixed-use projects
- Grants of \$100,000 - \$500,000 to assist eligible non-profit development organizations
- Revolving loan funds and technical assistance programs serving small businesses and microenterprises
- Grants up to \$50,000 for planning community economic development projects
- Planning and pre-development studies leading to an economic development project
- Loans of \$500,000 - \$5,000,000 to assist larger scale, key community economic development projects
- Rehabilitation of investor-owner residential buildings
- Rehabilitation of mixed-use buildings

Infrastructure improvements supporting investor-owner residential or mixed-use projects

Mr. McQuaid believed moving the Town Offices to the Passios Building made sense as well for all the reasons that Ms. Bertram listed. Possible future uses for Town Hall would be through land lease or rental due to residents' concern about selling/losing the building ; potentially leasing to the Farmers' Collaborative and creating artists' work and gallery space, also the idea of the collaborative work space. This is a revenue generating enterprise that a tenant could run within this building to do renovations and to have the cost taken off the Town.

The Ritter Building offices could be moved out and parking space over at the Old Primary School site would support the future use of that building. Those two sites are very important to each other. He liked the idea of the farm to table restaurant and having the condition of using local sources. Some people would like to see a brewery/pub there. There is potential to let someone land lease the site at Old Primary and build something new there that is attractive that meets zoning bylaws. Rent could help improve the site and take the burden off the Town. He noted that businesses in the Village District could lease parking spaces at the old Primary School specifically for their business. Making that area a pocket park or a square or something that meets Village District zoning.

Regarding TC Passios, he agreed with Ms. Bertram about having that as a community campus. It's a great community space. It's visible and makes a connection between the school and the library. That is the space a new park should be. He suggested taking Brooks House down and using it as a gateway to the new campus with trees, benches etc.

Mr. Ebersole supported using Town Hall, Ritter and Passios for active reuse. He did not believe demolishing the Brooks House or old Primary School is a consensus of the town. Moving the Brooks House somewhere else for use could be an option. What he has seen over the last month and a half is a lot of people wanting to do something different. That's fine until we have to start paying for it. He liked the idea of keeping the Ritter, Town Hall and Passios under Town control but he was open to doing other things with the other properties. Ms. Luck asked if the old Primary was too far gone for the possibility of housing. Mr. Ebersole believed subsidized housing would be too expensive. Private business would have to go to the building shell; again it gets down to the price. Ms. Bertram stated if we are going to repurpose the Ritter Building, some of that adjacent site has to be used for parking. She stated she did not address parking for Town Hall earlier. Right now the Boys and Girls Club is using their parking lot from 3:00 – 5:00 p.m. that was originally designated for municipal parking. Personally if we were able to move to the Passios and create the green space over there, the parking could be utilized by Town Hall.

Mr. Toale stated we are more similar than apart. He liked the community campus concept. We can have preferences and we can put out guidelines. If there is no response to these ideas perhaps a broader approach to a museum or theater is possible. The Ritter and Primary spaces are tied together because of the parking space issues.

Ms. Luck agreed with using the Passios for town offices. She liked the community center concept as well. She cautioned that it has to be something that we can afford. Ms. Bertram stated her thought process was first we need to come up with a concept/plan and then get feedback from the community. If they are, then we go

forward with grant applications.

Ms. Lemieux moved on to her presentation.

Discussion Topics

- Emerging consensus on the old Primary School and Brooks House.
- Property Condition Assessments by Vertex for the old Primary School, Brooks House, Town Hall and Ritter Memorial Building and how this affects overall long term infrastructure plan
- Long Term Plan for old Primary School, Brooks House, Town Hall, and Ritter Memorial Building

Timeline of Discussion on Town Facilities

- After the Building Reuse Committee disbanded, the Board of Selectmen made it one of their goals to look at use and re-use of the five town buildings and have held various workshops, public forums, and discussed town facilities at various Board meetings, including, but not limited to the following:
 - o August 15, 2017 Workshop on Current and Future Use of Town Buildings
 - o August 22, 2017 Voted on color to paint Town Hall based on Survey Monkey results
 - o November 7, 2017 Workshop on Town Facilities
 - o November 21, 2017 Town Facilities and Grounds Workshop
 - o November 28, 2017 Special Town Meeting: Article 1, 4, 7, 9, 11, 12
 - o December 2, 2017 Walking Tour of five town buildings
 - o December 7, 2017 Public Forum on Town Facilities at MS/HS
 - o February 5, 2018 Public Forum on Town Facilities at Eagle House
 - o February 13, 2018 Presentation by Vertex on the Property Condition Assessments for Town Hall, Ritter, Passios and old Primary
 - o Various meetings in March and April discussed 2018 ATM warrant articles related to facilities

Old Primary School 30 School Street

- Built in 1928; vacant since 2005. Building sits on 2.7 acre lot; current building has 12,300 sq./ft. of space.

Recommendation for Old Primary School:

- Perform the abatement of hazardous materials in phases (\$308,000) and the costs of demolition through the capital planning process starting in FY2020 and develop a plan and cost estimate for the final use that property.
- Prepare Asbestos and Lead Operations Maintenance Plan and Comprehensive Demolition Survey using funds remaining in the Facilities budget by the end of FY18 or appropriate funds at the Fall Special Town Meeting.
- This will eliminate current/future costs to re-use the existing building and the space can be re-purposed.
- Create Green Space or other purpose that is identified at Town Meeting. Create space for municipal parking lot that is lacking in town center to be shared with Historical Society.

Brooks House 1033 Mass Ave

•Built in 1870. Currently houses the School Facilities Director's office and storage space. Lunenburg Ledger moved out of rented space in March.

•1 acre lot with 2,000 sq. feet office space.

Recommendation for Brooks House:

•Dispose of the Building through a Request for Proposal process that would sell the building to be moved off the property and retain the land as municipal land.

•Could reuse the land as Green Space/Community gathering spot

•This would eliminate the necessity to maintain and upkeep a building that has minimal use but retains the historic building

•Eliminates the immediate costs identified in Building Condition Assessment and long term costs that are no longer being offset by rental income.

Town Hall 17 Main Street

•Built in 1830's; currently houses 7 municipal departments; Meeting Hall for various boards, commissions, public functions; .15 acres; 5,700 square feet

Town Hall: Property Condition Assessment

•Overall Property Facility Condition Rating of Poor= The aggregate of identified issues is 12% of the total replacement costs.

•Immediate Repairs total \$37,066

•Upkeep and maintenance for the next five years excluding immediate repairs with inflation total \$148,744

•Additional \$3,092 for General ADA Improvements per Vertex.

Recommendation for Town Hall:

•Retain ownership of the building and perform the immediate repairs to the building to maintain the integrity of the building.

•Incorporate the larger projects identified in the Vertex report into the five year capital plan and incrementally increase the Facilities operating budget so there is sufficient funds in the budget to do annual maintenance projects.

•By retaining ownership, revenue from Cell Equipment will offset annual maintenance costs and keeps town owned communications equipment at that location.

•Explore use of space for collaborative workspace or other community/non-profit groups

Ritter Building 960 Mass Ave

•Built around 1910 with 1963 addition; currently houses 5 town departments, State Representative Office, Friends of the Seniors Office, Storage, 2 meeting rooms for various committees. 1.10 acres; 6,000 sq. feet office space.

Ritter Building: Property Condition Assessment

•Overall Property Facility Condition Rating of Poor= The aggregate of identified issues is 28% of the total replacement costs.

- Immediate Repairs (excluding allowance for evaluation and abatement for hazardous materials of \$133,500) total \$35,019
- Upkeep and maintenance for the next five years excluding immediate repairs with inflation total \$272,872
- Additional \$1,779 for General ADA Improvements (stripes for parking, handrails, fixtures and insulation in restroom for reasonable accessibility)

Recommendation for Ritter Building:

- Retain ownership of the building and perform the immediate repairs to the building to maintain the integrity of the building. Keep historic exterior of the building and unique architecture it brings to town center.
- Look at ways to address parking by incorporating adjacent town property on the old Primary lot.
- Incorporate the larger projects identified in the Vertex report into the five year capital plan and incrementally increase the Facilities operating budget so there is sufficient funds in the budget to do annual maintenance projects.
- Explore lease of the space for collaborative workspace, farmers' cooperative or other use that would benefit the community

TC Passios 1079 Mass Ave

- Built in 1952; used for District offices, IT office space, ACE program, Special Services, Food Manager, PACC, Gym used by various community groups and in process of renting kitchen space.
- 7 acres; approx. 56,000 sq. ft.

TC Passios: Property Condition Assessment

- Overall Property Facility Condition Rating of Poor= The aggregate of identified issues is 26% of the total replacement costs.
- Immediate Repairs (excluding allowance for evaluation and abatement for hazardous materials of \$755,500) total \$30,432
- Upkeep and maintenance for the next five years excluding immediate repairs with inflation total \$2,932,253
- Additional \$7,153 for General ADA Improvements (Stripe spaces, convert urinals to lowered height)

Recommendation for TC Passios

- Proceed with conceptual design of moving town offices from Town Hall, the Ritter Building, and reserving space for the Veterans Officer, School Central Offices, the Cable Studio, Community Space.
- By renovating the TC Passios for this purpose we will absorb the identified costs that are needed to maintain and upkeep that building and we would get a fully accessible building with updated HVAC, electrical, and mechanical systems.
- Would require authorization to borrow for final design and construction costs for long term note.

Long Term Plan for old Primary, Brooks House, Town Hall, & Ritter

- Old Primary School: Recommend demolition and inclusion on the Capital Plan for costs of asbestos/hazardous materials abatement and demolition. Could become green space, enough area for municipal parking lot, or potential site for mixed use development as determined by town meeting.
- Brooks House: Convey building through a RFP process that would retain municipal land to be used as green space/community gathering
- Town Hall: Retain town ownership of building for collaborative workspace/community use purposes. Keep communications lease, which will offset operational costs.
- Ritter: Retain town ownership of building to lease for farming cooperative or restaurant that will retain the historic quality that adds character to town center and supports local business. Would need to address parking requirements if change of use.
- TC Passios: Proceed with conceptual design plan to co-locate all town offices currently in the Town Hall and Ritter Building and provide space for a cable studio, School Central Offices, and storage. Explore use of other wing for community use and/or rental space for quasi-municipal or school agencies.
- Economic Development opportunities with the Town Hall and Ritter Building by providing the space for small business owners, craftsmen, artisans, etc. to use as a "makerspace"/collaborative workspace. INVEST IN OUR LOCAL PEOPLE

Ms. Luck liked all of the recommendations but did not agree with demolishing the old Primary School until we know what we are going to do with that land. Ms. Bertram agreed with all and thought everyone has the same concept but we have to have a plan that the community can get behind because they are contingent upon each other. If the community agrees then this Board can put forth the steps to achieve it. First we have to have consensus on the plan. Ms. Luck added we would need an estimate of what it is going to cost. Mr. McQuaid offered to take what was presented today and compose a graphic draft. Mr. Toale stated it was worth the effort before presenting to the town. Ms. Bertram added the formation of an economic development committee could help advance these concepts.

Mr. Toale reminded everyone this coming Saturday is the Annual Town Meeting. Election Day is May 19th. This Board meets again on May 8, 15 and 22.

PUBLIC COMMENT:

Katey Adams, 45 Williams Drive, noted Article 26 on the town meeting warrant is a citizen's petition article and the Board unanimously endorsed it. Just a couple of weeks ago, you did not endorse Mr. Passios citizens petition stating you did not endorse citizens petitions. She moved on to the town building discussion tonight and one component that is missing is the schools. When we talk about school land we need to think about future school needs such as if the high school would need an addition. She stated she has worked on student safety and security since she started getting involved in town government. Bringing a town campus into the school campus could have serious unintended consequences and this needs to be addressed before permanently bringing density into a space that belongs to the future of the schools.

Rhonda Lisio, 181 Reservoir Road, appreciated that the Town Manager has prioritized public safety needs and that there is a plan to address the staffing deficit going forward. But she feels a low impact solution to a critical public safety service when it becomes available would be a disservice to our residents to be so rigid that we have to stick to our plans. She applauded Mr. Luck's work and creativity in addressing this need. She believed when an idea like Mr. Luck's comes along this should be embraced. She felt there was a disconnect between the town committees and the public and hoped this would be addressed.

She asked Ms. Bertram if the other municipal buildings in other communities' properties were near active schools. Ms. Bertram did not know but clarified the school gave the TC Passios Building to the Town.

Mr. McQuaid reminded all that we did go to the School Committee and they affirmed they did not need the TC Passios property for any future use and had the space to do it elsewhere. He noted that more eyes on a space make it a safer space and that has been proven, so more activity and more life make a safer space to me.

Motion: R. Ebersole

To adjourn the meeting at 10:06 p.m.

2nd: P. Luck

Vote: All in Favor

Respectfully submitted,



Elaine M. Peterson

Executive Assistant to the Town Manager

RECEIVED & FILED

JUN 06 2018

**LUNENBURG TOWN
CLERK OFFICE**