



**BOARD OF SELECTMEN
MINUTES**

**Joseph F. Bilotta Meeting Room, Town Hall
May 8, 2018**

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

Also Present: Heather Lemieux, Town Manager

Not present: Phyllis Luck, Member

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

RECEIVED & FILED

PUBLIC COMMENT:

Mr. Toale announced the following vacancies:

AGRICULTURAL COMMISSION- 2 vacancies as of June 30, 2018

ARCHITECTURAL PRESERVATION DISTRICT COMMISSION- 1 vacancy

CULTURAL COUNCIL- Several vacancies as of June 30, 2018

PUBLIC ACCESS CABLE COMMITTEE- 2 vacancies

PERSONNEL BOARD- 1 vacancy

FINANCE COMMITTEE- 1 vacancy as of June 30, 2018

He advised that anyone interested in any of these positions should submit a talent bank form to the Board of Selectmen office.

Mr. Toale stated in accordance with the requirements of Open Meeting Law, he advised all that this meeting was being recorded and broadcast over the Lunenburg Public Access channel.

Mr. Ebersole thanked everyone who came out to Annual Town Meeting on last Saturday.

Julia Callahan, 24 Beal Street, commented in regards to transforming the Passios Building into town offices and creating a municipal campus around that location. She stated she works at Lunenburg High School and recently they had to shelter in place due to a suspicious vehicle parked on the access road. Though this vehicle posed no threat after investigation, it did create fear and anxiety for the students and faculty during the event. Bringing more traffic on to the school campus could pose unforeseen consequences for student and staff safety.

Police Chief Marino reported Hannah Anderson is organizing a grassroots effort to raise funding for purchasing AEDs (defibrillators) for the Police Department. He thanked her for the efforts she has already made. He wanted to inform the public that she is organizing a basketball game and a team to play against the Police Department as a fundraiser. It will be June 14th at the High School gymnasium. More information will come as we near the date.

APPOINTMENTS

Liquor License Violation Hearing - J & M's Sports Bar- 5 Summer Street, #10; License #00047-GP-0636

He invited the licensee, Melissa Thibodeau and her attorney Donna Pawluk to come forward as well as the Police Department officer, Sergeant Jack Hebert. He explained the hearing procedure to all and swore in Sergeant Hebert. Sergeant Hebert read his police report aloud.

JUN 13 2018

**LUNENBURG TOWN
CLERK OFFICE**

The following is a summary of events of 3/20/18 at approximately 0121. While on full uniform patrol in a marked cruiser for the Town of Lunenburg, I, Sergeant Jack Hebert, was checking all local bars at closing time. Upon pulling into the parking lot for J and M's Sports Bar in the Fitchburg Plaza located at 5 Summer Street, I observed a yellow Monti Carlo, Ma reg. 7XS154, parked in the front parking lot. The bar was dark, however I could see that the television was still on. A red Yamaha motorcycle, Ma reg. 1L7649, was parked by the side door along with a green 2007 Nissan Sentra, Ma reg. 564KH8, parked in the handicapped space adjacent to the side door. In the side parking lot was a fourth vehicle, a gray 2005 Honda Accord, Ma reg. 918TG4. I started to round the corner to the back of the building, when I observed a 5th vehicle at this establishment after closing. This vehicle appeared to be a dark colored sedan, no other information was obtained. I backed up and pulled to the side of the building by the cooler.

I advised dispatch that I would be out at this establishment, as another vehicle pulled into the parking lot and parked on the side of the building. This vehicle was a black 1999 Honda Civic, Ma reg. 4JE721, registered to Maria Gotsens. I exited my cruiser and approached this Honda. With the drivers side window rolled down, I could hear the operator, identified as Gotsens, speaking with someone on her cellphone. I then heard Gotsens state "I am outside," with a pause and then "O.k, I'm coming in to get the money." Gotsens then exited her vehicle and began to walk towards the building. I asked where she was going and she stated she was meeting someone at the bar to pick up some money. I advised her that she could not go into the bar after closing hours, as I attempted to open the side door, both sides were locked. I then asked Gotsens to call whoever she was meeting and have them come and open the door, which she did.

A couple seconds later, a female, known to me to be the bar owner Melissa Thibodeau (DOB SS# , exited through the left side of this double door. I greeted her and advised her to catch the door, as it was closing behind her and I did not want her to get locked out. Thibodeau then stated "He can let me back in." I asked who he was and she stated "The bartender." I asked what she was doing here, on a Monday night, if the bartender was closing and she advised me that she "Was the Manager on duty tonight." I asked who owned the motorcycle and she stated it was Jason Parker's. Parker is known to me from a previous incident at this location, during which time he identified himself as an employee of this establishment. I asked where he was and Thibodeau stated "He left it here." I asked who owned the other 2 vehicles parked on the side of the building and Thibodeau started to get upset, raised her voice and stated "I don't know."

It was later learned through a records check that the Nissan parked in the handicapped space belonged to Kathleen Burke at the same address in Fitchburg as Thibodeau. It's known to me that Thibodeau typically parks in this handicapped space when she is at this establishment. I asked who owned the yellow Monti Carlo out front and she stated it was "The bartender's girlfriend's." I asked if she was inside and Thibodeau paused then stated "Are we going to do this again." I reminded Thibodeau that she was just in front of the board of Selectman for a violation hearing 2 weeks prior and the suspension for that violation hadn't been served yet, scheduled for 4/8 through 4/15. I also reminded her that she had another violation hearing scheduled in front of the board of Selectman for 2 weeks from this date, scheduled for 4/3/18.

As I spoke to Thibodeau, I noted that she had an odor of alcoholic beverages coming from her breath and her eyes were bloodshot and glassy. I asked who else was in the bar after closing, as the time now was approximately 0130, and then advised her to open the door for inspection. A knock on the door was answered by a male, identified as Matthew Sciabarrasi.

Upon entering the bar, I observed a female sitting at the far end of the bar, identified as the registered owner of the Monti Carlo, Alisha Gallant. The television was still on and Sciabarrasi went back to watching the Bruins game like I was not even there. Gallant started giving me a hard time, stating that if she was sitting outside in her vehicle waiting for the bartender, identified as Brian Mcneil, then I would be harassing her in the parking lot. I advised her that I would not and that there is nothing illegal about sitting in a parking lot. I further advised her that I rather see her outside waiting rather than sitting at the bar in violation of Thibodeau's liquor license rules. She then began to tell me that it was not safe for her to wait outside. Thibodeau also started to say that it was not safe for a female to close up by herself. I advised her that was not the case tonight and even if it was, the doors would be locked and her ride would be right outside the front of this establishment, which is all glass and the parking lot is well lit. I asked why Sciabarrasi was in the bar and Thibodeau stated that he was her ride, even though there was a vehicle parked outside that appeared to be driven to this establishment by Thibodeau. From this statement, it appeared that Thibodeau herself felt she was too intoxicated to safely drive herself home.

I advised Thibodeau that I would be filing another report and that when I pull into the parking lot and see 5 vehicles in the lot and 1 pulling in after closing, but the building is dark, it's kind of a give away that there are people in the bar after closing. She then stated that they close every night in the dark, as I observed Mcneil attempting to read a receipt by the light given off from the beverage cooler. I noted that the only lighting in the establishment was from a small light at the front of the bar, the television behind the bar and various machines. I also noted that I observe this establishment on a regular basis during closing time and the lights are typically turned on during closing. It was so dark in this establishment that I had to use my flashlight to read the license numbers off Sciabarrasi and Gallant's licenses, as well as to read Mcneil's passport.

I then asked Sciabarrasi and Gallant to leave the establishment and wait outside. Thibodeau then began to get nasty and tell me that she was getting a lawyer and that I was harassing her and her business. I again reminded Thibodeau about the selectman's meeting 2 weeks prior to this incident, when the rules in regards to patrons being in the bar after closing time was read and explained to her, and yet here she is again with people in the bar well after closing time. I advised her that it was not a difficult concept to comprehend and advised her that if she was having problems with people leaving then I would be glad to assist her with that issue, as I have done with other bar's in Town, however the people she has in the bar after closing are always allowed to stay. I then again asked Sciabarrasi and Gallant to wait outside, both Thibodeau and Gallant then had to comment about it not being safe for Gallant, with Thibodeau stating "If she gets raped out there it's on you" and Gallant commenting about getting attacked in the parking lot and being on the Lunenburg Police Department. I advised them that I would be glad to assist them if they felt the parking lot was not well lit enough and was unsafe, however at this time they had to leave the bar. It should be noted that this parking lot is, in my opinion, the best lit area in Town in regards to bars. The lot is lit by overhead lights in the parking lot, as well as from the street lights and lights from the car dealership across the street and home surplus store next door. There are video surveillance camera's located at the car dealership across the street, the Asian Video store in this same plaza, as well as at J and M's Sports Bar itself.

Gallant then left through the front door, while Sciabarrasi and Thibodeau left through the side door. Thibodeau was not observed to do anything, as far as cleanup or closing is concerned, the entire time I was in the bar. She never went behind the bar, nor did she do anything prior to leaving with Sciabarrasi. Sciabarrasi and Thibodeau then walked to the rear of the building and left in the dark colored sedan. A RMV check showed

Sciabarrasi to have a 2016 Honda Accord, Ma reg. 4NX911, registered in his name. It's believed that this was the vehicle parked at the rear of the building. It should be noted again that the Nissan registered to the same address in Fitchburg as Thibodeau was left behind, with no vehicles in the lot registered to Thibodeau.

I then observed that Gotsens was still sitting in her vehicle, apparently waiting for Thibodeau. I asked if she was still waiting and she stated she was. I advised her that Thibodeau just left and was given a ride home. Gotsens then stated she would meet up with Thibodeau sometime tomorrow, indicating that the money she was picking up had nothing to do with this establishment and was not of an urgent matter.

In conclusion, he stated that is the basis of the violation, having two people in the bar after closing. Ms. Bertram noted the list of people in the beginning of the police report amounted to six. Hebert stated that is the list of vehicles in the parking lot. There were four people in the bar; Ms. Thibodeau, who said she was the manager on duty that night, the bartender, Sciabarrasi, her ride and Alisha Gallant. Ms. Bertram asked Sgt. Hebert when he talked to Ms. Thibodeau that he smelled the odor of alcohol? He confirmed she had bloodshot glassy eyes and the odor of alcoholic beverages coming from her breath. She said she was the manager on duty that night. When we went into the bar he noticed she never went behind the bar to do any type of closing activities. She stayed on the patron side of the bar and her vehicle was left there overnight and she said Sciabarrasi was her ride home indicating to me that she felt she was too intoxicated to drive.

Ms. Thibodeau and her bartender, were sworn in by Mr. Toale.

Ms. Thibodeau stated she had drank earlier in the evening and stopped at 9:00 p.m. because she was closing that night. I was on the other side of the bar when he (Hebert) came in but there was still cleaning that needed to be done. My ride came to get and came in before we closed. His ride came to get him, neither one were patrons. As far as Maria (Gotsens), she had showed up outside and I had gone out to talk with her. She was on the phone, she wasn't coming in the building. Mr. Toale asked you are testifying that had a drink and you were manager that night. Thibodeau stated she hadn't had anything in hours. Ms. Bertram asked who was the manager on duty prior to 9:00 p.m. Ms. Thibodeau replied the bartender. Thibodeau clarified she had pool on Mondays and had not drank at J & M's. Mr. Toale asked if the bartender was listed as a manager for your establishment? Thibodeau stated she thought she was the only one listed as a manager, but he was in charge. Ms. Bertram stated you have been before us several times in recent month and we have made it clear that everyone has to be out of the bar by 12:45 a.m. Thibodeau stated everybody has been since the last meeting. This incident was before the last hearing. Ms. Bertram asked Sgt. Hebert if since April 3rd have you had opportunity to patrol this area and have you seen any additional violations? Sgt. Hebert stated he personally has not, the license has been suspended so they were closed for awhile due to lack of insurance coverage and license issues. However, I can tell you they got their license back on a Sunday and there was a violation Monday night into Tuesday that officers Campbell and Leger dealt with on April 17th. Mr. Ebersole noted we can only deal with what is before us tonight. Mr. Toale noted we can deal with the four past violations.

Mr. Ebersole read the two items he saw before the board tonight.

1.03 Admission to the Premises (j) Licensees shall not lock the front door of the premises until the last patron has exited from the premises and **(k)** Licensees shall not allow any patron or any guest or any employee who is not working that shift to enter the premises after the closing hour posted on the license or prior to the opening hour posted on the license,

1.04 (a) Hours of Operation

The hours of operation shall be restricted to those set by the Licensing Authority and stated on the face of the license. No patrons shall be on the premises before the official opening hours or after the official closing hours. Last call is a minimum of thirty minutes prior to closing time. Customers must be up and out once the closing hour of the licensed premise is reached.

Ms. Bertram stated there is also a violation of 1.05 (see below). The officer stated it was completely dark

1.05 Physical Premises (e) the premises shall be lighted in all public areas in a manner sufficient for the safety of the patrons and in a manner sufficient for the agents of the Authority to make observations at the premises without the need to identify themselves or the need to seek assistance, Bertram noted the officer reported he needed to use a flashlight to read and a violation of 1.08 as well.

1.08 Environs of Licensed Premises (a) it shall be the obligation of licensees to ensure a high degree of supervision is exercised over the conduct of the licensed environment at all times. Each licensee shall be accountable for all violations that are related to the licensed premises to determine whether or not the licensees acted properly in the given circumstances, **(f)** At all times the public areas of the licensed premises must be continuously illuminated to the degree of not less than one foot candle (measured 30 inches from the floor) except those portions of the room under furniture. Attorney Pawluk asked to cross examine Sgt. Hebert. She asked Hebert to confirm that he needed to use his flashlight to read the licenses of the people in the bar, correct? Hebert stated that is correct. She asked but you were able to see them when you went in? He stated yes. She asked the owner indicated to you that people were in the bar to give rides due to safety? Hebert stated that is what she told me, yes. Pawluk asked you were aware that there was a bartender in Lunenburg and she was followed home and murdered, correct? Hebert stated that was about 25 years ago. Pawluk asked and you are aware that there was as stabbing in Donnelly's parking lot right outside the bar a few years ago/ Hebert stated he has been here twelve years and not that he could remember. Pawluk asked Thibodeau if there were lights on that evening. Thibodeau stated the bar lights were turned down and the television was on and the cooler light was on. Pawluk asked if she was able to see the officer and everybody else when she was in there. Thibodeau nodded her head yes. Pawluk asked if everyone that was in there was either employees or people who had come to give rides home, correct? Thibodeau nodded again. Pawluk asked if her boyfriend picked her up because you were going to the same place. Thibodeau stated yes, Shirley. Pawluk asked if the officer asked her that night if you were drinking. Thibodeau did not recall. Pawluk stated and nobody was let in the premises after closing, correct? Thibodeau shook her head no. Pawluk stated when your friend arrived, you went outside to see her, correct? Thibodeau nodded her head yes.

Mr. Toale stated the hearing was closed and asked for any deliberation. Mr. Ebersole stated the question becomes whether 1.03 occurred based on that last testimony; we don't have evidence that a person was admitted after the closing time, however 1.04, no patrons shall be on the premises after closing hours; although the door was locked and should not have been until the last patron has exited. Attorney Pawluk asked to address the Board before they voted.

Motion; R.Ebersole

2nd: P. Bertram

To find there was a violation of 1.03(j), 1.04 (a), 1.05 (e) and 1.08 (a) and 1.08 (f)

Attorney Pawluk stated if you look at your regulations, they distinguish patron, guest and customer. In this case you have to consider the people in the bar as guests. They were rides that had come for them. There is no evidence before you that these people came in after hours nor is there evidence that they were drinking. If they were not drinking alcohol, they were not patrons and they were guests. That is not a prohibition in your regulations. You can also have people in there for safety; I know about that stabbing that took place at Donnelly's and I read that Police report. There is a safety issue and that establishment is right next door to her establishment. It really doesn't matter if it's a well-lit parking lot. If the bartender wanted his girlfriend to come in for her safety and her ride came in for his safety, she did not think that was unreasonable. With regards to hours of operation again, it's customers who have to be out on time. Guests are not the same as customers. With regards to the locked door, all the customers have to be out and the officer only talked about the side door. There is no evidence the front door was locked. I don't know how you can make a finding that that has been violated. With regards to the lighting, there has been no talk about one candle, what does that mean? Typically the lighting is one light foot per square foot. That is not in your regulations. I believe that most towns require five light foots per square foot. Your regulation is incredibly low. If the officer had to go in and could see the people and use a flashlight to read the licenses, that's not odd. I would need that. I would suggest she has met your standard according to the rules that you have. Again, they weren't drinking; I think it is really reasonable that these people aren't forced to wait out in the parking lot. I suggest to you that she really hasn't violated the standards as you have written them. I ask that you consider that. She can only go by what's written and what's before her. Mr. Toale called for a vote on the motion.

Vote: All in Favor

Mr. Toale stated now we consider a penalty that is appropriate to the violation. Mr. McQuaid stated all these sound like they are small things to anyone who is listening to this for the first time. But with the history coming in here, what you mostly look for with someone who is coming in on a violation is they identify the problem and they are going to come up with a solution to make sure it doesn't happen again. If you cared about your business and being professional, we would not be splitting hairs on these things. A bunch of little things become a big thing. Mr. Ebersole agreed and to state that if there is a safety issue and other things then perhaps the bar needs to close sooner or let people get out sooner. We have a continuing issue here. Mr. Toale agreed and stated that we have heard in previous testimony that the officer has offered assistance in helping with the closing procedure and I am not sure I have heard safety is an issue before tonight. I think that could have been brought to the officer's attention. The Board considered the penalty.

Motion: R.Ebersole

2nd: P. Bertram

To suspend the license for a three week period beginning June 10th

Discussion: Ms. Bertram asked at what point do we keep suspending, now we are looking at a three-week suspension. At what point does the individual lose their entitlement to a liquor license? Mr. McQuaid stated previously when we suspended for two weeks we were dealing with intoxication with people on the premises, more serious than what we are dealing with now. Mr. Ebersole explained his motion for a three week suspension due to this being the fourth violation. We did not know about this hearing at the last hearing. Knowing that we have another hearing coming up, that's why I went with the three weeks. Ms. Bertram stated she would be more amenable to a two week given the violations that we have identified.

Mr. Ebersole amended his motion to two week suspension beginning Sunday June 10th. Ms. Bertram seconded the amended motion.

Vote: All in Favor

Liquor License Change of Manager & Beneficial Interest- B & H Corporation d/b/a Mickey Sheas License #00039-RS-0636

Proposed Manager Rebecca Andrews-Grifoni, 127 Kinsman Road, Fitchburg, and owner Robert Herrick presented for the Change of Manager and the Change of Beneficial Interest for the alcohol license. Mr. Herrick stated Andrews- Grifoni has been with him for seven years and she is scheduled to work 36-38 hours weekly. Also one person is being removed from the beneficial interest listing. Mr. Herrick stated his wife and he are becoming equal partners.

Motion: R.Ebersole

2nd: P. Bertram

To approve the change of manager and beneficial interest as submitted

Vote: All in Favor

Lunenburg Police Association Auto Show Request- Police Chief Marino

Chief Marino presented to request permission for Cruise Night scheduled for June 6th from 4 – 8 p.m. on Memorial Drive. He would like to close the road down for the event. He invited all businesses to participate as well. They would like to have more food vendors this year. Raindate will be June 13th.

Motion: R.Ebersole

2nd: P. Bertram

To approve the auto show on Memorial Drive on Wednesday, June 6th

Vote: All in Favor

Weekday/Sunday Entertainment license for Lunenburg Arts Festival -June 9/raindate June 10

Laura Brzozski, 21 Francis Ave., and Minna Schoulten, 3 Oak Ave., presented the request of the Cultural Council to have an entertainment license during their Arts Festival on Saturday June 9th with a raindate of June 10th. It will be located behind the Public Library along Memorial Drive in front of Kids Kingdom playground and wrapping in front of the Passios Building. The festival runs from 10 a.m. to 3 p.m. Setup begins around 8 a.m. and hopefully clean up will be done by 5 p.m.

The library will be open until 2 p.m. for bathroom access and Eagle House will stay open so they can use their restrooms. Ms. Brzozski has met with public safety concerning the event. Chief Marino reported Brzozski presented a great plan and the Police will be assisting with traffic access to Memorial Drive.

Motion: P. Bertram

2nd: R.Ebersole

To approve the Entertainment License for June 9th and raindate of June 10th

Vote: All in Favor

Town Manager Appointments:

Beach Coordinator- Genevieve Nass

Lifeguards- Cheryl Shaw, Catherine Keefer, Elizabeth Simeone, Lynn Major

Ms. Lemieux requested the Board ratify her appointments for the above positions.

Motion: R.Ebersole

2nd: P. Bertram

To ratify the Town Manager appointments as read

Vote: All in Favor

Mr. Toale noted the appointment to the Cultural Council has been postponed.

TOWN MANAGER REPORT**925 Mass Ave (old Gas Station):**

I spoke with the Vice-President of Community Development from MassDevelopment at the Economic Development Summit I attended on May 1st about the redevelopment of the old gas station at 925 Mass Ave and the potential for environmental cleanup if the Town took the property through the Tax Taking process. Land Use Director Adam Burney and I have a meeting with MassDevelopment on Thursday May 17th to discuss this property, any possible funding for clean-up costs, and assistance through MassDevelopment. I had previously reached out to MRPC about this property last May and had a meeting with John Hume and their consultant that was working with communities to submit applications to the EPA Brownfields Grant for assessment. After some background research on the property the consultant found that since the current owner (L& M Service Center) was the owner at the time the gas station was operating this property would not qualify. In addition, I have correspondence from a consultant hired by the Town in 2013 that gasoline and oil impacts were identified in the soil and reported to MADEP in 2006 and is reflected on the state's Department of Energy and Environmental Affairs database at <https://eeaonline.eea.state.ma.us/Portal/#!/wastesite/2-0016390>. I will update the Board as to the outcome of our upcoming meeting with MassDevelopment and possible next steps.

ADA Transition Plan:

Montachusett Regional Planning Commission will be offering assistance to communities in the MRPC region to bring about Americans with Disabilities Act (ADA) Transition Plan (Plan) compliance. The ADA Transition Plan would detail any structural changes that the Town would need to undertake to achieve accessibility of public services and facilities for people with disabilities.

Regional Animal Control Facility:

Chief Marino, the Townsend Deputy Police Chief, and I met with Roy S. Brown Architects on Friday, May 4th. The interview went well and the reference checks came back with good reviews. A Notice of Award and Notice to Proceed with the work will be issued this week and the feasibility study will begin forthwith.

Other meetings, trainings, and seminars:

□ Dispatch Union Negotiations: As a member of the Administration Board for Nashoba Valley Regional Dispatch District, I was chosen to be part of the negotiation team to negotiate the next Dispatch Collective Bargaining Agreement. There was a session today and another will be held on May 17th.

□ ADA Coordinator Meeting:

The Massachusetts Office on Disability is holding an ADA Coordinator meeting on Monday, May 14th that I will be attending.

□ DPW Union Negotiations:

The next DPW Union negotiation meeting is May 16th.

□ Superintendent Screening Committee:

Selectman Ebersole and I were appointed to the Superintendent Screening Committee. An orientation meeting was held last Thursday, we will have three meetings the week of May 7th, and two meetings the week of May 14th.

CURRENT BUSINESS

1. **Attorney General's Decision re: Open Meeting Law (OML) violation related to 11/9/17 Meeting**
All Board members have completed the required OML training and submitted certification of doing so. Mr. Toale stated the Board has implemented a new process by deliberating and voting publicly as part of the Town Meeting. They intend to do the same for any joint meeting that they attend. Mr. Ebersole stated the other part is the agenda item needs to be more clear on their intent, which they have changed.
2. **Review of Performance of Board and Town Manager's Goals**
Mr. Toale noted the list of goals in their meeting package. The first three of Town Manager's goals match the Board's. The Board will discuss their goals along with the Town Manager's as they review the first three goals.

TOWN MANAGER GOALS AND OBJECTIVES

STATUS UPDATE – MAY 8, 2018

1. Goal #1: Increase Public Outreach and Improve Public Relations:

a. **Objective:** To increase access to current information and solicit input from citizens on topics that are important to the Town, residents, and its' businesses.

i. **Action:** The Town Manager will use the Community Compact Best Practice "Implementation of a Citizen Engagement Co-Creation Plan" to improve public participation through the website. The IT Director and I began working with Q-Scend earlier this fiscal year and the site is expected to launch in a few weeks. The new site will allow for e notifications, will have our Facebook feed on the homepage, and ways to get connected to what is happening in town government. <http://test-lunenburg-ma.pantheonsite.io> Ms. Lemieux reviewed the test website features.

Board Comments: Ms. Bertram thought the website looked much more user- friendly and interactive. Ms. Bertram rated this goal as "Completed." As it launches there will be changes but she believed the Town Manager has done an excellent job of improving public outreach. The Facebook page follows are growing. She has done a great job of moving this goal forward.

ii. **Action:** The Town Manager will implement other interactive platforms that will seek input from citizens on current issues and create two way communications:

Related to achieving the goals of ascertaining the level of interest on topics such as Economic Development, the color of paint for Town Hall, and project areas that would benefit by greater accessibility and increased safety ("Complete Streets"), Survey Monkey was used as an interactive tool to reach a broader group of people in addition to the traditional methods. These surveys were shared on the Town Facebook page, the website, and the newspaper.

Another method used to gather ideas and input were the public forums on Town Facilities and the one on Complete Streets. Meetings were held with the Business Community in October, November, December, February and March that sought their input on ways the Town can promote the local economy and our business owners. Based on the meetings held in October and November, a report was issued with a number of recommendations from our regional planning commission, two of which we have secured another round of District Local Technical Assistance in order to implement (Brochure to promote local businesses and permitting guidebook). The creation of an Economic Development Committee was another recommendation and a charge for an EDC is in the process of being developed.

iii. **Action:** The Town Manager will create a Facebook page to provide information to the public: I launched the Town Facebook page in January and it has been a successful means of providing information to the public including upcoming town events, updates about trash pick-up, emergency information such as fires, I have received a number of messages through Facebook that have prompted a public post on information requested or responded directly to the resident if it only affected them. I set up the DPW Facebook page, which is administered now by the DPW Director and the DPW Administrative Assistant. This has also been well received and will be an effective means for the DPW Director to communicate about the condition of roads, road projects, and other related public works information.

Board Comments: Mr. Ebersole noted he was almost at "Completed," he was at Substantially Complete because he was waiting for the website to be up. The fact that you are organizing outreach events where you are not controlling but allowing the process to work; this allows people to feel they can communicate without being questioned based on their opinions. He ranked Ms. Lemieux very highly on that part. As Ms. Bertram stated the different systems will be constantly changing but great job.

Mr. McQuaid agreed, obviously it's an ongoing thing and the information is there if people want to get it. It's Complete or Substantially Complete barring the website going live.

Mr. Toale read from Ms. Luck's submitted comments: "Substantive progress, the Town Manager has set up a Facebook page and other departments are setting theirs up as well. Hopefully residents will begin to use these pages to obtain information about town resources. I applaud her directive that all town departments post town information on the Town Facebook pages and website only. A significant amount of residents are left out of this stream so methods of outreach other than Facebook are needed. I am also concerned too many Town resources will

be spent on Facebook. I question if Town Manager has time to deal with important matters and managing FB too. The Town Manager has worked with IT to set up a new website although that remains in the works. “

Mr. Toale stated we are all in agreement that all but the website is where we are at. He acknowledged the effort to get input from both citizens and businesses and to work on community best practices through the design of the website.

Mr. Ebersole encouraged anyone who wants to make a comment and wants a response quickly or it's an emergency to not use FB but to call the Town Manager's office or whomever it's directed to.

Mr. Toale stated shifting gears to our Board goals- we had originally talked about website and town/dept. FB updates, a social media policy for town depts., the move to monthly workshops, community input charrettes, sharing; I think we are now at a stage where need to do more planned sharing as a result of some of that work. I also think the Town Manager contributed to all of those activities and objectives.

Mr. Ebersole stated we need to develop a way to measure public satisfaction. There are surveys where people can provide feedback on satisfaction and will differ based on the subject matter. Mr. McQuaid stated based on his experience you would get more dissatisfied responses than satisfied. It's a good way to get criticism but I am not sure about getting positive feedback. Ms. Bertram believed the Board has made progress on this goal and the Town Manager has been instrumental. She believed there are a number of issues facing the Town that a charrette type of environment is key to getting public involvement and she hoped the Board will continue those as well as more advanced notice to the public of those events. Mr. Ebersole suggested reserving certain dates well in advance so the public is aware of them.

2. Goal #2: Create a Comprehensive Infrastructure Plan:

a. Objective:

i. Action: Town Manager will develop an inventory of all town assets including town buildings, school buildings, town-owned land, recreation areas, equipment, and vehicles. **In process. See attached.**

Board Comments: Mr. McQuaid noted it's a daunting amount of information to gather but the progress that Town Manager has made is great and he is looking forward to next year's Capital Planning process and getting to use some of that information. This year we focused on public safety and next year we will have to focus more on our public buildings and that information will be useful.

ii. Action: Town Manager will develop a Building and Infrastructure Maintenance Plan that will include repair and maintenance of town buildings, school buildings/land, recreation areas, roads, and underground infrastructure: There has been significant process on this goal in the last year and a half. In March of 2017 I received an Indoor Air Quality Report for the Town Hall that had a number of recommendations that included mold remediation and containment of future moisture issues in the basement, cleaning of bird waste in the attic, removal and cleaning of records in the basement and attic, and cleaning of the HVAC system. Funding was requested and approved at the November 2017 Special Town Meeting to perform seven property condition assessments that addressed the lack of a long term plan. The firm completed the assessments and presented their findings in February 2018. The reports outlined immediate repairs and extended building maintenance with the associated costs, information that the Town previously did not have at its disposal.

Ms. Lemieux wanted to thank the DPW and the DPW Director for heading that project.

Action: Town Manager will address infrastructure needs through recommendations to fund capital projects and recommend a budget that will address annual maintenance of facilities. The cost estimates in the property condition assessments were integrated into the Capital Plan and still require a review by all appropriate officials (Capital Planning, Finance Committee, Town Manager). Expectation that this information will be updated as smaller projects are completed by use of Town Facilities funding and larger projects will be prioritized during the Capital Planning process. FY2019 approved budget included an additional \$40,000 in the Facilities account to address deferred maintenance projects. Infrastructure needs were also addressed through the FY19 Capital Plan including \$65,000 to address the DPW Roof, asbestos abatement at Turkey Hill, and demolition of a modular classroom. In March we applied for the next round of Green Communities funding to address energy efficiency projects at the Town Hall, Ritter Building, Turkey Hill, and the Public Safety building that if awarded will defer spending taxpayer dollars on needed improvements that will ultimately have an energy savings that will reduce the operation costs for those buildings.

Board Comments: Ms. Bertram stated substantive progress has been made. She was impressed with the progress the Town Manager has made and her actions taken to address some of the issues. She was confident that Ms. Lemieux is going to continue to move these projects forward based on the information that has been compiled and develop a comprehensive plan. Great job. Mr. Ebersole stated he ranked this as substantive progress as well. Mr. McQuaid concurred. Mr. Toale read from Ms. Luck's submitted comments: "Little progress, we collectively have spent a lot of time discussing town buildings and their future use. I applaud the goal of creating an infrastructure plan as outlined above but I've seen no evidence of such. "

Mr. Toale stated he disagreed, he thought they have had quite a bit of activity. He stated he would have the task as in progress because it's never really complete. The difficult task is going to be to combine facilities infrastructure, buildings, roads, recreation areas into the Capital Plan as opposed to dealing with them individually. Mr. McQuaid agreed adding we usually wait for something to fall apart and then we build a new one, so trying to address these and keep old things running is a new concept for us.

Mr. Toale stated pertaining to the Board's goals, our original goal was the pavement management plan which was last years' goal that led into the building, parks, town property, expansion and the Vertex study and building into the actual Capital Plan so we can deal with it on some sort of schedule. Ms. Bertram believed this Board along with some other boards has to come up with one or two conceptual plans and then seek community feedback. She did not feel they were making a lot of progress. This Board has to drive that plan. We've made great strides as far as pavement management. There are numerous opportunities for the Town to get funding for our many federal aid eligible roads in town. The assistance of the DPW Department is needed to fulfill that. We can also engage with Montachusett Regional Planning Trail Coalition program.

3. Goal #3: Facilitate Business and Economic Development:

i. **Action:** Work with the Business Community to promote existing and attract new businesses and improve their opportunity for successful operations in the community. This process will include charrettes that will look at the type of economic development is most desired for the Town of Lunenburg. Completed round one of "Promoting the Local Economy" through a DLTA grant that provided technical assistance from our regional planning agency in December 2017. Town Manager will continue holding sessions with the business community to find ways we can partner with our local businesses and help them grow (addressed under Goal #1, Action ii.).

ii. **Action:** The Town Manager will use the Information Technology Grant to implement permitting software that will make it easier for residents and businesses to go through the permitting process in Lunenburg. The internal e-permitting software is going "live" this week and will be going "live" externally by the beginning of June. Also, the District Local Technical Assistance the Town will receive from Montachusett Regional Planning Commission staff will be used to create a Permitting Guidebook that will provide a guide to the permitting process for applicants.

Board Comments: Mr. Ebersole stated he marked this as substantive progress on Ms. Lemieux's part. He noted the business community would be taking this over more as time goes on. Ms. Lemieux stated it started as a small group and it is growing. Ms. Bertram marked this as a substantive progress as well. She believed the Board could assist this goal by appointing an Economic Development Committee. Partnering with various boards would be an asset. We need to continue the charrettes and try to engage more participation. Mr. McQuaid stated the strong suit of this is to get the business community to take some lead on their own. This is one of those cases where there is substantive progress. He applauded Town Manager.

Mr. Toale read from Ms. Luck's submitted comments: "Substantive progress, there has been outreach and charrettes, however it still remains to be seen if the community wants economic development. Attendance was by a small group which was the same for each charrette. While some ideas were put forward, others were ignored. It would be a reach to state that anything conclusive resulted from these meetings."

Mr. Toale stated he sees from the Town Manager's view, two tracks. In achievement of this goal she attacked both the business group in terms of what environment or need to be filled is appropriate to people who want to do business in town and from the residents' point of view; what do they want in town? Our next step as a Board is to develop a task force, whether it's a business or economic development task force that would at least begin with an agricultural focus and build from there. Ms. Bertram added agriculture and ecotourism. Mr. McQuaid stated it's good to see what people want but we can't make a business come here. Ms. Bertram stated the community has to market itself.

Mr. Toale stated this covers the Board's goals for the past year. He would like to set next year's goals for the Board in workshop by July so they can begin to work on them.

4. Goal #4: Create Long Term Plan for Tax Title/Foreclosure:

a. **Objective:** To improve the Town's financial stability and ensure that the amount of outstanding taxes on properties does not exceed valuations and maintain a stable cash flow.

i. **Action:** Town Manager will work with the Financial Officers to develop a policy on a Tax Title and Foreclosure process. Draft policy attached. This can be discussed at another time.

ii. **Action:** Town Manager will review all ongoing tax title properties with the Financial Officers and recommend a budget that will support the foreclosure process. As I reported at the May 1st Board meeting, the Town Treasurer/Collector is working with the Tax Title Attorney to hold a tax title assignment auction by the beginning of the new fiscal year. In just the last two months, a total of \$104,934.96 has been on tax title properties. Also, the number of tax title properties has 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 Treasurer/Collector has also advanced the properties the Board wished to proceed with foreclosure process. Additional funding for moving tax title properties into foreclosure was included in the budget based upon the recommendation of the Treasurer/Collector and the estimated number of parcels that could be moved through the foreclosure process next fiscal year.

Board Comments: Mr. Ebersole stated he rated this as substantive progress; he was glad there was a draft policy and noted when the Board reviewed the list of properties. He mentioned that Ms. Lemieux had contacted other departments regarding the list for any interest. We probably need to have a fall or spring town meeting article if there is a foreclosure and we want to turn land over to Conservation or Parks Dept.

Ms. Bertram agreed that there has been progress, now with the draft policy; she would agree it's been substantive. She was happy they were moving forward and pleased with the inclusion for additional funding next year.

Mr. McQuaid stated it appeared there has been substantive progress. It's tough to say anything is complete because there is always more work to be done.

Mr. Toale read from Ms. Luck's submitted comments: "Some visible progress, Treasurer/Collector has come before the Board to discuss moving some properties back on to the tax rolls and I applaud that ongoing effort. I have not seen a policy on tax title/foreclosure nor do I recall one being discussed in the Town Manager report. Also there are other more global areas like budget and finance that the Town Manager needs to work on to ensure that the needs of the citizens are being met. This is more of a goal for the financial officers under the Town Manager to undertake with her input of course."

Mr. Toale stated this is something we specifically asked her to get accomplished and although I don't want to get down to the level of telling the Town Manager how to approach it, when you see an increase in the amount collected and when there is a question on how much we should be budgeting going forward; if it is an increase for a higher return, it's worth noting.

5. Goal #5: Advance Human Resource Management:

a. Objective: Streamline processes and procedures for employees and newly appointed committee/board members.

i. Action: Complete comprehensive update of personnel policies and procedures:

A variety of policies were adopted or updated in the past year including:

1. The Standards of Conduct
2. Conflict of Interest/Financial Disclosure
3. Family & Medical Leave
4. Parental Leave
5. Domestic Violence Leave
6. Sexual Harassment
7. Protected Class Harassment
8. Workplace Violence
9. Drug and Alcohol for Commercial Driver's License Employees
10. Social Media
11. Use of Information Technology Resources
12. Pregnant Workers Fairness

ii. Action: Create an Employee Handbook-All employee related policies in one place and given to all employees (CBA's would supersede on items already addressed in the CBA's). **In process.** The updating of personnel policies was the first step in the process.

iii. Action: Create and implement performance evaluations for Department heads: Created management and non-management performance evaluations that are currently being reviewed by department heads.

iv. Action: Create onboarding process for all newly appointed officials and handbook for all committees/boards.

Currently reviewing sample handbooks from other communities. Topics to cover Open Meeting Law, Public Records Law, Conflict of Interest, Code of Conduct, Use of Town Equipment, appointment, reappointment, filling of vacancies, resignation, etc.

Board Comments: Mr. Ebersole stated we also talked about providing guidance on how to record minutes and conduct a meeting. Mr. McQuaid added reminding new and existing boards what their charge and responsibilities are; some don't do everything they are supposed to be doing and others do more than they should.

Mr. Toale read from Ms. Luck's submitted comments: "Little progress, as far as I know there is no employee handbook at this time nor am I aware of progress towards the same. When I look at this goal, it seems a clerical task or one to be outsourced. The Town Manager's number one responsibility in my view is to manage personnel and to ensure that all personnel are doing their jobs. As I have stated previously the Town is in a very good place

personnel-wise and is led by many officials who are deeply committed to our town. “

Mr. Toale stated he looks at the handbook as a kind of maintenance factor; you have to have one and it should be a good one. It should be there as well as a performance management plan. The task going forward is to use it as a goal setting and feedback tool and a way to come to agreement on what are the important tasks. He encouraged the Town Manager to work on a staffing succession plan. He agreed with the other comments about onboarding for committees even down to the basics of how to make a motion and to second it, etc.

Ms. Bertram agreed with everything said and somewhat agreed with Ms. Luck's comment that this may be something the Town Manager may want to delegate or even outsource given her time constraints. It is crucial to get it completed. She believed there has been progress and she was sure it would continue.

Mr. Ebersole added the handbook is important to avoid lawsuits or to handle a lawsuit if one arises. It is important that it be a useable handbook that town employees will actually use. Maintenance can be turned over to others. He also encouraged the various boards to do goal setting and self-evaluations as well.

Ms. Lemieux thought the workshop format they used, inviting the committees to discuss their goals and how we can work together to achieve them was a good way to address that. She noted the Public Employee Committee agreement regarding the health insurance benefits was beneficial to both the town and employees. She heard employees say they appreciated the process and what was achieved.

Mr. Ebersole gave credit to Ms. Lemieux for getting so much of all the above goals done considering her day-to-day workload. He also hoped this Board would go to the next step on some of their goals.

3. Minutes/Warrants/Action File Issues

An accounts payable warrant in the amount of \$149,089.62 was presented. The 4th Quarter Water Commitment of \$7,612.40 was presented.

Action File Issue: there was none

4. Committee Reports

Ms. Bertram reported the 2019- 2023 Transportation Improvement Plan (TIP) has been released and is open for public comment. In 2020 there is a plan to do an intersection improvement on Route 117 and Route 70. There is also funding for a Rail Trail project. The entire TIP can be found on the MRPC website. Regarding the Unified Planning Work Plan (UPWP) there are a couple of tasks in the plan that have an impact to Lunenburg; one is the pavement management system. They are working on a regional pavement management plan and doing an assessment of various roadways in the member communities. They are developing a local conditions map for all communities and are offering technical assistance with a database that they are making available.

Montachusett Regional Trail Coalition is currently doing regional trail planning and printing. We do have an opportunity to have Lunenburg trails published. She did not know where Conservation stands on publishing that data; perhaps working with Conservation to get ahead of this. The Lunenburg parking and walkability study has been included in the UPWP.

5. Department Reports- QUARTERLY FINANCIAL REPORT

The Quarterly Financial Report will be reviewed at the next meeting.

Mr. Toale reviewed the Board's upcoming meetings.

PUBLIC COMMENT:

Michael-Ray Jeffreys, 1170 Mass. Ave, stated the Town Manager was doing a great job. He thanked Paula Bertram for her service to the Town, particularly all her committee work with MPO. She would be leaving big shoes to fill. Regarding the earlier discussion about outreach, he encouraged more signage options around town for elections, debates, etc.

Katey Adams, 45 Williams Drive, regarding economic development, noted a lot of times we talk about what to add and a lot of the small business owners felt it's not always necessarily what we need to add but to enhance what we have.

Ms. Bertram agreed with the previous comment and thought that was why they would be focusing on agriculture and ecotourism, which is to expand on existing businesses. There are also a number of vacant spaces that would benefit from an expansion of those activities or we should promote those vacant spaces.

Motion: R. Ebersole

2nd: P. Bertram

To enter Executive Session under M.G.L. c. 30 §21, Reason #2; To conduct contract negotiations with non-union personnel, if any open meeting may have a detrimental effect on the government's bargaining position, and the Chair declares so. (Town Manager Contract) and adjourn afterwards

Vote: Mr. McQuaid- aye, Ms. Bertram- aye, Mr. Ebersole- aye, Mr. Toale aye

The meeting was adjourned at 9:02 p.m.

*****Executive Session Minutes are Separate*****

Respectfully submitted,



Elaine M. Peterson

Executive Assistant to the Town Manager

TOWN OF LUNENBURG
TAX TITLE POLICY & PROCEDURE

Purpose

This policy and procedure will define how the Town of Lunenburg will transition unpaid real estate taxes into the tax title status. The creation of a tax title has proven to be the most effective remedy for enforcement of the collection of taxes on real property. The foreclosure process is an effective payment enforcement tool available to the Town. The Treasurer/Collector can induce a delinquent taxpayer to redeem a tax title by paying the necessary tax and charges or to forfeit title to the property by action of the Land Court.

Time of Taking

The Treasurer/Collector will process the initial tax taking for each levy year the following fiscal year. The Town has the option of initiating the process as early as 14 days after the demand has been issued, but must complete the taking within 3 years and 6 months from the end of the fiscal year for which the taxes were assessed under Mass General Law Chapter 60 Section 37.

Collection Efforts Prior to Taking

The Town issues a demand 14 days after the fourth quarter due date each fiscal year. The demand notice is sent out to property owners during the middle of May or before the end of the fiscal year.

Procedure for Tax Taking

Courtesy letters will be sent out by the Treasurer/Collector to property owners and to the subsequent owner know, reminding them of the previous year's unpaid taxes and informing them that if the taxes remain unpaid that the tax title process will take place.

Before moving forward with preparing for the tax taking, the Treasurer/Collector's office confirms that a demand notice has been issued to the property owner at least 14 days before preparing the Notice of Taking. The Town will begin the tax taking process six months after the demand has been sent, allowing taxpayers a greater amount of time to satisfy the tax obligation.

The Treasurer/Collector will prepare a Notice of Tax Advertising for each parcel. The Notice of Tax Advertising includes the names of all owners known, property location, bill number, parcel number, and book/page. If the owner of the parcel as shown by the Assessor's records at the time of the taking is different from the owner who was assessed for the delinquent taxes, the name of that subsequent owner should be included in the notice of intent to take. This communication makes the property owner aware of when the legal notice of parcels with outstanding taxes for the levy year approaching tax title will be published in the local newspaper. The letter also lists the total amount due and the acceptable forms of payment.

payment plans require a good faith payment of 25% of taxes owed as well as a commitment to keep the current year's taxes up to date. In collaboration with the taxpayer, a monthly payment amount will then be determined. The goal of payment plans is to assist the tax payer to become current on taxes owed. The monthly amount needs to be an amount that the taxpayer can afford. It should not be set at such a level where the payment plan is doomed to fail.

Certification of Subsequent Tax Takings:

The Treasurer/Collector prior to September 1st will certify all unpaid taxes and assessments for parcels of real estate taken into tax title for nonpayment of taxes in prior year(s) and not redeemed 14 days after the demand was issued.

The Treasurer/Collector prepares a list of Subsequent Tax Takings. A copy is provided to the Town Accountant and a copy is filed in the office.

Payment of Tax Title Obligation

Upon payment of the amount outstanding on a tax title property, the Treasurer/Collector will prepare a Certificate of Redemption and will be provided to the homeowner or whoever requested it. This will be filed with the Registry of Deeds and removes the lien that was originally placed on the property. Payment of the tax title obligation may only be made up until the point that a petition to foreclose has been filed in the Land Court.

Foreclosure Proceedings

The law offices of the Town's attorney will mail letters to all the delinquent taxpayers and present owners of properties that were placed in tax title informing them of the importance of redeeming the property and that the next step if the obligation remains unpaid is to begin foreclosure proceedings. The payment amount changes on a daily basis and an exact amount should be obtained before coming to Town Hall.

Department	Year	Manufacturer & Model	Vin #	Plate #	GVW	Cost New
CEMETERY	1995	TRAIL UTILITY - TRAILER	41GT61211SB000004	M53395		\$1,300
CEMETERY	2000	JOHN DEERE - TRACTOR	LV4300H333787	M65648		\$14,896
DPW	1986	CHICAGO - PNEUMATIC	125RG1	M25601		\$1,400
DPW	1989	MACK - DUMP TRUCK	1M2P194C3KW004060	M40596		\$64,620
DPW	1991	INTERNATIONAL - CATCH BASIN	1HTSDZ4N7MH348041	M73898		\$25,000
DPW	1994	GMC - DUMP TRUCK	1GDJC34K0RE552330	M53396		\$16,000
DPW	1995	MACK - DUMP TRUCK	1M2P268C9SM021141	M52106		\$99,254
DPW	2001	FORD - F350	1FDWF37L41EA52463	M65836		\$32,860
DPW	2001	MORBARK - CHIPPER	4S8SZ16191W023404	M66833		\$26,000
DPW	2002	MACK - DUMP TRUCK	1M2P288C52M034173	M67651		\$87,384
DPW	2005	FORD - F350 SUPER DUTY	1FTWF31575EA33866	M74591		\$31,000
DPW	2006	INTERNATIONAL - 700SER DUMP	1HTWDAAR06J287945	M74308		\$115,000
DPW	2006	FORD - F350 SUPER DUTY	1FDWF37Y46EA85308	M90429		\$32,000
DPW	2006	INTERNATIONAL - 700SER DUMP	1HTWDAAR26J287946	M74309		\$115,000
DPW	2008	INTERNATIONAL - DUMP TRUCK	1HTWDAAR28J662625	M81038		\$119,451
DPW	2008	FORD - F350 SUPER DUTY	1FTWF315X8EA26656	M80733		\$34,582
DPW	2008	INTERNATIONAL - DUMP TRUCK	1HTWDAAR08J641692	M92957		\$119,451
DPW	2011	JOHN DEERE - LOADER	1DW544KZPB0635757	M87907		\$149,825
DPW	2011	CARMATE - UTILITY TRAILER	5A3C612S9BL001737	M87914	2,990	\$5,000
DPW	2012	FORD - F350 DUMP TRUCK	1FDRF3H67CEC50192	M86704	13,300	\$40,000
DPW	2012	FORD - F250 PICKUP	1FTBF2B62CEC50187	M88379	10,000	\$30,710
DPW	2015	CAT - BACKHOE/LOADER	CAT0430FHHWG00161	M93332	24,000	\$109,000
DPW	2016	MACK - GU712	1M2AX02C1GM002474	M94536	47,120	\$190,000
DPW	2016	FORD - F350	1FDRF3H68GED29649		14,000	\$48,045
DPW	2016	ELGIN - PELICAN	NP30771	M50899	15,500	\$193,489
DPW	2017	FORD - F350	1FDRF3H64HED82219		14,000	\$47,600
DPW	2017	MACK - GU712	1M2AX02C6HM002892			\$194,000
FIRE	1987	HOMEMADE - TRAILER	(MF8626)	MF8626		\$1,000
FIRE	1988	FEDERAL - FIRE TRUCK	1F9DBBA85J1037264	MF7178		\$300,000
FIRE	1989	GMC - MINI PUMPER	1GDJV34W1KJ509769	MF4694		\$68,748
FIRE	1995	EMERGENCY - PUMPER	4ENRAA81R1004361	MF3631		\$224,890
FIRE	1998	FORD - ULTRAMEDIC AMBULANCE	1FDXE40F0VHB93400	MF6980		\$117,273
FIRE	2001	HAULMARK - TRAILER	16HPB14211P022082	MF7013		\$4,000
FIRE	2003	CARMATE - UTILITY TRAILER	5A3C716D93L004129	MF8623		\$4,300
FIRE	2004	FORD - F350 SUPER DUTY	1FDSF31P64ED81118	MF5706		\$37,163
FIRE	2004	INTERNATIONAL - 700 SER	1HTWEADR64J084497	MF2265		\$200,000
FIRE	2006	DANZ - UTILITY TRAILER	5KW200F2X8D003584	MF7008	7,000	\$4,000
FIRE	2007	FORD - EXPEDITION	1FMFU16547LA87803	MF4675		\$26,930
FIRE	2008	E ONE - CYCLONE	4EN3AAA8781003830	MF9660		\$325,000
FIRE	2008	FORD - AMBULANCE	1FDXE45P78DB05289	MF9658		\$145,542
FIRE	2009	ASTI - CUSTOM SIGN TRAILER	0609M502	MF505A		\$10,000
FIRE	2009	MAGNUM - LIGHT TOWER TRAILER	5AJLS16109B001258	MP434A		\$10,000
FIRE	2013	KARAVAN - BOAT TRAILER	5KTBS1813DF660598	M86020	3,750	\$935
FIRE	2015	INTERNATIONAL - AMBULANCE	1HTJSSK0KFH098808	MF8498	18,000	\$208,720
FIRE	2015	E ONE - QUEST FIRE TRUCK	4EN6AAA85F1009197	MF3636	47,000	\$525,000
FIRE	2017	FORD - F350	1FDBF3B63HEB15020		10,000	\$58,145
FIRE	2017	FORD - EXPLORER	1FM5K8AR1HGA24155		6,342	\$39,921
FIRE	2005	INGERSALL GENERATOR	4FVGNABB45U007797			\$8,000
HIGHWAY	1979	LORD - SCREEN PLANT		1247 M29695		\$25,745
HIGHWAY	1984	LONGHAUL - FLAT BED TRAILER	LH8410203	M31045		\$1,500
HIGHWAY	1999	CHEVROLET - GMT 400	1GBJK34F6XF018805	M60650		\$32,000
HIGHWAY	2008	TRACKLESS - MTV	MT5T3629	M77557		\$85,615
POLICE	1994	EZ LOAD - BOAT TRAILER	1Z11AGX16NNY0316			\$1
POLICE	1999	SPEED MONITOR - TRAILER	MPH5239928JLPC144	MP7969		\$10,000
POLICE	2002	CHRYSLER - TOWN & COUNTRY WAGON	2C4GP54L42R679632	546EW4		\$10,000
POLICE	2004	FORD - EXPEDITION	1FMPU16L74LB73377	MP210H		\$25,568
POLICE	2004	BLACKROCK - WELDER TRAILER	2SWUW11A04S004751	MP149G		\$5,000
POLICE	2004	FORD - CROWN VICTORIA	2FAFP71W94X111807	5440TN		\$25,000
POLICE	2005	FORD - CROWN VICTORIA	2FAFP71W25X108751	MP214H		\$21,546
POLICE	2006	FORD - CROWN VICTORIA	2FAFP71W06X105414	2280ZW		\$30,000
POLICE	2008	FORD - CROWN VICTORIA	2FAFP71V08X143770	MP207H		\$30,000
POLICE	2008	FORD - TAURUS	1FAHP27W78G120049	19KF74		\$22,000
POLICE	2009	FORD - CROWN VICTORIA	2FAHP71V29X119643			\$25,000
POLICE	2009	GMC - ACADIA	1GKEV23D09J192551	5BH564		\$20,000
POLICE	2009	FORD - CROWN VICTORIA	2FAHP71VX9X146332	MP208H		\$25,000
POLICE	2009	FORD - CROWN VICTORIA	2FAHP71V79X148541	MP206E	4,010	\$25,000
POLICE	2010	FORD - CROWN VICTORIA	2FABP7BV0AX143738	MP209H	4,005	\$30,000
POLICE	2010	HAUL - TRAILER	16HCB101XAP075701	MP148G		\$100
POLICE	2011	FORD - CROWN VICTORIA	2FABP7BV6BX127738	MP205E	4,011	\$22,759
POLICE	2014	CARRY ON - TRAILER	4YMCL1213EV003403	M91624	2,990	\$2,900
POLICE	2014	FORD - EXPLORER	1FM5K8AR5EGB38672	RS45GD	6,300	\$27,764

[illegible]