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BOARD OF SELECTMEN MINUTES

Joseph F. Bilotta Meeting Room, Town Hall
June 5, 2018

Board of Selectmen: Jamie Toale, Chairman; Robert Ebersole, Vice Chairman; Phyllis Luck, Member; Damon McQuaid, Member; Katey Adams, Member

Also Present: Heather Lemieux, Town Manager; Adam Burney, Land Use Director

Finance Committee Members present: Teri Burchfield, Chairman; Mark Erickson, Vice Chairman; Jay Simeone, Clerk; John Henshaw, Hannah Anderson, George Martin and Marc Luescher

The meeting opened at 7:00 p.m. with the Pledge of Allegiance. Mr. Toale stated in accordance with the requirements of Open Meeting Law this meeting was being recorded and broadcast over the Lunenburg Public Access channel.

PUBLIC COMMENT:

Ms. Luck welcomed Ms. Adams to the Board and thanked her for her contribution to the Flat Hill Road water runoff discussion. She appreciated the DPW Director stating that until this situation is resolved, Flat Hill Road would not be paved. She applauded Chairman Toale's suggestion that the Storm Water Task Force and Conservation Commission become involved in these issues.

Ms. Adams stated at the last meeting a resident commented on the conditions behind the old Primary School. She thanked the DPW for going over and cleaning up the playground and bringing it back to its natural state as best as they could and being responsive to the complaint. She hoped they could continue to talk about the potential of it being a green space.

Rhonda Lisio, 181 Reservoir Road, stated in the past one of the email messages she has sent to the Board was poor communication between public bodies. After attending the Open Space Committee meeting last week, she realized it was important to comment publicly. She stated her initial impression was the school and those involved in Wallis Park Playground were not diligent in seeking alternative funding sources for the project for the field and park projects. She wondered why no one spoke up about the Open Space Plan while these projects were being discussed. She is aware the Town is updating the website which is a necessary step. She did not think it was unreasonable for PACC to cover more meetings now that the user fees have been doubled by the Comcast license renewal. She encouraged appointed/elected officials to interact with other committees and boards.

Hannah Anderson, 787 West Street, informed all about a basketball game fundraiser between the Police Department and civilians to raise money to purchase six automated external defibrillators on June 14th from 7 – 9 p.m. at the Middle/High School. Admission is \$5.00. There will be raffles and a bake sale.

Adam Burney, Land Use Director, wanted to remind all about the June 25th Planning Board informational meeting at 6:30 p.m. here regarding adult marijuana and seeking feedback in advance of forming regulations/bylaw.

REORGANIZATION OF BOARD

Mr. Toale asked for nominations for Chair of the Board. **Ms. Luck nominated Mr. Toale and Mr. McQuaid seconded it. Ms. Adams nominated Mr. Ebersole for Chair and he seconded it for discussion.**

Discussion: Mr. Ebersole stated he appreciated the nomination. It was his belief that there should be a regular turnover of chairs within committees and there should be a period of time so the Chair can get acclimated to the operations of the committee and then have a year or two to do work and not have to worry about the operations. He believed Mr. Toale has done a good job. He was concerned that continuing with the same Chair for a fourth year is a concern relating to how it looks. We need to keep doing the work to improve communications

and that is his concern about continuing with the current operation. Ms. Luck believed as long as the Chair is doing good work, it is not a necessity to rotate chairs. She thought Mr. Toale has done a great job and has gotten a lot of things started and she would like to see him continue.

Ms. Adams stated for much of the past year from a community point of view trying to communicate with the Board is what led her to run for election. She had struggles public commenting and public comments interrupted. What led her to nominate Mr. Ebersole was that she served on Charter Review Committee with him and he is Chair. No matter what people's differences were, she thought he led a fair, comfortable meeting and really made sure communication was happening. She would like to see Mr. Ebersole continue on this Board that respect as was shown to her on the Charter Review Committee.

Mr. McQuaid stated he has worked with Mr. Toale as Chair on Capital Planning and Building Reuse and he always did a great job. It's very difficult to chair a meeting and stay involved and he was always good at that; not that he didn't think Mr. Ebersole wouldn't do a great job too. He did a great job when Mr. Toale wasn't present. He would like to see Mr. Toale continue. Further discussion ensued.

Mr. Toale stated he has always endeavored to include listening to the public. Sometimes he had to cut people short due to time constraints. He felt Mr. Ebersole would be an excellent Chair also. He called for a vote based on the order of nominations.

All those in favor of Mr. Toale for Chair: Ms. Luck- aye, Mr. McQuaid, aye, Mr. Toale- aye. Majority was for Mr. Toale. Mr. Ebersole made a motion that the Board make the vote unanimous as a show of support that they are going to work together. Ms. Luck seconded. Ms. Adams stated she was dissenting. Mr. Toale called for a nomination for Vice Chairman. Ms. Luck nominated Mr. McQuaid. Mr. Toale seconded for discussion purposes. Mr. Toale nominated Mr. Ebersole for Vice Chairman. Ms. Adams seconded. There were no other nominations.

Discussion: Ms. Luck stated she would appreciate giving Mr. McQuaid the opportunity to serve as Vice Chair. Mr. McQuaid stated personally he did not mind either way, but he believed Mr. Ebersole has always done a very good job. Mr. Toale stated he would like to see Mr. McQuaid play a more active role on this Board but he also believed Mr. Ebersole has done an excellent job.

He called all those in favor of Mr. McQuaid for Vice Chairman: Ms. Luck- aye, Mr. McQuaid- aye
All those in favor of Mr. Ebersole for Vice Chairman: Ms. Adams- aye, Mr. Ebersole- aye, Mr. Toale- aye
Mr. Toale asked for nominations for Clerk: Mr. Ebersole nominated Mr. McQuaid and Ms. Luck
seconded.
Vote: All in Favor

APPOINTMENTS:

- 1. Liquor License Violation- J & M's Sports Bar- 5 Summer Street, #10; License #00047-GP-0636**
No one was present for the hearing. Mr. Toale moved to the next agenda item.
- 2. Transfer of Alcohol License #00036-RS-0636 for 324 Summer Street, Unit #4 to A.A.G. LLC d/b/a Kindred Spirits -** This hearing was postponed to July 10th due to an address error in the hearing notice.
- 3. Update on The Bootlegger alcohol license status**

Co-owner/licensee Sean Morrison, 227 Lunenburg Street, Fitchburg, presented for another extension of their business being closed. At this time they are not sure how it is going to work; they may stay on with someone else managing it or a go with an outright sale and transfer of the license. Morrison requested another 90 days.

Motion: R.Ebersole

2nd: D. McQuaid

To extend The Bootlegger closing for another 90 days (from the original expiration date of April 21) to July 21st

Vote: All in Favor

INTERVIEWS/APPOINTMENTS/ RE-APPOINTMENTS/ RESIGNATIONS

Reserve Police Officer- Samuel Christensen

Chief Marino recommended Samuel Christensen for appointment as Reserve Police Officer. He has completed the Municipal Police Training Sanctioned Intermittent Police Academy and is a resident of Lunenburg. He holds a Bachelors' Degree in Criminal Justice from Keene State University. If he is appointed, he will undergo a rigorous field training program which will allow the department to evaluate him and provide an accurate assessment of his skills and work ethic.

Motion: R. Ebersole

2nd: P. Luck

To ratify the Town Manager's appointment of Samuel Christensen for Reserve Police Officer

Vote: All in Favor

Joint Meeting with Finance Committee on Long-term staffing for Police & Fire Dept. ALS Staffing and Not Taxing to the Levy Limit

The Finance Committee called their meeting to order.

Ms. Lemeiux reported this meeting was called to discuss the long range planning for the Fire Department and the Police Department as well as an action item on taxation to the levy limit as requested by one of the Selectmen.

Fire Chief Sullivan reported the Town is now performing advanced EMT services. They would like to advance to Paramedic level in the future. He presented a history and the current level of EMS in Lunenburg. The paramedic level would provide a better level of service to residents and offset some of the cost of personnel. For 2017 they did 1022 EMS calls, including lift assists and "well-being" checks. Out of 708 EMS transports, 46% required advanced life support level and 13% of these were at an advanced EMT level. 54% were for basic life support. We have estimated 53 of those calls could/should have been advanced life support transports. Initial start up costs would be \$1573 for medications and a refrigerator to store them; \$336 for miscellaneous equipment; \$37,000 for a cardiac monitor/pacer/defibrillator (+\$1500 for the battery charger) bringing the total cost to \$40,409 for each ambulance.

Ongoing costs would be for medical control fees (\$7,000/yr), equipment maintenance (\$3,500/yr), replacement of supplies (\$5,000/yr) which would be around \$15,500 annually. Anticipated revenue increases would be around \$131,085 for various services if the Town had paramedic status. Figures are based on current ambulance rates. There is limited increase in fees due to insurance payouts for Medicare and private insurance. We anticipate additional call volume of 31 EMS calls/year increase. Some potential savings would be \$26,000 for the current on call stipend; this savings is being utilized in fiscal year 2019 with the addition of two full-time personnel and the duty officer stipend of \$10,400 because \$5,200 was shifted to offset the two full-time personnel. Remaining funds still provide an on call duty officer on Sundays as that day is covered by per diem personnel. Approximately \$151,584.57 would be fully realized once the department is fully staffed and operating at the Paramedic level.

Challenges: The Town would need to recruit and retain two firefighter/paramedics, which are in short supply statewide. We could train our own and allocate training money; \$12,000-\$15,000 for paramedic school (12-24 months); + \$1,500 for advanced school (5-6 months)

He has discussed a mechanism with Town Manager about a proposal for up to \$15,000/year for training which would not be used if no one was taking classes. Once we get the license for paramedic we have three years to provide the service.

SUMMARY: 3 Additional staff beyond FY'19 provides 24/7 career coverage supplemented by per diem and call force. Paramedic level service is an increasing demand, provides a better level of care for our citizens, more accountability and additional revenue that can offset some personnel costs.

Finance Chair Teri Burchfield asked when the Chief would be looking to have paramedics on board. Chief Sullivan replied the fall of 2019 if all goes as planned.

Finance Committee member Mark Erickson asked how are we going to pay for this? He said we haven't heard from the Police Chief either. If we are going to hire one Police officer each year for ten years, that is a significant expense; where is the revenue to pay for these positions? Chief Sullivan stated even if we don't go to paramedic, he still needs those two staff people. This is a way to offset some of that.

Mr. Ebersole asked if you need to have two paramedics on at any one time? Chief Sullivan stated you can operate under a waiver with one paramedic and one basic. That is the model we are looking at.

Mr. Henshaw stated with respect to the ambulances, they would be used more and is there a need to replace them sooner than planned? Chief Sullivan stated he would still anticipate the ten year cycle. Mr. Martin stated after the training is there any retention method to keep the trained staff in Lunenburg? Chief Sullivan stated that is always a challenge. As far as bringing people on board, they would have to agree to remain paramedic as a condition of their employment.

Mr. Toale stated the Board has not addressed this topic specifically but it has always been on our radar due to conversations with the Fire Chief. Mr. Ebersole stated paramedic was discussed during the last negotiations and a pay rate was agreed upon in case it came up in the future. But the Board has not taken a position. Mr. Erickson

stated one item we have not discussed is pension and OPEB liability that goes with staff. Chief Sullivan stated it would be approximately \$20,000- \$25,000 per person. Ms. Lemieux confirmed the Town would be looking to new growth revenue to pay for the additional staff.

Police Chief Marino is requesting \$78,489.14 for fiscal year 2019 for an additional officer. He also has a proposal to add another officer each year up to year 2028 for a total of 10 additional officers totalling \$1,042,406.13. Eventually if we increase our full-time officers we can decrease our part-time officers.

Amanda Moore, Public Safety Coordinator, referred everyone to the 10 year plan estimate of wage schedules using the current bargaining agreement (with an annual 2% increase in wages). She factored in overtime, holiday coverage, uniform expense, education incentives, firearms and in service training and the academy fee. Suggestion was made to include retirement and OPEB costs as well.

Ms. Lemieux reported when she started here a year and a half ago, both Chiefs stated their need for more personnel. We made that happen for Fiscal years 18 & 19. They approached her with a written plan for adding additional staff. She thanked them for putting in all the effort as well as Ms. Moore and Ms. Brochu.

Discussion ensued about how to fund the requests and financial forecasting. The discussion turned to taxing to the 2.5% levy limit. Ms. Burchfield stated so far we haven't been able to address unmet needs. She wasn't sure what objectives we want to meet first, unmet needs or taxing to the limit to address those needs. She stated after listening to the public safety people tonight, I don't know how we can find more money if we reduce what we are taking in.

Ms. Luck noted we increase taxes every year by 2.5% and no one thinks well maybe we don't have to, maybe we can try taxing at just 2%. Our taxes have gone up 30% since 2014. That is too much for a lot of people. Ms. Burchfield noted some of that has nothing to do with the 2.5% increase. There are school loans and things like that. Ms. Luck stated the school budget is going to increase by \$1 million over the next 3 years; we can't keep doing that. They are already taking 70% of the town's budget. We have to stop and start thinking what we can afford. She noted there was no discussion before or after the Town Manager presented her budget, we have to have these discussions in early November.

Ms. Lemieux stated if we are going to discuss not taxing to the levy, it has implications and means cuts. We will not be able to add additional staff, it will impact the Capital Plan and negatively impact the plan to address deferred maintenance on our facilities. We need to consider these. She noted the bulk of our tax increases are coming from the debt exclusions. Mr. McQuaid stated the same people who say they don't want their taxes increased also ask why can't we have nice things. You can't have it both ways. Mr. Toale noted the Finance Committee has set financial policies and he commended them for their work. Chief Marino stated he was considering having an informal meeting with residents about his budget and inviting other public officials to participate too. Mr. Ebersole stated he was in favor of having earlier additional discussions before the budget, including the school budget, is a good thing but we won't be able to do everything we want to do. Mr. Luescher stated he compared our budget to other communities and found our school budget to be higher and our public safety budget to be lower than them. He hopes to have more data to present at a later date. Mr. Toale thanked the Finance Committee for coming in tonight and the Chiefs and staff for their research and presentations. The Finance Committee adjourned their meeting.

Liquor License Violation Hearing – MIJ, Inc. d/b/a J & M's Sports Bar- 5 Summer Street, #10; License #00047-GP-0636

Mr. Toale reviewed the hearing procedure for those present. The licensee was not present. Mr. Toale read the hearing notice letter sent to the licensee.

"On June 5, 2018 at 7:05 p.m., the Lunenburg Board of Selectmen will hold a hearing pursuant to M.G.L. c. 138 § 64, to discuss your alcoholic beverage license at 5 Summer Street, Unit 10, Lunenburg. The hearing will be held in the Joseph Bilotta Meeting Room, 2nd Floor, Town Hall, 17 Main Street, Lunenburg. The hearing will concern the April 17, 2018 incident report filed by the Lunenburg Police Department and received by the Board of Selectmen on April 25, 2018, a true copy of which is enclosed. You may attend this hearing and be represented by counsel at your own expense if you wish. This allegation, if proven, may constitute the following violations of Lunenburg License Commission Regulations;

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.

1.13 Other Causes for Revocation, Suspension and Modification (a) (1) Violation by the licensee of any provision of the relevant General Laws of the Commonwealth, [M.G.L. Chapter 138, § 12]; and of the regulations of the Alcoholic Beverages Control Commission or of the regulations of the Licensing Authority;

These allegations, if proven, would constitute grounds for disciplinary action, including a written warning, suspension, revocation or a decrease in operating hours of your license, per Section 1.14 (a-d) of the Lunenburg License Commission Regulations.

Due to the fact that you have had four violations occur within the last two years, a fifth offense would be subject to a range of a warning to revocation of the license. “

Mr. Toale swore in Officer Kayla Leger. She read the incident report.

Lunenburg Police Department

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SUPPLEMENTAL NARRATIVE FOR KAYLA M LEGER

Ref: 18LUN-270-OF

Entered: 04/17/2018 @ 0354 Entry ID: KML01
Modified: 04/17/2018 @ 0356 Modified ID: KML01

On April 17, 2018, I, Officer Leger was working a uniformed 11p-7a patrol shift in marked cruiser 217 for the town of Lunenburg. At approximately 0204am, Officer Campbell who was working in marked cruiser 212, called out that he had seen someone inside of J&M Sports Bar.

I arrived on scene to assist. Officer Campbell informed me that he saw a person, with a white t-shirt, walk by the side door as he drove by the building. We looked into the front window and were able to see a pair of shoes on the ground, a jacket on the bar and a jacket on the bar stool. There were four plastic cups on the bar. Officer Campbell and I banged on the door announcing who we were telling the parties inside to come to the door. They did not respond.

There were three vehicles in the parking lot at this time. One vehicle bearing MA reg 4HA853 was parked in a handicap spot outside of the side door without any visible handicap placards being displayed, the second vehicle, bearing MA reg 5yn517, was parked behind the building blocking half the road and the third vehicle was parked off to the side in a legal parking spot, bearing MA reg 7GBN70.

After knocking several times, we informed the parties inside that the illegally parked vehicles would be towed if they were not moved. Melissa Thibodeau (DOB 12/7/75) came to the door wearing a white t-shirt and no shoes. She seemed surprised and asked us what we wanted. She began to tell us that she was finishing up some things at the bar and that the male party, later identified as Aaron Storm (DOB 06/14/84), was her ride.

After entering the building it was clear that the two had been hanging out in there for a while. There was smoke in the room and there was a distinct odor of burnt marijuana and cigarettes in the room. Aaron said he was unaware that the bar did not have a license past 12:45 and immediately left the building, making no comments about being Melissa's ride or even offering her a ride at this time. Officer Campbell told Melissa to get her belongings and go home as well.

Respectfully submitted,

Officer Leger

Ms. Luck asked if one of the listed vehicles was Ms. Thibodeau's. Officer Leger replied one of the vehicles was

a rental, in the handicapped spot, being used by Thibodeau and another was registered in her name. The third vehicle belonged to Mr. Storm. Ms. Luck asked if she left and drove home. Officer Leger confirmed. Ms. Adams asked what time this was at. Leger replied 2:04 a.m.

Mr. Toale stated let the record show Ms. Thibodeau is not present or being represented tonight. Mr. Ebersole asked how the notice was sent. Ms. Lemieux stated regular and certified mail. Ms. Luck asked if Leger had a sense of the sobriety level they were at. Leger stated they did not seem to be intoxicated where we would not let them leave from the scene. The cups were empty on the bar but there definitely was the scent of burnt marijuana in the air. There is no way of telling how much THC was in their systems.

Ms. Adams stated the fact that there is a spreadsheet of violations is appalling. Once you have a spreadsheet of all your violations, it is a much larger problem than this specific incident.

Mr. Ebersole noted the three violations being addressed tonight are

1.03 Admission to the Premises; 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;

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.

He was unclear on the last **1.13 Other Causes for Revocation, Suspension and Modification (a) (1)** Violation by the licensee of any provision of the relevant General Laws of the Commonwealth, [M.G.L. Chapter 138, § 12]; and of the regulations of the Alcoholic Beverages Control Commission or of the regulations of the Licensing Authority; unless it was referring to the marijuana at the location; he thought there would be a finding on that.

Motion: R. Ebersole

2nd: P. Luck

That the Board finds there is a violation of 1.03 & 1.03 (k) Admission to the Premises; 1.04 (a) Hours of Operation and 1.13 Other Causes for Revocation, Suspension and Modification (a) (1)

Vote: All in Favor

Mr. Toale asked for discussion of a penalty. Mr. Ebersole stated we were doubling the suspension phases but he was leaning towards a revocation. Mr. Toale stated the violations occurred close to the hearing dates. He believed we were pretty serious that we did not want to see them in here again. He also stated he did not believe they were capable of managing their establishment. Ms. Adams noted they weren't even present and how it could appear to other licensees that you can keep making violations with no consequences. She also suggested changing the hours of operation. Mr. Toale stated he was in favor of a revocation and to let the licensee appeal to the Alcoholic Beverages Control Commission (ABCC) and see where they come in on this. Ms. Luck stated it does not seem like there has been enough effort on the licensee's part to run the business responsibly.

Motion: R. Ebersole

2nd: P. Luck

To revoke the alcohol license for MIJ, Inc. d/b/a J & M's Sports Bar effective Friday, June 15, 2018

Discussion: Mr. McQuaid stated he did not take the decision to take away the license lightly. But it is needed before something more serious does happen. Ms. Lemieux stated the licensee has five days to appeal to the ABCC. If the ABCC approves the local licensing decision, the licensee can appeal to Superior Court within 30 days of receipt of the decision. If the ABCC does not approve the appeal, the local licensing board must carry out the ABCC directive. If the local licensing board does not agree, they can appeal within 5 days of the ABCC decision. Ms. Adams noted the licensee did not even react to the hearing notice and bother to appear tonight.

Vote: All in Favor

TOWN MANAGER REPORT

925 Mass Ave (old Gas Station): Town Counsel was provided information on this property in order to begin the process for petitioning the Court for a Right of Entry.

Summer Street Project: The engineering firm that the Town has worked with on the Summer Street project, VHB, will do inspections and review submittals during the project. The general contractor, Baltazar, has installed the advanced warning signage for the project. A survey crew has been on site daily laying out baseline, drainage structures, and clearing limits. Baltazar will be spraying the invasive species plants on site next week. Once these plants have died off, in approximately one week, Northern Tree, the clearing subcontractor, will be coming in to begin clearing operations. The anticipated start date for drainage work will be around mid-June. Drainage work will begin at the Fitchburg end of the project and proceed towards Lunenburg.

Tax Lien Sale Auction: As a reminder, the Tax Lien Sale Auction will be on June 13th at 1:00 p.m. Due to payments and tax agreements, the total tax liens went from 28 to 22 as of May 29th. The current total of delinquent taxes/interest/penalties accrued for these tax title properties is approximately \$577,611.

Complete Streets: On May 29th the DPW Director and I met with staff from our consultant Woodard & Curran to review the projects on the prioritization plan and they did field work to get parameters and scope of work in each project area. Using industry standards accepted by MassDOT, Woodard & Curran will cost out each project and anticipate presenting to the Board of Selectmen at the June 19th meeting.

Capital Facility Repairs and Improvements for the Commonwealth Bill: At a meeting on February 5th with Senator Tran, he requested possible capital projects that were ready to go to be submitted for a Capital Facility Repairs and Improvements for the Commonwealth Bond Bill that the Senate would be filing that day. The list of projects I sent Senator Tran were ones that had been identified as part of the town's capital plan, or related to the property condition assessments. It included \$25,000 for the Eagle House HVAC system for the older section of the building, \$27,000 for the repair of the handicap ramp at the Town Hall, \$65,000 for the repair of the old section of the roof at the DPW, \$40,000 for LED lighting at the Library, \$40,000 for a feasibility and cost estimation to demolish the old Primary building including hazardous materials assessment, cost of abatement and design for future use of the land, and \$130,000 for asbestos abatement and ceiling replacement at Turkey Hill Elementary School. The first five projects have been approved by the Conference Committee and the last project for Turkey Hill is included in the state budget, which is the most likely to receive funding. If any of the projects that were funded at our Annual Town Meeting as part of the FY19 Capital Plan are funded through the state, this will allow this funding to be reappropriated towards other capital projects at a special town meeting in the fall. We will await the final decision by the State on whether these projects are funded and proceed from there.

Ms. Lemieux thanked the DPW and subcontractors for all the paving work around town. There has been a number of positive comments that have been received through social media.

CURRENT BUSINESS

1. Letter of Support for Submission of Section 319 Grant

Land Use Director Adam Burney presented for the request on behalf of the Storm Water Task Force. The 319 grant application has been submitted. We have until Friday to submit the letter of support. This is for storm water management for impaired water bodies and healthy watersheds. We are pursuing it for the upper Mulpus. This would be for nine best management practices at five locations. This would be in conjunction with pavement management and the intent would be to reduce the impact of the developed area on the upper Mulpus. There is a community and education outreach component of it too.

Motion: R. Ebersole

2nd: P. Luck

To authorize the Chairman to sign a letter of support as submitted for this grant application

Vote: All in Favor

2. Annual Appointments

Mr. Toale reviewed Board appointments and the following was decided upon:

- Capital Planning- Damon McQuaid
- Central MA Regional Stormwater Coalition- Phyllis Luck

- Charter Review- Jamie Toale & Bob Ebersole
- Finance Committee Appointing Committee- Jamie Toale
- MART Representative- Phyllis Luck
- MMA Voting Member- Jamie Toale
- MRPC- Katey Adams
- MJTC- Paula Bertram
- MPO- vacant
- Storm Water Task Force – Phyllis Luck
- Worcester County Selectmen Assoc.- Jamie Toale/Phyllis Luck

BOARD OF SELECTMEN APPOINTMENTS

Animal Control Officer

Kathleen Comeau- 806 West Street

Architectural Preservation District Commission-term expires June 30, 2021

Brian Corcoran-9 Lancaster Ave.

Agricultural Commission- 3 years-term expires June 30, 2021

2 vacancies

Conservation Commission- 3 year terms-term to expire June 30, 2021

Kenneth Jones -50 Valley Road

Carl Luck- 50 Sunset Lane

Clock Winders-term expires June 30, 2019

Joseph (Al) Dettenrieder- 72 Lancaster Ave.

George Martin - 522 Burrage Street

Louis Franco-250 Arbor Street

Mike Kidney- 86 Lancaster Ave.

Tom Alonzo- 284 Lancaster Ave.

William Tyler-5 Graham St.

Constable- term expires June 30, 2019

Kevin Rice-14 Iris Rd. Leominster

Alan Herget- 79 Beachview Road

John Godek- 321 Pearl St. Fitchburg

Council on Aging- 3 year terms-term expires June 30, 2021

Elizabeth DiGiacomo-761 Flat Hill Road

Deborah Lincoln- 46 Hemlock Drive

1 vacancy

Cultural Council-term expires June 30, 2021

Laura Brzozoski-21 Francis Ave.

Pete McCarron -42 Reservoir Road

Historical Commission- 3-year term –expires June 30, 2021

Rebecca Lantry- 251 West St.

Richard McGrath- 22 Cushing Lane

MART Advisory Board-term expires June 30, 2019

Phyllis Luck- 50 Sunset Lane

Montachusett Joint Transportation Committee- Selectman or Representative

Paula Bertram-312 Townsend Harbor Road

Montachusett Regional Planning Commission - Selectman or Representative

Vacant

Public Access Cable Committee (PACC)-term to expire June 30, 2021

Faith Beall-54 Riley Road

Personnel Committee- term expires June 30, 2021

1 vacancy

Senior Citizen Property Taxation Work Off Program- term expires June 30, 2019

Myleen Mallari-Treasurer/Collector

Nancy Forest-Human Resources

Sue Doherty-COA Director

Sheila Craigen- Principal Assessing Clerk

Robert Hamel- Member

Town Counsel-term expires June 30, 2019

Mead, Talerman & Costa

Mirick O'Connell (Labor Counsel)

Zoning Board of Appeals - term expires June 30, 2021

Hans Wentrup-418 New W. Townsend Road

Discussion ensued about the reappointment process. Reappointment forms will be sent to the pertinent boards for review and feedback. Suggestion was made to add this to their goal workshop discussion.

Motion: P. Luck

To approve the appointments

2nd: K. Adams

Vote: All in Favor

TOWN MANAGER APPOINTMENTS

Building Commissioner

Garry Rhodes

Asst. Building Inspector (recommended by Building Commissioner)

Andrew Hudson

Dam Keeper term expires June 30, 2019

Ronald Wilson 701 Reservoir Road

Assistant Dam Keeper- term expires June 30, 2019

Rich Patry 655 Reservoir Road

Emergency Management Director /Forest Warden- term expires June 30, 2019

Fire Chief Patrick Sullivan

Fence Viewers- 1-year term

Vacancies

Field Driver- 1-year term

Kathy Comeau- 806 West Street

Hazardous Waste Coordinator

Heather Lemieux

Hearings Officer

Heather Lemieux

Inspector of Plumbing/Gas (recommended by Building Commissioner)

Gary Williams-34 Round Road

Assistant Inspector of Plumbing/Gas (recommended by Building Commissioner)

Richard Kapenas

Pound Keeper- term expires June 30, 2019

Jean Larkin- 17 Highland Street

Public Weighers- term expires June 30, 2019 (provided by P J Keating)

Rich Reynolds

Julianna DiPrima

Eric Morin

Brian Contois

Jay Valliere

Mike Reynolds

Britany Woodhouse

Inspector of Weights and Measures-term expires June 30, 2019

Stephen E. Cullinane-46 Goodrich Street

Inspector of Wires (recommended by Building Commissioner)

John (Jack) Biery- 15 Crescent Road

Assistant Wiring Inspector (recommended by Building Commissioner)

David Stone-83 Arbor Street

RACES Control Officer -term expires June 30, 2019

Ralph Swick 113 Townsend Harbor Road

Brian LeBlanc- Asst. Radio Operator- 67 Mulpus Road

Member; Jeanine Swick- Member- 113 Townsend Harbor Road

Town Forest Committee

vacant

Tree Warden-term expires June 30, 2019

Jack Rodriquez

Veterans' Service Officer

T. J. Blauser

Police Officers/Reserve Police Officers/ Licensing Commission Agents

Postponed to June 19 meeting

Townsend Special Police Officers & Shirley Special Police Officers

Postponed

Ms. Adams noted the Wiring Inspector is her father.

Motion: P. Luck

2nd: D. McQuaid

To approve the Town Manager appointments

Vote: 4 in favor, 1 abstained (Adams)

3. Minutes/ Warrants/ Action File Issues

Minutes of May 1, 2018 were approved. An accounts payable warrant in the amount of \$355,574.90; a payroll warrant in the amount of \$799,436.04 and a payroll deductions warrant in the amount of \$773,546.61 were signed.

Action file Issue: Ms. Luck was surprised and confused with the Town Manager's performance evaluation process when viewing the May 8th meeting. Ms. Luck had prepared her review prior to the meeting and submitted it to the Chair. When she was watching the meeting she realized there was new information provided by the Town Manager at that meeting to further inform of her progress. Information Ms. Luck could not have had knowledge of when she did her review. There were tasks that she had rated as "no progress" on the review. It seems like we have to have a better timeline. Ms. Luck requested the dates coming up for November and April and when we would be reviewing because the process certainly did not work for her.

Mr. Toale appreciated her input and stated unlike the performance portion of the review, the goal review was performed at the meeting. We can discuss the process going forward next week at our workshop.

Mr. McQuaid inquired regarding the committee report assignments. Mr. Toale stated that could be discussed next week also.

UPCOMING MEETING/EVENTS SCHEDULE

Mr. Toale stated the Board will be holding a workshop meeting on June 12 for goal setting for the upcoming fiscal year. June 19 is a regular business meeting and he suggested not having a meeting on July 3rd due to feedback from Board members.

PUBLIC COMMENT

Police Chief Marino reminded all about Cruise Night tomorrow night on Memorial Drive from 4 – 8 p.m.

The rain date is Wednesday June 13th, same time. He hoped to see everyone there.

Dave Passios, 56 Whiting Street, congratulated the Chiefs for their presentations. He reminded that the DPW is not fully staffed and Town offices are only open 4 days a week.

Motion: R.Ebersole

2nd: K. Adams

To adjourn the meeting at 9:47 p.m.

Vote: All in Favor

Respectfully submitted,



Elaine M. Peterson

Executive Assistant to the Town Manager

RECEIVED & FILED

JUL 10 2018

**LUNENBURG TOWN
CLERK OFFICE**