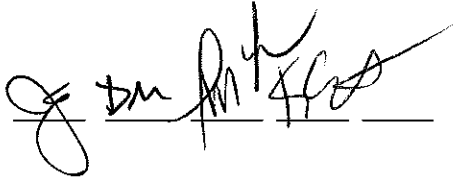


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LUNENBURG TOWN
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**BOARD OF SELECTMEN
MINUTES**

**Joseph F. Bilotta Meeting Room, Town Hall
November 20, 2018**

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

Not present: Phyllis Luck, Member

Also Present: Heather Lemieux, Town Manager; Jack Rodriquez, DPW Director; Karen Brochu, Finance Director

The meeting opened at 7:01 p.m. with the Pledge of Allegiance.

Mr. Toale announced in accordance with the requirements of Open Meeting Law, the meeting was being recorded and broadcast over the Lunenburg Public Access channel.

PUBLIC COMMENT:

Mr. Toale announced tonight was Selectman Ebersole's last meeting as he is stepping down and moving out of town to take an employment position on Cape Cod. He has been involved in Town government his entire life and the concept of giving to the town is part of who he is. He was part of the process to hire a new Town Manager, Town Counsel and School Superintendent. He has also played a major role in supporting the building of a new Middle/High School and major pavement improvements through a debt exclusion. His experience in town government began when he joined the Fire Department as an on-call firefighter at age 16. He also served as a reserve officer and continued to serve in the following capacities over the years; Planning Board member (1977 – 1982), MRPC Representative (1978), 250th Anniversary Committee member (Treasurer) (1978), Board of Health agent (1978 -1989), Computer Advisory Committee (1987-1989), Town Treasurer/Collector (1983- 1989); Registrar of Voters (1983-1988), Building Committee (1987-1990), Sewer Commission (2010-2013, Chairman), Board of Selectmen (2013-present, Vice Chairman) and the Charter Review Committee (2017- present, Chairman). He is a wealth of information on why and how things are done in our town, and he clearly is an asset that the Town will miss. Thank you, Bob Ebersole.

Mr. McQuaid stated it truly has been a pleasure to serve with you and your dedication and service to the Town has been an inspiration to me.

Ms. Adams thanked Mr. Ebersole for being a bit of a mentor and for taking the time to understand me and for being kind. You will be missed.

Town Manager Lemieux shared some archived photos from 1978, 1979 and 1980 of Mr. Ebersole from old town reports. She stated we are all going to feel a void with Mr. Ebersole's departure. He has dedicated his life to public service and has taken the true meaning of public service seriously; that it is to make a difference in people's lives by serving the common good and improving Lunenburg by giving back. We will miss your wealth of knowledge about every aspect of Lunenburg and beyond. We will miss your ability to propose solutions that brought about compromise, your fairness, your sense of

humor, your kindness, your ability to listen to all sides of an issue without prejudice and the balance you have brought to this Board. I am truly grateful for your support and good advice and will truly miss you. We thank you for all you have given of yourself to serve the interests of the people of Lunenburg and we wish you the very best in the next chapter of your life. She presented a bouquet of flowers from the Board to him.

Mr. Toale invited public comment from State Representatives Jennifer Benson and Stephan Hay. Representative Benson stated she was here to wish him well but was saddened to lose him. She acknowledged his work and dedication and stated he would always have a home in Lunenburg. Representative Hay read the citation from the House of Representatives in recognition of Mr. Ebersole's many years of public service and commitment to the Town of Lunenburg and extended their very best wishes and hopes for a future of good fortune and continued success in all his endeavors.

Kyle Schulton, Senator Dean Tran's legislative aide, reported Senator Tran had a prior obligation this evening and presented a citation on his behalf from the Massachusetts State Senate recognizing Mr. Ebersole's retirement and his dedication and lifelong service to the Town of Lunenburg.

Dave MacDonald, 155 Island Road, stated Mr. Ebersole has been an inspiration for him and wished him the best.

Paula Bertram, 312 Townsend Harbor Road, former Selectman, thanked Mr. Ebersole for all he has done for the town. She stated we did not always agree on every issue, but she knew they both looked at things as objectively as they could and did what we thought was best after much contemplative thought and research. You will truly be missed. She wished him the best in the future.

Mr. Ebersole expressed thanks to all who spoke this evening. He stated thinking back over the years, acknowledged Jim Deming, a former Fire Chief, Fred Hobbs, former Police Chief, his former father-in-law Curt Penniman and former Town Clerk and State Senator Mary Padula. They all were part of his life in Lunenburg, learning what the history was, learning what the viewpoints were. He wanted to thank his political opponents over the years, some who were above board and some under-handed. You made me more prepared, more measured, more analytical and more prepared for the unexpected. He stated he was involved in getting the lettering on Town Hall because at that point it wasn't named. He was involved in getting the bylaw to make sure the warrant was mailed to all citizens to get notification of the town meeting rather than it just being announced in the newspaper. He supported the recall measure that we have never had to use. He was involved in getting the first electronic vote counting in town. He thanked all the department heads who lead their staff to meet the high expectations of the town's limited funds. He expressed thanks to Ms. Lemieux and the Board members and all the volunteers that have been and are serving on boards and commissions. He extended his thanks to his husband, Troy, for moving to Lunenburg, being involved even when it was not appreciated and supporting him regardless of how long his meetings went. Forty years ago he was on the 250th Anniversary Committee and in ten years it will be the 300th Anniversary of the town, perhaps it will be my next committee. Thank you. Applause resounded.

APPOINTMENTS

Joint Appointment with Planning Board for vacant Planning Board seat

The Planning Board called their meeting to order.

Paula Bertram, 312 Townsend Harbor road, presented as a candidate for the Planning Board. Ms. Bertram stated when she was serving on the Board of Selectmen, she was the Planning Board liaison and was found it very interesting. She had the opportunity to understand how the bylaws and the public hearing process worked. To her it is one of the most important roles in the town. She believed her background working for the Board of Health and her ability to read and understand plans, looking at

how the various land use boards work together, and understanding the whole process is something that she can bring to the Planning Board. She has attended a number of Smart Growth and Smart Development seminars when she was serving as liaison to the Planning Board and she would like to see it incorporated more. Innovative things such as addressing stormwater and stormwater maintenance, pervious pavement and issues from a land use perspective..and she is just looking to serve the Town in a different capacity.

Mr. Ebersole asked her if appointed, would she pursue election in May? Ms. Bertram stated she would consider it. Mr. Toale asked if the Planning Board members had any questions for Ms. Bertram. There were none.

Motion: R. Ebersole

2nd: D. McQuaid

To appoint Paula Bertram to the Planning Board until the next annual election

Mr. Toale asked for a joint vote from both boards and a vote in favor by raising hands. The vote was unanimous from both Boards.

Vote: All in Favor

Ms. Bertram thanked both boards.

DPW Director Report on Pavement Management Plan and Drainage

DPW Director Rodriquenz provided an update on the debt exclusion for pavement management which was voted on in 2016.

Debt Exclusion - Pavement Management Plan

	Full Debt Exclusion	Road Specific	Drainage	
Total Authorization	\$ 4,000,000.00	\$ 3,500,000.00	\$ 500,000.00	
Expended FY17	\$ (946,597.28)	\$ (835,752.00)	\$ (57,396.00)	(P.J. Keating)
			\$ (53,449.28)	(PMP Drainage)
Expended FY18	\$ (1,282,475.36)	\$ (1,052,508.39)	\$ (110,223.50)	(P.J. Keating)
			\$ (119,743.47)	(PMP Drainage)
Expended FY19	\$ (270,743.24)	\$ (223,050.71)	\$ (10,800.00)	(P.J. Keating)
			\$ (36,892.53)	(PMP Drainage)
Total Expended	\$ (2,499,815.88)	\$ (2,111,311.10)	\$ (388,504.78)	
Available Balance*	\$ 1,500,184.12	\$ 1,388,688.90	\$ 111,495.22	
Less Open PO's	\$ (14,260.90)	\$ -	\$ (14,260.90)	
Total	\$ 1,485,923.22	\$ 1,388,688.90	\$ 97,234.32	

*\$1,044,66.60 of the full \$1,485,923.22 will not be available until April 2019

He reported residents are notified in advance of any road work and informed that if they need to open the road the time to do it would be before the road work is complete. He noted he has not had any issues since instituting the road opening policy.

The pavement management plan will be revised this spring. He reported most of the drainage funding included in debt exclusion was used for local roads for stormwater. He provided a chart created by his administrative assistant that showed how drainage was addressed from 2016 up to the present. (see attachment). He reported the department was right on schedule and they have

about \$1.5 million remaining and a year and a half left. Weather dictates when road work can be done. There are plans to install culverts on Sunset Land and Northfield Road in June 2019 once school is out as roads will be closed and detours provided for those installations. There is no further drainage funding following that except for what is budgeted in the operational budget and Chapter 90 funding.

Mr. Ebersole noted when the debt exclusion was approved there was discussion to create a funding plan so they would not have to request another debt exclusion in the future. \$50,000 of motor vehicle excise taxes collected annually will be dedicated to pavement management.

Tax Classification Hearing as required by M.G.L. Ch. 40 §56 on the issue of allocating the local property tax levy among the four classes of real and personal property for Fiscal Year 2019.

Mr. Toale read the hearing notice aloud: *The Board of Selectmen will hold a public hearing on November 20, 2018 at 7:30 P.M. as required by M.G.L. Ch. 40, §56 on the issue of allocating the local property tax levy among the four classes of real and personal property for Fiscal Year 2019. The hearing will be held in the Lunenburg Town Hall, 2nd Floor, Joseph Bilotta Meeting Room, at 17 Main Street, Lunenburg, MA.*

He opened the hearing. He stated we are waiting to hear from the Dept. of Revenue for a preliminary certification so we will need to continue the hearing at a later date. He asked for any public comment or questions on that topic at this time.

Mr. Ebersole stated while it would be nice to reduce residential property taxes by having both a residential and commercial tax rate, we have such a small personal property tax and commercial tax base that any substantial change to residential property would entail almost taxing the businesses out of existence.

Motion: R. Ebersole

2nd: D. McQuaid

To continue the tax classification hearing to December 4th at 7:05 PM

Vote: All in Favor

Finance Director Report: Quarterly Financial Report

Finance Director Brochu wished Mr. Ebersole all the best in his new job. She noted he hired her back in 1984.

She noted this is the Expenditure/Revenue summary for the 1st quarter of fiscal year 2019 ending September 20, 2018.

As of September 30, 2018 we have collected 28.3% of FY19 revenue estimates.

Revenues

We have collected 28.3% of FY19 estimates through 9/30/18. Of note are the following:

Local Receipts: We have collected 15.41% of the FY19 Local Receipt estimate. As you know, Local Receipts are broken down into several categories.

Below is a summary of the categories.

- **Fines** - We have collected 27.37% of the estimate through 9/30/18.
- **Local Option Meals Tax** - We have collected 27.65% of the estimate through the 1st quarter of FY19.

- Motor Vehicle Excise - As you know, MVE is the largest category of our local receipt estimate. To date we have collected 7.81% of the FY19 estimate. The majority of this revenue won't be recognized until the 3rd quarter.
- Investment Income - To date we have collected 21.19% of the estimate.
- Miscellaneous Non-Recurring Revenue - We have collected 31.45% of this estimate through 9/30/18.
- Fees - We have collected 25.48% of the estimate in this category.
- Departmental Revenue/School - To date we have received 23.07% of this estimate. This is mainly due to a school based Medicaid reimbursement receipt in the amount of \$22,271.72.
- Penalties and Interest - We have received 21.61% of this estimate through September.

All other local receipt estimates are at or near where they should be at this point in the fiscal year.

- Taxes & State Aid: At this time, we have collected 25.29% of our Tax Levy - this includes \$42,311.08 in tax lien revenue, and 25.16% of our State Aid estimate.

Also, please note that revenue estimates will be adjusted prior to the submittal of the tax rate certification due to changes in new growth and cherry sheet revenues. These changes will be reflected in the next quarter.

Expenditures

We have expended/encumbered 30.2% of budgeted expenditures as of 9/30/18. There are several departments that encumber the full amount of a line item and use that encumbrance throughout the year, so the expended/encumbered percentages are high, but actual expenditures are on target. We have surpluses in both Liability Insurance and Workers' Compensation due to participation, rewards and dividend credits. Injury Leave is showing a deficit of \$430.84, but that will be adjusted through receipt of an 10D insurance reimbursement. Also, please note that expenditure estimates will be adjusted based on changes in new growth and state aid prior to the submittal of the FY19 Tax Recap, and will be reflected in the next quarterly update.

The Board thanked Ms. Brochu.

INTERVIEWS/APPOINTMENTS/ RE-APPOINTMENTS/ RESIGNATIONS

1) Town Manager appointment: DPW Heavy Equipment Operator-William O'Neill

Motion: R. Ebersole

2nd: D. McQuaid

To ratify the Town Manager appointment of William O'Neill as Heavy Equipment Operator

Vote: All in Favor

2) Cultural Council

Ashly Faherty-298 Highland St. - term to expire June 30, 2021

Ms. Faherty stated she has lived here for four years and wants to serve the community and feels the Cultural Council would be a good fit for her.

Motion: R. Ebersole

2nd: D. McQuaid

To appoint Ashly Faherty to the Cultural Council with a term to expire June 30, 2021

Vote: All in Favor

Thia St. Martin- 488 Holman Street- term to expire June 30, 2021

Ms. St. Martin stated she was a biologist as well as an amateur painter, photographer and orchid enthusiast. She gardens a lot and is an avid home brewer. She has been looking for a way to get involved in the town and thought the Cultural Council would be a good way to get her foot in the door.

Motion: R. Ebersole

2nd: D. McQuaid

To appoint Thia St. Martin to the Cultural Council with a term to expire June 30, 2021

Vote: All in Favor

The Board thanked both applicants for coming forward.

OLD BUSINESS

1. Earth Removal Permit(s) Renewals:

a. P. J Keating Company permit # 14, 15, 16, 17 & 30

Building Commissioner Garry Rhodes presented his report.

The Board of Selectmen held a meeting on August 21, 2018 to review the renewal of Earth Removal Permits for P.J. Keating Co. The Board of Selectmen renewed permits #18, 19, and 42 until August 31, 2019. Permits #28 and 29 were not renewed. Permits #14, 15, 16, 17, 27, and 30 were renewed until November 30, 2018. The Board of Selectmen requested additional information for permits #14, 15, 16, 17, 27 and 30.

The Board of Selectmen received the requested information from S.J. Mullaney Engineering by a letter dated November 6, 2018 and attached plans. Adam Burney, Land Use Director and I have reviewed the information provided and find it addresses the questions raised in my memo.

Permit #14

The location of Permit #14 is to the west of Fort Pond Road adjacent to the Town of Lancaster. Based on information provided they are in violation of their permit. The permit limits the depth of excavation not to be deeper than the grade of Fort Pond Road. They have exceeded that depth by about 40 feet. We discussed their future plans for this area. It is their intent to further expand the earth removal.

Recommendation: In order to continue they must amend their permit. They should provide new plans showing the extent of the proposed future excavation. It is my understanding the proposal will extend into the area which includes permits #18 and 42. The plan should include the full area of all three permits. Once the plans have been provided the Board of Selectmen may wish to issue a single permit for the entire corner of Fort Pond Road and Leominster/Shirley Road along with appropriate conditions. I would suggest Permit #14 be extended until January 31, 2019 to allow time for the plans to be provided.

Motion: R. Ebersole

2nd: D. McQuaid

To follow Mr. Rhodes' recommendation and extend the permit until January 31, 2019 to allow time for the plans to be provided

Vote: All in Favor

Permit# 15

The location of Permit #15 is to the north of the B&M Railroad and west of Reservoir Road. Their engineer provided documentation that the depth of the earth removal complies with minimum of 4 feet above ground water. In all cases, the depth to seasonal high ground water

is over nine feet. The permit also limits earth removal to no closer than 250 feet to Reservoir Road. Based on aerial photographs there was earth removal within 250 feet of Reservoir Road. Based on the dates of the aerial photograph it appears earth was removed prior to the condition being attached.

Recommendation: Based on recent aerial photographs the area located within 250 feet of Reservoir Road has begun to have some new growth. For the area located within 250 feet of Reservoir Road a "Closure Plan" be provided for the Board of Selectmen approval. I suggest some type of permanent monuments showing this boundary be included as part of the closure plan. I would suggest Permit #15 be further extended until January 31, 2019 to allow time for the closure plan to be completed. Until a closure plan is provided no further earth material be removed.

Motion: R. Ebersole

2nd: D. McQuaid

To extend permit#15 until January 31, 2019 and request a closure plan as well as including permanent monuments showing the boundary in the closure plan

Vote: All in Favor

Permit# 16

The location of Permit #16 is to the north of Leominster/Shirley Road, east of Reservoir Road and both sides of the B&M Railroad. The engineer provided documentation that north of the B&M Railroad the depth of the earth removal is less than 4 feet above groundwater. A large portion of the site is located in an area identified as "Priority Habitat of Rare Species and Wildlife". An area directly to the north of Leominster/Shirley Road is part of their manufacturing area. They have indicated outside the areas identified above material remains to be mined.

Recommendation: A conditional permit be issued until August 31, 2019 subject to the following:
(1) they consult with the Commonwealth of Massachusetts Division of Fisheries as to what extent and where future earth removal can take place.

(2) Also consult with the Division of Fisheries what if any closure of that portion of the site currently located

within the protected area can take place.

(3) Locate where any additional material can be mined.

(4) Provide a closure plan where depth to ground water precludes additional mining and within the area

identified as Priority Habitat permitted.

(5) No additional earth removal until the additional documentation has been provided and approved by the Board of Selectmen.

Motion: R. Ebersole

2nd: D. McQuaid

To approve a conditional permit until August 31, 2019 with the conditions as outlined above

Vote: All in Favor

Permits# 17, 27 and 30.

Permits# 17, 27, and 30 encompass the area south of Leominster/Shirley Road and east of Fort Pond Road. As requested their engineer provided a plan that shows where material may be mined and a 250 buffer to residential property to the south.

Recommendation: The permit be renewed until August 31, 2019. The 250 buffer to residential property be required.

Motion: R. Ebersole

2nd: D. McQuaid

To renew permits # 17,27 and 30 until August 31, 2019 subject to a 250-foot buffer to residential property on the south side near the Town of Lancaster

Vote: All in Favor

Powell Stone & Gravel Inc, Permit# 32

Mr. Rhodes reported the Board expanded the permit out on Goodrich Street. Since that time I have reviewed the letter to the Board of Selectmen dated October 31, 2018 from McCarty Engineering. They are requesting that the permit not be renewed. They have provided an aerial plan showing the site. I have reviewed the closure plan with Adam Burney, Land Use Director. We recommend the plan be accepted and the earth removal is completed and closed.

Motion: R. Ebersole

2nd: D. McQuaid

To accept the closure plan for permit #32 and that the earth removal is completed

Vote: All in Favor

The Board thanked Mr. Rhodes for his report and recommendations.

Confirmation of the Board of Selectmen vote on November 6, 2018 re: Sale and Acquisition by the Town of the 161 and 171 Gilchrest Street properties

Ms. Lemieux reported the Conservation Commission met after the November 6th meeting and reviewed the Declaration of Restriction and had various comments that Town Counsel incorporated. They met again last night and endorsed the document you have before you tonight. There is also another document titled Parcel A –Deed with Easement. This is the beginning of the process to file with the State to place the Conservation Restriction on the property.

Motion: R. Ebersole

2nd: D. McQuaid

To accept the Declaration of Restriction as presented and to authorize the Chair of the Board of Selectmen to execute all associated documents related to the transfer of property back and forth

Vote: 3 in Favor, 1 opposed (Adams)

TOWN MANAGER REPORT

Summer Street Project Update from MassDOT:

Drainage installation continues in the Lunenburg section of the project and will continue for two or more weeks longer, weather permitting. The granite curb installation is still ongoing with the goal of installing curbing from Fitchburg to the Baker's Bridge in Lunenburg by the end of the season. The Leominster section of North Street is scheduled to receive a leveling course of pavement the week after Thanksgiving. This will be a temporary patch just to hold the road together for the winter.

Rental/Use of TC Passios Space:

The School Facilities Director put together a Request for Proposals for rental of classroom space at the TC Passios building that is currently being advertised and proposals are due by December 13th. Preference would be given to bidders that require a one-year term with the option to extend. Town Counsel has assisted with drafting an Agreement for the Revolving Museum to enter and use the cafeteria space at the TC Passios building, which has been sent to Jerry Beck for review.

Update on Becoming a Dementia Friendly Community:

The action group met on November 7th and discussed adopting a Dementia Friendly logo, sending a

tax bill insert in the future, and creating a database of individuals with dementia for public safety personnel to better serve those individuals. Also discussed were improvements each sector represented at the meeting could implement, such as better signage and customer service training for staff to recognize individuals with dementia and react with compassion, patience and kindness.

Recycling Education and Outreach (TM Goal #1):

In preparation for beginning an educational campaign on recycling, I will be meeting with the Director of MassToss Cooperative Tessa David next week to assist us with outreach and efforts to reduce our contamination rates. Information on how to recycle better and a video from Casella has been shared on the Town website, the Town Facebook page, and on the public access channel.

Trail Network and Open Space Maps (TM Goal #1):

Conservation Administrator Matt Marro has been working with Montachusett Regional Planning Commission on updating the GIS maps of all of Lunenburg's trails and open space on a digital map that will become part of a regional trail map on MRPC's website, will also be used on the Business Brochure and on our website to promote the natural resources in Lunenburg. Noteworthy, MRPC complimented Lunenburg by indicating out of all their member communities, Lunenburg has done the most work on their trail networks.

Update from the Conservation Commission:

The following is an update from the Conservation Commission Chairman Richard Bursch about a grant the Commission applied for through DCR and were awarded to develop a Forestry for the Birds Stewardship Plan at the Hollis Road property. There is no cost to the town for this service as a consultant will perform the work at the cost of the grant. Under this type of plan, the forester will initially walk the property to develop a site map with land features and characteristics, as well as an inventory of the woodlands, over story and understory forest growth, wetlands, streams or other items needed for the bird habitat assessment. The certified forester will assess the forests looking for the unique characteristics needed for bird habitats. Once the initial assessment is performed by the forester, a bird biologist from MassAudubon will review the data and perform his own on-site assessment of the property and develop recommendations for developing areas of the property best suited for the different migratory birds. The biologist will then work with the forester to develop a plan based on his recommendations. Once completed, the biologist will perform a public walk on site to explain his recommendations and how best to achieve them. He and the forester will present the plan at a public meeting. There is no cutting involved in this plan, it is just a review of the property by professionals and their recommendations for use of the property. The plan must be submitted to DCR by March 1st.

Chairman Richard Bursch shared these sentiments as well: "The Commission is very excited about moving forward on this property. It currently has a pollinator habitat being developed on this property with native shrubs and flowers planted to help attract bees, butterflies, birds and hummingbirds. The goal of the Commission is to develop the entire property into a diverse wildlife park. They envision adding forest walking path loops and wildlife blinds for residents to walk and enjoy the fields, wildlife, and forests. This 60+ acre parcel will allow residents to get out and walk varying terrain based on time, physical abilities and viewing preference all within just a few minutes from their homes, apartments and condominiums in the Whalom area as well as all townspeople."

Meetings and other announcements:

- **Town Counsel Office Hours:** Tuesday, November 27th 12-4 pm; Monday, December 17th 8 am-12 pm.

Vacancies:

The following paid positions are currently posted:

- Building Commissioner
- Local Inspector
- Town Mechanic
- Assistant Town Mechanic

The following is a list of vacancies on the following committees:

- Agricultural Commission (1 regular member, 2 alternate member vacancies)
- Architectural Preservation District Commission (1 vacancy for a design professional/craftsperson)
- Cultural Council (multiple vacancies)
- Green Communities Task Force (1 vacancy -Citizen at Large position)
- Planning Board (1 elected vacancy until the next ATE-joint appointment by BOS and PB)
- Public Access Committee (2 vacancies)
- Zoning Board of Appeals (2 Associate vacancies)

CURRENT BUSINESS

TOWN MANAGER GOALS AND OBJECTIVES

FISCAL YEAR 2019 – November 20, 2018 Status Update

- **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 finalize the website and make continuing improvements as needed in access to information. **The new website was finalized and went live on Labor Day weekend and users can utilize the subscription feature to receive notifications on any updates to information they are interested in, see the latest news under News & Announcements, and view the posts on the Town Facebook page from the live feed. Various updates have been made, including new information on recycling better, a new Americans with Disabilities Committee page, a page for information on ROAR and the Interface program, and the "Get Connected" page that details the various communication tools the Town uses to get information to residents and solicits input on what type of information residents are interested in.**
 - ii. **Action:** The Town Manager will continue to seek input from citizens on current issues, increase and create new two way communications.
 - **The communications questionnaire was created to gather data on how people receive information on town government and the type of information they are interested in. This is on the town website, shared on the Town's Facebook page, a public announcement was in The Lunenburg Ledger, and hard copies were made available at the Town Hall, Library, Senior Center, and the Special Town Meeting.**
 - **Interpersonal communication still is a valuable communication tool to develop**

community engagement and exchange information. I continue to meet with the business community, community groups such as ROAR and Salvation Army, and citizens regarding their concerns, with the goal of improving public relations and promoting causes that benefit Lunenburg businesses and residents.

- iii. **Action:** The Town Manager will perform communications audit and create Communications Policy that identifies strategies and actions to improve communications. Examples of the currently used communication tools that are used by the Town are the Town website, various social media accounts (Town, COA, Police, Fire, DPW, Public Access, Library), the public access channel, public meetings/hearings/forums, the annual town report, sign boards, CodeRed, tax bill inserts, the townwide email listserv, mailers, public notices in the Ledger, promotional flyers, and the Senior Center newsletter. Audit and development of a communications policy is in process.

- **Goal #2: Comprehensive Infrastructure Plan:**

- a. **Objective:** Address deferred maintenance on town buildings, recreation areas, and other town infrastructure and continually update long range capital plan for the town's assets.
 - i. **Action:** Town Manager will continue to develop a comprehensive inventory and Building and Infrastructure Maintenance Plan that will include repair and maintenance of town buildings, school buildings/land, recreation areas, roads, and underground infrastructure. Building and infrastructure needs will continue to be included in the Capital Plan and funded in the operating budget through the Facilities account and Town Roads account. I plan on continuing to propose increasing the Facilities account each year for maintenance and increasing the Town Roads account by an additional \$50,000 each year for Pavement Management including drainage. The submission of the Complete Streets Tier 3 application in October addresses many areas in Town that are public safety concerns and increases accessibility for users of all ages and abilities. The Town also applied to MassDOT for funding under the Small Bridge Repair Program for the rehabilitation of the Pleasant Street Bridge. We have contacted District 3 offices to advocate for the project and our state delegation recently sent a letter of support to fund this project.
 - ii. **Action:** Town Manager will continue to address infrastructure needs through recommendations to fund capital projects and recommend a budget that will address annual maintenance of facilities. In an effort to address the significant amount of capital requests identified to date in the Capital Plan, the recommendation at the Special Town Meeting to put additional funds into the Special Purpose Stabilization Fund will assist the Town with funding these projects in years where there are spikes. Also, given the amount of certified free cash this year, I am confident that we will be able to defer the borrowing for the Ladder Truck and fund a large number of capital projects. The deferred borrowing will allow for the funds that would have been spent on interest payments to be spent on other capital items or the operating budget. As stated above, it would be part of my budget recommendation to continue to increase the annual maintenance budgets for the Facilities (the FY2019 approved budget includes an additional \$40,000 in the Facilities account to address deferred maintenance projects). Another priority will be to address the needs of the parks.

The Town was also awarded \$198, 867 in Green Communities grant funds to perform a variety of energy efficiency projects that will update old infrastructure and save energy.

Other methods to address infrastructure include applying for the ADA Projects grant for a variety of ADA improvements at public buildings, the North Cemetery, and access to parks. I will continue to advocate for the facilities projects in the Capital Facilities Bond Bill.

Ms. Adams in reference to ii. asked if some of the smaller immediate needs of the Town buildings could be addressed, there are very small capital items that would make a big visual impact that we can do even if we don't have a town decision on what to do. She referred to the shutters on the Ritter Building as an example. Mr. McQuaid noted we did spend some money on the Ritter last year for drainage issues. We are incrementally trying to build up some money because there wasn't any funding to it before. You can't see it yet but the process has been started. We are starting to address these issues and Ms. Lemieux has made progress towards that goal. He added the shutters were put up in the 1960's, they were part of the original building. You could just take them down.

Ms. Lemieux stated in the two years she has been here, she has coordinated the Town Hall basement mold remediation and having the bird waste removed from the attic so we could have a safe environment. The building was painted which required a lot of replacement of rotten wood.

- **Goal #3: Facilitate Business and Economic Development:**

- a. **Objective:** Create a partnership with the business community that promotes stability and growth of our existing businesses.

- i. **Action:** Town Manager will continue holding sessions with the business community to find ways we can partner with our local businesses and help them grow. Facilitate meetings with other business associations to form regional alliances. I have continued to hold business-town partnership meetings with the Lunenburg Business Association and coordinated a joint meeting with the Pepperell Business Association that led to Lunenburg joining Townsend, Pepperell and Groton in regional business association events.

- Action:** Will work with regional planning agency and business group to create business brochure. I applied for and received District Local Technical Assistance to have planning assistance from Montachusett Regional Planning Commission

- ii. (MRPC) to create a business brochure. MRPC Regional Planner, Land Use Director Adam Burney, and I have continued to meet with the Lunenburg Business Association to develop the brochure, which will be complete in December.

- iii. **Action:** The Town Manager will create a charge for an Economic Development Committee and work with the Committee members. A charge was created and adopted by the Board at the November 6th meeting. We are currently accepting Talent Bank forms for the property owner and business owner spots on this Committee.

Mr. Toale noted Ms. Lemieux has done an exceptional job on and it's nearing becoming a hand off to the local business association and to continuing to support them. Ms. Lemieux stated she will continue to work with that group. She really thinks it is an important connection between the Town and the business community.

- **Goal #4: Advance Human Resource Management:**

- a. **Objective:** Streamline processes and procedures for employees.

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

to do annually in July. The Board reviewed and updated various policies and procedures at the workshop in July and October and made amendments to Section 7.04 Alcohol and Drug Policy and Section 7.11 CORI Policy. The Social Media Policy is the only personnel policy that is proposed to be updated.

- 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). **Ongoing.**
- iii. **Action:** Create and implement performance evaluations for Non-Management: **Ongoing.** New performance evaluations were included in the most recent DPW collective bargaining agreement.

- **Goal #5: Create Written Procurement Process and Procedures:**

- a. **Objective:** Compliance with procurement law, further internal controls against fraud, and implement financial auditor's recommendation.
 - i. **Action:** Town Manager will develop written procedures for the proper procurement of supplies and services and construction. Will create internal controls that will alleviate any potential violation of procurement law and create another control against fraud. **Ongoing.**
 - ii. **Action:** Town Manager will create centralized location of all procurement files (i.e. bids, RFPs, contracts). **Ongoing.**

Mr. Toale thought overall this process was a good mid-year check-in. He suggested reflecting on this and building it into our agendas in the coming month or two so that we ensure that we close out some of the ones that have are doable this year and begin to formulate our thinking for setting our goals for next year. Mr. Ebersole appreciated the detail involved in doing a report because that is a goal in itself to actually document what you are doing so we can actually see what is happening. Mr. Toale noted in her weekly reports, Ms. Lemieux actually refers to her goals so that is a supplement to this.

1. Warrants/Minutes/Action Items

The Board approved Minutes of October 2 and November 13, 2018. The Board signed an accounts payable warrant in the amount of \$220,939.43.

Ms. Adams asked if she had heard anything back on the Northfield Road rear property transfer. Ms. Lemieux stated no. Mr. Ebersole asked if there was anything new about the status of the abandoned gas station on Massachusetts Avenue. Ms. Lemieux stated it was an ongoing discussion between the Land Use Director, herself, Town Counsel and Mass Development. Ms. Adams stated MRPC assisted the Town of Shirley map out their cemetery so they may be able to assist Lunenburg as well following their discovery of several gravestones during a building demolition. Mr. Ebersole noted the Cemetery Commission does have a software program that maps the cemetery and some of the gravestones discovered may be duplicates or ones they brought there to repair at some point. He believed it was tied into the statewide system.

2. Committee Reports

Mr. McQuaid reported Capital Planning met earlier with the Police and Fire Departments.

The Fire Department is requesting \$15,000 for 2 vital sign monitors for the ambulances; \$685,000 for a pumper truck; \$310,000 for an ambulance. The good news is if we replace the pumper truck and ambulance, there is no vehicle replacement until 2026.

The Police Department is requesting \$116,000 for two cruisers, one marked, one unmarked

and \$16,000 for rifles and shotguns. Ford is going to start manufacturing hybrid Police vehicles and it might be beneficial for the Town pursue purchasing those and if we do, we would have to look into getting charging stations at the public safety building.

Mr. Toale reviewed the upcoming meeting schedule. This Board's next meetings are December 4th, 11th and 18th.

PUBLIC COMMENT:

Dave Passios, 56 Whiting Street, noted Mr. Ebersole's knowledge of all types of town information is going to be missed. He thanked him for his dedication and wished him good luck in the future.

In the absence of a citizens' petition to call a special election, when would we be hearing from this Board on what they plan to do as far as filling the vacancy. Mr. Toale stated it is their plan to have an agenda item on the December 4th meeting to discuss the potential for an election and the reorganization of this board, including assignments that Mr. Ebersole held as Selectman.

Ms. Adams thanked Mr. Ebersole again for his town knowledge and history.

Motion: R. Ebersole

2nd: D. McQuaid

To enter Executive Session under M.G.L. c. 30 § 21, Reason #3: To discuss strategy with respect to litigation, where an open meeting may have a detrimental effect on the government's litigating position, and the Chair so declares, namely O'Brien Homes, Inc., et al. v. Town of Lunenburg, et al., Land Court Docket Nos. 13 MISC 477878 through 13 MISC 477887, and O'Brien Homes, Inc. v. Town of Lunenburg Planning Board, et al., Appeals Court Docket No. 2018-P-1520 and to adjourn immediately afterwards and not return to Open Session

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

The meeting adjourned at 8:38 p.m.

Respectfully submitted,



Elaine M. Peterson

Executive Assistant to the Town Manager

Debt Exclusion - Pavement Management Plan

	Full Debt Exclusion	Road Specific	Drainage
Total Authorization	\$ 4,000,000.00	\$ 3,500,000.00	\$ 500,000.00
Expended FY17	\$ (946,597.28)	\$ (835,752.00)	\$ (57,396.00) (P.J. Keating)
			\$ (53,449.28) (PMP Drainage)
Expended FY18	\$ (1,282,475.36)	\$ (1,052,508.39)	\$ (110,223.50) (P.J. Keating)
			\$ (119,743.47) (PMP Drainage)
Expended FY19	\$ (270,743.24)	\$ (223,050.71)	\$ (10,800.00) (P.J. Keating)
			\$ (36,892.53) (PMP Drainage)
Total Expended	\$ (2,499,815.88)	\$ (2,111,311.10)	\$ (388,504.78)
Available Balance*	\$ 1,500,184.12	\$ 1,388,688.90	\$ 111,495.22
Less Open PO's	\$ (14,260.90)	\$ -	\$ (14,260.90)
Total	\$ 1,485,923.22	\$ 1,388,688.90	\$ 97,234.32

*\$1,044,66.60 of the full \$1,485,923.22 will not be available until April 2019

Debt Exclusion PMP Drainage - P.J. Keating

Pg 2

PROJECT YEAR 2016 - Paving Drainage				\$40,053.00				FY17 - \$57,396.00			
DATE	Fiscal Year	STREET	ITEM	UNIT		Per Unit		TOTAL			
7/2/16	FY17	Island Road	BERM	7,062.00	LF	\$ 1.50		\$ 10,593.00			
9/7/16	FY17	Hickory Hills	BERM	1,200.00	LF	\$ 1.50		\$ 1,800.00			
9/8/16	FY17	Hickory Hills	CASTINGS REBUILD	30.75	VLF	\$ 80.00		\$ 2,460.00			
9/9/16	FY17	Hickory Hills	CB/MH - CASTINGS REBUILD	84.00	EA	\$ 300.00		\$ 25,200.00			
PROJECT YEAR 2017 - Paving Drainage				\$66,223.50				FY18 - \$110,223.50			
5/25/17	FY17	Rolling Acres	BERM	5,544.00	EA	\$ 1.50		\$ 8,316.00			
5/25/17	FY17	Crest	BERM	1,029.00	EA	\$ 1.50		\$ 1,543.50			
5/25/17	FY17	Hunting Hill & The Lane	BERM	2,613.00	EA	\$ 1.50		\$ 3,919.50			
5/25/17	FY17	Watts	BERM	2,376.00	EA	\$ 1.50		\$ 3,564.00			
7/1/17	FY18	Gillcrest, Gibson, Cross, Boucher	BERM	13,587.00	EA	\$ 1.50		\$ 20,380.50			
7/1/17	FY18	Gillcrest, Gibson, Cross, Boucher, Huntington, Rolling Acres, Watt	CB/MH-CASTINGS ADJUSTMENT	95.00	EA	\$ 300.00		\$ 28,500.00			
PROJECT YEAR 2018 - Paving Drainage				\$72,143.00				FY19 - \$10,800.00			
6/21/18	FY18	Ramgren	BERM	819.80	LF	\$ 1.50		\$ 1,229.70			
6/21/18	FY18	Ramgren	CASTINGS REBUILD	1.33	VLF	\$ 80.00		\$ 106.40			
6/21/18	FY18	Ramgren	CB/MH-CASTINGS ADJUSTMENT	6.00	EA	\$ 300.00		\$ 1,800.00			
6/22/18	FY18	Autumn	BERM	878.00	LF	\$ 1.50		\$ 1,317.00			
6/22/18	FY18	Autumn	CASTINGS REBUILD	2.00	VLF	\$ 80.00		\$ 160.00			
6/22/18	FY18	Autumn	CB/MH-CASTINGS ADJUSTMENT	11.00	EA	\$ 300.00		\$ 3,300.00			
6/22/18	FY18	Broad Meadow	BERM	1,509.00	LF	\$ 1.50		\$ 2,263.50			
6/22/18	FY18	Broad Meadow	CASTINGS REBUILD	5.87	VLF	\$ 80.00		\$ 469.60			
6/22/18	FY18	Charlton	CASTINGS REBUILD	2.50	VLF	\$ 80.00		\$ 200.00			
6/22/18	FY18	Charlton	CB/MH-CASTINGS ADJUSTMENT	9.00	EA	\$ 300.00		\$ 2,700.00			
6/22/18	FY18	Crocker	CB/MH-CASTINGS ADJUSTMENT	1.00	EA	\$ 300.00		\$ 300.00			
6/22/18	FY18	Cushing	CB/MH-CASTINGS ADJUSTMENT	6.00	EA	\$ 300.00		\$ 1,800.00			
6/22/18	FY18	Graham	CASTINGS REBUILD	3.67	VLF	\$ 80.00		\$ 293.60			
6/22/18	FY18	Graham	CB/MH-CASTINGS ADJUSTMENT	10.00	EA	\$ 300.00		\$ 3,000.00			
6/22/18	FY18	Houghton's Mill Road	BERM	8,520.00	LF	\$ 1.50		\$ 12,780.00			
6/22/18	FY18	Houghton's Mill Road	CASTINGS REBUILD	4.70	VLF	\$ 80.00		\$ 376.00			
6/22/18	FY18	Houghton's Mill Road	CB/MH-CASTINGS ADJUSTMENT	31.00	EA	\$ 300.00		\$ 9,300.00			
6/22/18	FY18	Kimball	CASTINGS REBUILD	1.00	VLF	\$ 80.00		\$ 80.00			
6/22/18	FY18	Kimball	CB/MH-CASTINGS ADJUSTMENT	5.00	EA	\$ 300.00		\$ 1,500.00			
6/22/18	FY18	Maple Parkway	BERM	2,711.00	LF	\$ 1.50		\$ 4,066.50			
6/22/18	FY18	Maple Parkway	CASTINGS REBUILD	1.33	VLF	\$ 80.00		\$ 106.40			
6/22/18	FY18	Maple Parkway	CB/MH-CASTINGS ADJUSTMENT	15.00	EA	\$ 300.00		\$ 4,500.00			
6/22/18	FY18	Paige Hill	BERM	1,509.20	LF	\$ 1.50		\$ 2,263.80			
6/22/18	FY18	Pearl Brook	BERM	1,749.40	LF	\$ 1.50		\$ 2,624.10			
6/22/18	FY18	Pearl Brook	CASTINGS REBUILD	3.83	VLF	\$ 80.00		\$ 306.40			
6/22/18	FY18	Pearl Brook	CB/MH-CASTINGS ADJUSTMENT	15.00	EA	\$ 300.00		\$ 4,500.00			
9/18/18	FY19	Elm & Rangle	CASTINGS REBUILD	5.75	VLF	\$ 80.00		\$ 460.00			
9/18/18	FY19	Elm & Rangle	CB/MH CASTING ADJ	20.00	EA	\$ 300.00		\$ 6,000.00			
10/15/18	FY19	Elm	CASTINGS REBUILD	0.50	VLF	\$ 80.00		\$ 40.00			
10/15/18	FY19	Elm	CB/MH-CASTINGS ADJUSTMENT	6.00	EA	\$ 300.00		\$ 1,800.00			
10/15/18	FY19	Rangle	CB/MH-CASTINGS ADJUSTMENT	1.00	EA	\$ 300.00		\$ 300.00			
10/15/18	FY19	Cushing	CASTINGS REBUILD	2.50	VLF	\$ 40.00		\$ 100.00			
10/15/18	FY19	Cushing	CB/MY CASTING ADJUSTMENT	14.00	EA	\$ 150.00		\$ 2,100.00			

Pg 2

Debt Exclusion PMP Drainage

Pg 3

PROJECT YEAR 2016		\$14,539.32	FY17 - \$53,449.28	
DATE	Fiscal Year	VENDOR	AMOUNT	ITEM
7/21/16	FY17	Pipe Plus	\$ 4,968.02	Drainage Supplies
7/21/16	FY17	Sani-Tank	\$ 300.00	Drainage Supplies
7/28/16	FY17	Pipe Plus	\$ 3,254.07	Catch Basin Supplies
8/1/16	FY17	Sani-Tank	\$ 610.00	Drainage Supplies
8/12/16	FY17	Sani-Tank	\$ 6.00	Drainage Supplies
8/18/16	FY17	Pipe Plus	\$ 256.60	Drainage Supplies
8/25/16	FY17	Pipe Plus	\$ 509.20	Drainage Supplies
8/25/16	FY17	Sani-Tank	\$ 790.00	Drainage Supplies
9/15/16	FY17	Pipe Plus	\$ 231.60	Drainage Supplies
9/15/16	FY17	Powell	\$ 126.90	Screened Loam
9/16/16	FY17	Powell	\$ 470.00	Screened Loam
9/21/16	FY17	Powell	\$ 941.18	Screened Loam
9/26/16	FY17	Powell	\$ 719.10	Screened Loam
9/28/16	FY17	Powell	\$ 34.65	Hemlock Mulch
12/8/16	FY17	Lakeview Landscaping	\$ 1,322.00	Drain Repair-Excavator
PROJECT YEAR 2017		\$77,330.29	FY18 - \$119,743.47	
4/13/17	FY17	Pipe Plus	\$ 168.33	Drainage Supplies
4/14/17	FY17	Sani-Tank	\$ 940.00	Drainage Supplies
4/15/17	FY17	Maki	\$ 12.73	Mortar Mix
4/18/17	FY17	Sani-Tank	\$ 1,380.00	Drainage Supplies
4/21/17	FY17	Mayerwood	\$ 11,400.00	Fix Catch Basins
4/26/17	FY17	Cleanbasins	\$ 3,000.00	Jet Vac
4/27/17	FY17	Pipe Plus	\$ 9.63	Drainage Supplies
4/27/17	FY17	Pipe Plus	\$ 81.00	Drainage Supplies
5/1/17	FY17	Maki	\$ 112.43	Level Box Beam
5/1/17	FY17	Sani-Tank	\$ 760.00	Drainage Supplies
5/4/17	FY17	Quality Masonry	\$ 431.30	Drainage Supplies
5/4/17	FY17	Quality Masonry	\$ 2,283.28	Drainage Supplies
5/5/17	FY17	Sani-Tank	\$ 1,320.00	Drainage Supplies
5/11/17	FY17	Mayerwood	\$ 5,000.00	Replace Catch Basins
5/11/17	FY17	Pipe Plus	\$ 322.66	Drainage Supplies
5/11/17	FY17	Pipe Plus	\$ 1,480.20	Drainage Supplies
5/15/17	FY17	Mayerwood	\$ 2,400.00	Install Deep Sump
5/16/17	FY17	Cleanbasins	\$ 2,000.00	Jet Vac
5/17/17	FY17	Sani-Tank	\$ 1,840.00	Drainage Supplies
5/18/17	FY17	Pipe Plus	\$ 1,330.00	Drainage Supplies
5/25/17	FY17	Pipe Plus	\$ 891.00	Drainage Supplies
6/7/17	FY17	Quality Masonry	\$ 305.00	Drainage Supplies
6/7/17	FY17	Sani-Tank	\$ 650.00	Drainage Supplies
6/8/17	FY17	Pipe Plus	\$ 792.40	Drainage Supplies
7/11/17	FY18	Mayerwood	\$ 2,500.00	Catch Basin Installation
7/11/17	FY18	Powell	\$ 1,269.00	Screened Loam
7/12/17	FY18	Powell	\$ 269.73	Landscape Mix
7/12/17	FY18	Powell	\$ 299.70	Landscape Mix
7/12/17	FY18	Powell	\$ 423.00	Screened Loam
7/20/17	FY18	Pipe Plus	\$ 855.00	Catch Basin Supplies
7/20/17	FY18	Powell	\$ 846.00	Screened Loam
7/24/17	FY18	Powell	\$ 805.65	Graded Base
7/25/17	FY18	Powell	\$ 774.29	Graded Base
7/26/17	FY18	Powell	\$ 789.97	Graded Base
7/27/17	FY18	Powell	\$ 379.80	Landscape Mix
7/27/17	FY18	Powell	\$ 846.00	Screened Loam
8/7/17	FY18	Sani-Tank	\$ 330.00	Pipe Supplies-Grade Ring
8/9/17	FY18	Powell	\$ 21.00	Mortar Mix
8/14/17	FY18	Powell	\$ 1,235.90	Graded Base
8/15/17	FY18	Powell	\$ 767.31	Graded Base
8/22/17	FY18	Quality Masonry	\$ 89.40	Drainage Supplies
8/24/17	FY18	Pipe Plus	\$ 1,642.04	Piping
8/28/17	FY18	Mayerwood	\$ 2,000.00	Catch Basin Installation
8/28/17	FY18	Powell	\$ 1,599.47	Screened Loam
8/30/17	FY18	Powell	\$ 361.73	Graded Base
9/7/17	FY18	Powell	\$ 763.02	Graded Base
9/8/17	FY18	Powell	\$ 392.35	Graded Base

Pg 3

PROJECT YEAR 2017				Continuation
DATE	Fiscal Year	VENDOR	AMOUNT	ITEM
9/15/17	FY18	Pipe Plus	\$ 1,840.50	Drainage Supplies
9/20/17	FY18	Sani-Tank	\$ 390.00	Pipe Supplies-Grade Ring
9/21/17	FY18	Mayerwood	\$ 4,000.00	Catch Basin Installation
9/21/17	FY18	Mayerwood	\$ 4,000.00	Loam Spreading
9/21/17	FY18	Pipe Plus	\$ 193.34	Drainage Supplies
9/25/17	FY18	Sani-Tank	\$ 760.00	Pipe Supplies-Grade Ring
10/12/17	FY18	Pipe Plus	\$ 1,468.00	Drainage Supplies
10/12/17	FY18	Sani-Tank	\$ 100.00	Pipe Supplies-Grade Ring
10/27/17	FY18	Maki	\$ 27.19	Drainage Supplies
11/7/17	FY18	Cleanbasins	\$ 2,250.00	Jet Vac
11/15/17	FY18	Powell	\$ 846.00	Screened Loam
11/17/17	FY18	Powell	\$ 423.00	Screened Loam
11/30/17	FY18	Pipe Plus	\$ 837.00	Catch Basin Supplies
11/30/17	FY18	Pipe Plus	\$ 1,857.00	Drainage Supplies
12/7/17	FY18	Pipe Plus	\$ 167.94	Drainage Supplies
PROJECT YEAR 2018		\$118,215.67	FY19 -	\$36,892.53
1/1/18	FY18	R A Powell	\$ 11,865.50	Drain Repair Excavator
1/8/18	FY18	Cleanbasins	\$ 2,250.00	Jet Vac
1/10/18	FY18	Lakeview Landscaping	\$ 2,050.00	Sormwater Management
2/5/18	FY18	Pipe Plus	\$ 104.40	Drainage Supplies
2/19/18	FY18	Nu Drain	\$ 600.00	Jet Line at Sunset Lane
2/20/18	FY18	Mark W. Popham	\$ 2,025.00	Catch Basin Cleaning
2/28/18	FY18	Cleanbasins	\$ 2,760.00	Catch Basin Supplies
3/1/18	FY18	Pipe Plus	\$ 667.92	Drainage Supplies
3/7/18	FY18	Cleanbasins	\$ 1,380.00	Jet Vac
4/18/18	FY18	R A Powell	\$ 9,929.00	Drain Repair - Excavator
5/2/18	FY18	D.R. Guilbeault	\$ 63.50	Valves
5/3/18	FY18	Pipe Plus	\$ 2,632.50	Catch Basin Supplies
5/8/18	FY18	Powell	\$ 25.60	Abrasive Blade
5/10/18	FY18	Mayerwood	\$ 2,000.00	Catch Basin Sunny Hill
5/10/18	FY18	Pipe Plus	\$ 8,631.60	Drainage Supplies
5/10/18	FY18	Powell	\$ 82.43	Gravel
5/10/18	FY18	Sani-Tank	\$ 425.00	Drainage Supplies
5/17/18	FY18	Pipe Plus	\$ 136.00	Drainage Supplies
5/18/18	FY18	Powell	\$ 918.55	Screened Loam
5/21/18	FY18	Powell	\$ 877.78	Screened Loam
5/22/18	FY18	Powell	\$ 1,269.00	Screened Loam
5/24/18	FY18	Powell	\$ 1,269.00	Screened Loam
5/27/18	FY18	Mayerwood	\$ 6,000.00	Loam Spreading
5/29/18	FY18	Powell	\$ 1,669.37	Ashpalt
5/30/18	FY18	Powell	\$ 1,928.69	Screened Loam
5/31/18	FY18	Powell	\$ 524.28	Ashpalt
6/3/18	FY18	Mayerwood	\$ 6,000.00	Loam Spreading
6/10/18	FY18	Mayerwood	\$ 2,000.00	Loam Spreading
6/13/18	FY18	Powell	\$ 423.00	Screened Loam
6/14/18	FY18	Powell	\$ 423.00	Screened Loam
6/17/18	FY18	Mayerwood	\$ 6,000.00	Loam Spreading
6/18/18	FY18	Powell	\$ 1,692.00	Screened Loam
6/20/18	FY18	Powell	\$ 846.00	Screened Loam
6/21/18	FY18	Pipe Plus	\$ 1,854.02	Drainage Supplies
7/9/18	FY19	Powell	\$ 48.84	Mortar Mix
7/10/18	FY19	Powell	\$ 1,476.63	Screened Loam
7/16/18	FY19	Mayerwood	\$ 4,000.00	Loam Spreading
7/24/18	FY19	Powell	\$ 524.79	Asphalt
7/27/18	FY19	Mayerwood	\$ 2,000.00	Autum Drive Catch Basin
7/30/18	FY19	Powell	\$ 187.94	Mortar Mix
8/6/18	FY19	Cleanbasins	\$ 1,000.00	Drainage Supplies
8/13/18	FY19	Powell	\$ 922.80	Screened Loam
8/30/18	FY19	Pipe Plus	\$ 1,566.00	Catch Basin Supplies
9/13/18	FY19	Pipe Plus	\$ 1,080.00	Drainage Supplies
9/16/18	FY19	Pipe Plus	\$ 1,782.00	Catch Basin Supplies
9/27/18	FY19	Pipe Plus	\$ 2,160.00	Drainage Supplies
10/2/18	FY19	Cleanbasins	\$ 2,760.00	Jet Vac
11/1/18	FY19	DCI	\$ 14,373.03	Culvert Replacement
11/1/18	FY19	Pipe Plus	\$ 3,010.50	Catch Basin Supplies