



**BOARD OF SELECTMEN
MINUTES
Via zoom
March 31, 2020**

Members present: Tom Alonzo, Chairman; Phyllis Luck, Vice Chairman; Damon McQuaid, Clerk;
Katey Adams, Michael-Ray Jeffreys

Also present: Heather Lemieux, Town Manager

The meeting commenced at 7:04 p.m.

Mr. Alonzo announced this was the Board of Selectmen meeting. In accordance with the requirements of the Open Meeting Law, please be advised this meeting is being recorded and broadcast over the Lunenburg Public Access channel and also being recorded as a zoom meeting.

The Town of Lunenburg, in response to the COVID-19 (Corona Virus) is currently following the guidance from the Lunenburg Board of Health, Massachusetts Department of Public Health and the CDC regarding the virus and steps communities can take to prevent the spread and all town facilities are currently closed to the public.

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, all public meetings are being conducted remotely. This meeting will be broadcast live through local access cable, on FacebookLive on the Public Access Facebook page (<https://www.facebook.com/Lunenburg-Public-Access-Cable-157427270975305/>) and will be able to be found on the LunenburgAccess YouTube channel within 24 hours after the meeting.

The following information is also provided for members of the public that would like to participate in the meeting remotely:

To Participate Remotely: From a computer, please use the link below to join the public meeting webinar: <https://zoom.us/j/9091740347> or from a telephone, dial the toll free number (888) 475-4499 and enter Webinar ID: 909-174-0347 #

If you have not registered with Zoom you will be asked for your name and an e-mail address.

Note: No participant ID is needed, just press # when asked. Telephone users may dial *9 to request to speak after joining the meeting. Computer and app users may use the "raise hand" feature to request to speak.

He stated, "I am Tom Alonzo, Chair of the Board of Selectmen. I will do a roll call to confirm that all persons anticipated on the agenda are present and can hear me. When I call your name, please respond in the affirmative and then state your name."

Mr. Jeffreys - "Yes, I am here,"

Mr. McQuaid- "Yes, I am here"

Ms. Adams-"Yes, I am here,"

Ms. Luck: "Yes, I am here,"

Town Manager Heather Lemieux-"Yes, I am here,"

Mr. Alonzo announced he would be in control of all the mutes for the Zoom meeting to prevent Zoom "bombing."

ANNOUNCEMENTS:

Mr. Alonzo announced Hannaford's Supermarket, Massachusetts Avenue, has announced new store hours effective March 28th.

7:00 – 8:00 a.m. is reserved for customers 60 years and older and immune compromised customers. Pharmacy hours are Monday through Friday from 7:00 a.m. to 7:00 p.m. and Saturday and Sunday from 7:00 a.m. to 1:00 p.m. They will be closed for lunch on weekdays from 2:00 to 2:30 p.m. The same hours for seniors applies to the pharmacy.

Ms. Lemieux reported public access is having trouble with the live broadcast this evening. Mr. Alonzo noted it was being recorded and could be watched later if needed. .

CURRENT BUSINESS

1. Town Manager Update on COVID-19

Here are a number of updates specific to Lunenburg that will also be posted on the town website, town Facebook page, the “town wide” listserv, sent to the Lunenburg Ledger and to Public Access:

COVID-19 in Lunenburg and Board of Health Notices:

I was advised by our Board of Health official that given the concern with how such information is being used and the potential for negative consequences for those testing positive, the Department of Public Health is drafting guidance for Boards of Health on how to present information on the number of positive COVID-19 cases within towns to communities. Our first responders are receiving the location of the confirmed positive cases so they can be protected if needed to respond to those locations.

We should expect that as the number of people tested increases, so will the number of positive cases in our community. With the Governor’s projection announcement yesterday about reaching the peak between April 7th and April 17th, we ask residents to strictly adhere to social distancing protocols and to follow the Department of Public Health and CDC’s guidelines.

The Board of Health issued an update on March 27th and can be found on the town website.

COVID-19 Information Center: On Tuesday, March 17th I created a page on our town website that includes all the public service announcements and other important documents and links to information related to COVID-19. This includes Board of Health updates and a link to the Lunenburg Public Schools with all informational releases from the School. The page can be found on the town website.

Closure of Town Facilities, Schools, Town/School Playgrounds and School Fields

On March 16th all town facilities were deemed closed to the public until April 7th. Today the Governor amended the Order regarding Prohibition of gatherings of 10 or more people from noon on April 7th until May 4th and this will extend the closure of town facilities as well until May 4th.

On March 25th, the Governor ordered all schools closed until May 4th.

On March 17th it was announced that all public playgrounds in Lunenburg would be closed to the public until April 7th. Today’s announcement by the Governor will extend this closure until May 4th. This includes Wallis Park, Kids Kingdom, Marshall Park and school playgrounds. All school playgrounds and fields will also be closed to the public until further notice.

The Police Department has been asked to monitor these areas during their patrols to enforce closure.

Communications with Town Departments:

Most staff is working remotely but continues to monitor their phone lines and e-mail. Please contact us if you have questions, we are here to help if at all possible. If you need to contact a particular department, please visit the town’s website at <https://www.lunenburgma.gov/> and each individual department’s web page includes contact information, including the phone number and e- mail address.

Board/Committee/Commission Meetings:

Boards and committees were asked only to meet to conduct essential business and delay meetings, if possible, to a

future date. Please check the town website calendar for the schedule of meetings at <https://www.lunenburgma.gov>.

Senior Center Updates:

As with other town facilities, the Eagle House will be closed to the public until April 7th and this includes all activities at the Senior Center and off-site. Effective Friday, March 21st, Eagle House staff will be working remotely but will still be performing outreach, delivery of Meals on Wheels, and other vital services to our seniors. The COA Director has begun virtual museum, aquarium, games, and fitness programs appropriate for seniors on the Eagle House Facebook page, along with any COVID-19 scam information forwarded from the State.

Van Transportation Service has been cancelled until further notice and all clients have been notified.

The Meals on Wheels program was extended to all Lunenburg residents age 60 or older who are self-isolating in their homes and an additional four seniors were added. A new meal delivery service has been identified as well by the COA Director called Heart to Home Meals for Seniors aged 60 and older. Their contact information is hearttohomesmeals.com or call 508-658-3000. As of March 18th, volunteers are no longer being used to deliver meals and meals will now be delivered by the COA Director and two other staff members. Deliveries have also shifted to every other day so that deliveries will be made on Monday and Wednesday only, with meals for multiple days. Clients are being asked to put a cooler outside their door to place meals in and maintain social distancing.

Any questions can be directed to COA Director Sue Doherty at (978) 582-4166 or sdoherty@lunenburgonline.com

Salvation Army Donations and Food Pantry:

On Friday, March 27th the Salvation Army donated and delivered 30 boxes of non-perishable food for residents aged 60 or older to the Eagle House. If you would like to pick up a box call the Council on Aging at 978-582-4167 to make an appointment to pick it up. There is a limited supply left and there is a limit of one per household.

The Salvation Army Food Pantry is also operating at their 739 Water Street in Fitchburg by appointment only. To make an appointment call 978-342-3300. Pickups are scheduled Monday thru Friday 9-11 a.m.

Big Lots Donation to Eagle House:

Big Lots had given their employees gift cards and in turn those employees donated those to purchase gift bags of toilet paper, paper towels, and bottled waters, which was split up and went out to Meals on Wheels delivery recipients.

Public Safety Department Request for PPE Donations:

The Police and Fire Departments are accepting donations of personal protective equipment that can be delivered to the Public Safety Building lobby. This includes gloves, disposable gowns, masks and goggles.

Curbside Trash and Recycling:

Casella is still on their normal schedule of picking up trash and recycling.

Information on Town Meeting and Town Elections:

The Special State Election will be held on Tuesday, June 2, 2020.

The Annual Town Meeting will be held on Saturday, June 13th beginning at 9 a.m.

The bill that the Governor filed a House Bill 4572 on March 16th has now become House Bill 4580. This bill will provide flexible solutions for communities caused by COVID-19 including options to address postponing Town Meetings 30 days due to a public health emergency, allow for delays to extend the date of annual Town Meetings beyond June 30th, and reduce quorum requirements, among other municipal finance and operational issues. House Bill 4580 has been ordered to a third reading in the House, and it is likely they will take action on the bill soon.

Tax Payments:

Tax payments should not be left in the box outside of Town Hall due to staff working limited hours in the building and

working remotely. Tax payments should only be mailed to the town's lockbox or can be paid online. The online bill payment link is <https://www.lunenburgma.gov/departments/resident-services/online-services> and the lockbox address is: Town of Lunenburg Department 1260, P.O. Box 986500 Boston, MA 02298-6500

Motor Vehicle Taxes were due on March 23rd; there will be a 30 day grace period and any demand and interest fees will be waived during this grace period. For any questions, please contact the Treasurer/Collector Myleen Mallari at (978) 582-4130 x 135 or mmallari@lunenburgonline.com.

Updates from the Police Department: The Police Chief provided an in-depth update on March 16th that included information about the steps the Police Department is taking to reduce Officer and citizen exposure to COVID-19 while protecting the life, property and quality of life of the citizens of Lunenburg. This information can be found on the town website at: <https://www.lunenburgma.gov/departments/police>.

Updates from the School Superintendent: The Superintendent has sent out a number of updates over the last week regarding school closures, continuity of education, food insecurity program, and other responses related to COVID-19. All communications from the School and School Superintendent can be found at <https://www.lunenburgschools.net/> and will be pushed out through School Messenger and automated calls.

COVID-19 in Massachusetts (as of 3/30/20):

As of March 30th there are 5,752 COVID-19 cases and 56 deaths. 42,793 patients have been tested to date by the MA State Public Health Laboratory, hospitals and commercial laboratories.

Governor Baker's March 31st Order Extending the Closure of all Non-Essential Businesses, Stay at Home Advisory and Prohibition of Gatherings of more than 10 People:

As of the time of writing this update, a copy of the Order had not been released but had been announced a 2 press conference held by the Governor. The revision also includes an updated list of essential businesses that will be available at <https://www.mass.gov/covid19>

Ms. Lemieux announced the programs and initiatives in the *Coronavirus Aid, Relief, and Economic Security (CARES) Act* that was just passed by the U.S. Congress are intended to assist business owners. When implemented, there will be many new resources available for small businesses, as well as certain non-profits and other employers. She will be posting resources for businesses on the town website. available from the Small Business Administration (SBA) to address these needs, as well as some additional tax provisions that are outside the scope of SBA.

American Red Cross Facing Severe Blood Shortage

The Red Cross is facing a [critical shortage of blood products](#) due to cancellations of blood drives across the Commonwealth because of implementation of necessary prevention and mitigation actions during COVID-19 outbreak. Visit [RedCrossBlood.org](https://www.redcrossblood.org), or call 1- 800-RED CROSS

2020 Federal Census Update:

Based on continuing assessments of guidance from federal, state and local health authorities, the U.S. Census Bureau is suspending 2020 Census field operations for two additional weeks to April 15, 2020. The Census Bureau is taking this step to help protect the health and safety of the American public, Census Bureau employees, and everyone who will go through the hiring process for temporary census taker positions.

The Census Bureau continues to evaluate all 2020 Census field operations, and will communicate any further updates as soon as possible.

The 2020 Census is open for self-response online at 2020Census.gov, over the [phone](#), and by paper through the mail. The phone number for English speaking persons is 844-330-2020 and for Spanish speaking persons it is 844-468-2020. For a list of numbers that provide support in 12 other languages go to 2020Census.gov.

Mr. Jeffreys asked if the special legislation addressed long term the issue of the deadline for submitting nomination papers. Ms. Lemieux stated no, it is more finance and town meeting related.

2. Discussion about instituting a Citizen Award

Mr. Alonzo deferred to Mr. Jeffreys who asked this be placed on the agenda. Mr. Jeffreys believed there was opportunity to recognize some of the good will that is being done.

He presented the following proposal:

Recommend 2 Changes to the Board of Selectmen Policies and Procedures:

- 1) Change Name of Article VI. from "Public Relations" to "Community Recognitions"
- 2) Insert Section 6.02 (as follows)

Citizen Award

Purpose: Many residents, organizations, and businesses of Lunenburg make outstanding contribution(s) to the community and/or have achievements that brings great credit to the Town. To promote goodwill and charity, each year the Select Board may recognize up to six (6) of these residents, organizations, or businesses who uniquely add to the character of our community.

Awards:

Distinguished Citizen of the Year

Awarded to a resident of Lunenburg

Distinguished Organization of the Year

Awarded to a non-profit organization based in Town

Distinguished Business of the Year

Awarded to a business based in Town

Junior Citizen of the Year

Awarded to resident students or student(s) enrolled in Lunenburg High School.

Criteria for Selection

Recipients are those who make a significant contribution during the year to: The well-being of others

Individuals with cognitive and developmental disabilities Arts, Music, or Humanities

Science, Mathematics, Engineering, or Technology Agriculture

Community Building Seniors

Diversity and Inclusivity Conservation

Education

Athletics

Presentation: *needs to be developed*

A Certificate and Medal

Mr. Jeffreys stated this was to start the conversation. Mr. Alonzo asked the board for any comments regarding this. Mr. McQuaid thought it was a great idea and asked if it was going to be a BOS process, who is going to select them? Mr. Jeffreys saw it as a BOS process. The framework of having six gives us the framework of having compromise. Mr. Alonzo liked the idea, he liked the categories and criteria. The next step would be to figure out how it would work. Ms. Adams thought it was a good idea but expressed concern about public conversations at meetings on who would be awarded the award. She did not want to create any uncomfortable moments while

discussing in public who deserved it or not. The Board will work on that detail as well as others.

3. Minutes/Warrants/Action Items

There were no minutes. Ms. Lemieux stated there were warrants that had to be signed tomorrow and the amounts of those warrants would be announced at the next meeting.

Action Items- Ms. Luck stated she had reread the minutes of the joint meeting between the BOS and the School Committee from November 7, 2018 regarding the discussion about having a town representative present at the teachers' union negotiations. This is my second request to schedule a BOS Executive Session as soon as possible to be briefed on the negotiation process with the school union.

Ms. Lemieux stated as she had said at a previous meeting that she went back and viewed the YouTube video and it more comprehensive than what the minutes state. Town Manager would not be present at the negotiations but would be more involved in the process. Ms. Luck stated the town needs to be involved as they took a beating the last time there were contract negotiations. It's the biggest payroll in town by far. I would like for you to find out what is going on and then hold an Executive Session and be briefed on it. Mr. Alonzo stated it's going to be hard to get information during these circumstances. He noted legally any involvement by the town in the negotiations is purely by courtesy. The School Committee and the Superintendent have the authority to conduct negotiations and we cannot force ourselves into them.

Ms. Lemieux added the Superintendent and I speak frequently and she knows the limits of the budget. Ms. Luck stated the school budget is 70% of the Town's total budget and last time they negotiated a \$1 million increase over three years for payroll. Then they come back to us and say they don't have any money for other school items. Mr. Alonzo stated we can ask for an update. Mr. Jeffreys restated his opposition to this suggestion believing this was outside the bounds of what the BOS does and wanted no part of it.

There were no committee reports at this time.

I. OLD BUSINESS

1. Discussion on postponement of the Annual Town Election

Mr. Alonzo recalled that special legislation has allowed rescheduling of the annual election which was voted on at the March 28th meeting. Now we need to set a new date. Annual Town Meeting is scheduled for June 13th and I believe we are looking at June 20th for the annual election. Ms. Lemieux confirmed adding she had a department head meeting today and Town Clerk stated that was the date they were looking at. Ms. Adams was surprised the Annual election wouldn't be held the same day as the special stated election for health safety issues and to save money. Ms. Luck agreed with Ms. Adams. Ms. Lemieux noted there is the option of absentee voting. The earlier the date for the election, the earlier the town caucus has to occur. If it is later there is more time to plan. Mr. Jeffreys asked for confirmation that the Town Clerk preferred the June 20th date which Ms. Lemieux confirmed. Mr. McQuaid pointed out if the election were held on June 2nd, there would be two new members going to Town Meeting that were not involved in the review or the background of the warrant article. Mr. Jeffreys agreed. Mr. Alonzo believed the state was premature in setting the June 2nd date. He did not know where we will be at the end of April. The further we can get it out the better and safer although costs more. It also allows more time to submit nomination papers. Also, any write-ins have to be reviewed individually after the polls close. Ms. Lemieux pointed out the town caucus would have to be April 25th and nomination papers would be due by April 14th if the annual election were on June 2. At the department head meeting today the Town Clerk indicated three sets of papers have been submitted and the Library Director stated the Trustees were having trouble getting signatures.

Motion: D. McQuaid

2nd: M. Jeffreys

To hold the Town election on June 20, 2020

Mr. McQuaid- aye, Ms. Adams- nay, Mr. Jeffreys- aye, Ms. Luck- nay, Mr. Alonzo -aye

Ms. Lemieux will notify the Town Clerk and Attorney Costa of the date.

2. Discussion on the Town Manager Performance Evaluation process and timeline

Mr. Alonzo referred to the suggested timeline drafted by the Town Manager.

Action:

TM Self Evaluation
Members Send Draft Evaluations to TM, and Schedule Meeting with TM
Members Send their Final Evaluations to BOS Chairman
BOS Chairman Compiles Evaluation into Composite Evaluation
BOS Meetings to review and accept evaluation

Date:

No later than May 8th
May 18th-21st
No later than May 28th
May 28th- June 4th
June 9th and June 16th

Ms. Luck suggested postponing the evaluation due to the current circumstances of the pandemic and all Town Manager has to deal with at this time. Mr. Alonzo noted these are contractual obligations that requires us to do this. He wasn't sure it was useful to waive but if we push it off there would be new members evaluating the Town Manager. Ms. Lemieux thanked them for that consideration especially at a time like this, stating obviously her focus primarily is on issues around covid-19. She would also be focusing on the budget which is usually settled by now in a normal situation. She will check with Labor Counsel on the terms of her contract and report back to the Board.

3. Discussion on Fiscal Year 2021 Budget, FY21 Capital Plan, Five Year Financial Forecast and Annual Town Meeting Warrant articles

Ms. Lemieux pointed out a couple of updates in her Town Manager report regarding the FY20 and FY21 budgets. She added the ATM warrant has a number of articles that could be removed, such as the four Right of First Refusal articles. She would also be recommending at the next meeting due to the current financial situation that a number of the financial warrant articles be removed, including the acquisition of the 635 Mass. Ave. property.

Mr. Alonzo read aloud a message from Jeff Bingham, town caucus member, stating if the election is held on June 20th, we can hold a caucus on May 13th.

Ms. Luck asked if there was any possibility the warrant articles for OPEB, Capital Reserve or changing the streetlights to LED could be removed. Ms. Lemieux stated she wouldn't know until she is redoing the budget. The LED article could potentially save the Town money. Revenue projections will have to reviewed as well.

TOWN MANAGER REPORT

Announcement on Existing Vacancies:

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

- Agricultural Commission (2 alternate vacancies)
- Americans with Disabilities Act Commission (1 vacancy)
- Architectural Preservation District Commission (1 design professional; craftsperson or building contractor familiar with historic renovation)
- Finance Committee (1 position appointed by the Finance Committee Appointing Committee)
- Open Space Committee (1 vacancy-citizen at large)
- Planning Board (1 position appointed by the remaining members of the Planning Board and the Board of Selectmen until the next Annual Town Election in May)
- Zoning Board of Appeals (2 Associate vacancies)

Talent bank forms can be obtained on the Town Website and forwarded to the Board of Selectmen's Office.

925 Mass Avenue Update:

The firm that is conducting the Phase II site assessment of 925 Mass Avenue performed a site visit on Wednesday, March 18th and reported the site visit went well. They found three monitoring wells, which they might be able to use. The groundwater was between 9 and 11 feet below grade and they did not get any petroleum odors from the wells. Odors can be an indicator of a release, so no odor is good. They are proceeding with the next steps of developing the scope and the Quality Assurance Project Plan required for the EPA. This is a written document that outlines the procedures a monitoring project will use to ensure the data it collects and analyzes meets project requirements.

Fuel Tank Project and Earmark Update:

As I reported to the Board last week, once a fully executed contract was received by the Executive Office of Administration and Finance, they would release the full amount of the earmark of \$165,000 to us for the removal and installation of the fuel tanks. A fully executed contract was sent this past Friday and I received word from the Business Manager that they would be releasing the funds and we would have the funds in our account within a couple of business days. I received confirmation today from the Treasurer/Collector that those funds were deposited into the town account. The project itself is moving forward with some delays due to the cancellation of the March 18th Conservation Commission meeting related to COVID-19; the rescheduled date is rescheduled April 15th.

DPW Roof Project:

The DPW Roof project that was bid earlier this year will commence shortly. This was a capital project from Fiscal Year 2019.

Town Hall Handicap Ramp Project:

The Town Hall Handicap Ramp project will be advertised shortly with bids due in late April. Per the state's ruling in response to COVID-19, this bid opening will be a virtual bid opening. This project is being paid for with an earmark that was in this year's state budget.

Municipal Vulnerability Preparedness (MVP) Planning Grant:

As our Planning Workshop was scheduled originally for Tuesday, March 24th, we have put this on hold until further notice. The Land Use Director reached out to the agency that we received the grant from to notify them of postponing our workshop and they responded that there will likely be more news from them on program adjustments given the current circumstances.

Green Communities Competitive Grant:

The Green Communities Competitive Grant that was due March 27th has been extended until May 1st due to COVID-19.

FY 2020 Updates:

As relayed at the March 24th meeting, on March 23rd I instituted a hiring and spending freeze on all non-essential hiring and expenditures due to the fiscal uncertainty and to be fiscally prudent. This does not include utility expenses, current contractual obligations, and expenses related to the current pandemic. The hiring freeze excludes police, fire, and other positions related to public safety. All other departments will need to request a hiring exemption if a prospective employee would fill an essential service and request an exemption for all non-essential expenditures.

The Finance Director and Treasurer/Collector are currently working on providing a projection of revenues for the remainder of this fiscal year. The Finance Director did relay that based on a preliminary review, she believes we will have a positive cash flow for the remainder of the fiscal year. As I receive additional information I will provide updates.

FY 2021 Financial Updates:

As I indicated to the Board at the March 24th meeting, the FY 2021 budget will need to essentially start from scratch. I emailed Sean Cronin, who is the Senior Deputy Commissioner of the Division of Local Services, questions on whether forecasting on items such as the Meals Tax and forecasting for the FY21 budget have been done on the State level to help inform us on the local level what we can expect for State Aid, etc. but he replied that no formal forecasting had been done at the state level yet. I attended a briefing today with panelists that included the Lieutenant Governor and Sean Cronin, and he indicated that the Secretary of Administration and Finance is meeting with the House and Senate Ways and Means Committee next week to discuss the impact on State Aid.

Department Head Updates:

Library: All the Library staff is currently working remotely; employees are working on cross training documentation, marketing the digital resources available for library users, professional development and virtual programs.

Treasurer/Collector: The Treasurer/Collector announced that people are still mailing in payments instead of sending to the lockbox in Boston or paying online. Staff has been busy with processing payments and reconciling accounts. The Treasurer/Collector has been working with the Finance Director on a cash flow analysis for the remainder of FY20.

COA: The COA provided a list of updates that are included in the COVID-19 updates dated March 31st.

Police: The Police Department has seen some delays in setting up appointments with the RMV. They are currently doing video arraignments from the cell block.

Public Access: The PACC Manager has been working with the IT Director on remote meetings and will be live broadcasting meetings remotely starting this week.

IT Director: The IT Department has been working on setting all departments up to work remotely, working on remote public meetings, and with the School on getting out Chromebooks to families.

Finance Director: The Finance Director is working on the cash flow analysis with the Treasurer/Collector and looking at all end of year receivables and grants to make sure reimbursements have been submitted.

Land Use: The Land Use Department is working remotely and are working on items such as regulations. The Building Commissioner is still doing inspections as long as social distancing protocols can be followed.

DPW: All but the Administrative Assistant, Recreation Director and Sewer Business Manager are still working out of the DPW building. All proper protocols are being followed and each worker is assigned their own vehicle that they sanitize. They are working on individual assignments, not groups, such as street sweeping and catch basin cleaning. There have been two burials during this time period and they have accommodated those families while keeping in line with the Governor's Order.

Town Clerk: The Assistant Town Clerk is working entirely remotely and the Town Clerk has been working in the office. The Town Clerk will be using the lockbox outside Town Hall for submitting nomination papers for the State and Federal elections.

Meetings, Events and Other Announcements:

- The Conservation Commission will be meeting tomorrow, Wednesday, April 1st at 7:00 p.m. via a Zoom meeting.
- The Finance Committee will be meeting this Thursday, April 2nd at 7:00 p.m. via a Zoom meeting.

Ms. Lemieux reported she is working with the Assessors Department on how they will proceed in FY21 on using assessing services.

She is also working with the Assistant Town Manager and Labor Counsel on getting out guidance and forms related to the two new paid leave acts, known as the Families First Coronavirus Response Act.

Ms. Lemieux announced the IT Director's father is at the Holyoke Soldiers Home that has been hit hard by the coronavirus and she wanted to send her thoughts out to him and his family at this time.

Mr. Alonzo thanked Ms. Lemieux, her staff and department heads for all the work they are doing while under this situation.

UPCOMING MEETING/EVENTS SCHEDULE

The Board will meet again on April 7th.

There was no public comment at this time.

Mr. Alonzo stated he appreciated everyone's compliance in following the Governor's guidelines and maintaining poise and calmness during this time. Hopefully we can get through this in a unified way.

Motion: D. McQuaid

2nd: P. Luck

To adjourn the meeting at 8:28 p.m.

Vote: Mr. Jeffreys-aye, Mr. McQuaid-aye, Ms. Luck-aye, Ms. Adams-aye, Mr. Alonzo-aye

Respectfully submitted,



Elaine M. Peterson

Executive Assistant to the Town Manager