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**SELECT BOARD  
MINUTES  
March 16, 2021  
Via ZOOM**

**Members present:** Tom Alonzo, Chair; Michael-Ray Jeffreys, Vice Chairman; Katey Adams, Clerk; Todd Dwyer, Jim Marino

**Also Present:** Heather Lemieux, Town Manager; Michele Padula, APR Acquisition Planner; Bill Tyler, Cemetery Commission Chair; Erik Arnold, Personnel Committee Chair; Julie Belliveau, Human Resources/Asst. Town Manager; Adam Burney, Land Use Director; Bob Pease, Conservation Commission Chair

Chairman Alonzo called the meeting to order at 7:00 p.m. and announced in accordance with the requirements of the Open Meeting Law, please be advised that this meeting is being recorded and broadcast over the Lunenburg public access channel. 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. Mr. Alonzo read the remote meeting information for anyone who would like to join the meeting. He asked if everyone was present by roll call.

The meeting opened with the Pledge of Allegiance that was recited by Ms. Adams.

**PUBLIC COMMENT**

Mr. Alonzo noted the Citizen Party Caucus was held last night and there are 19 positions up for election this year. There were nominations for 14 positions. Those left blank were Board of Health- 3 years; Assessor – 3 years and 1 year; School Committee -3 years and Commissioner of Trust Funds- 3 years. A full list of all the positions is available for viewing on the town website under the Town Clerk page. The last day to pick up nomination papers is March 25<sup>th</sup> and the last day to submit them is March 27<sup>th</sup>.

Cemetery Commission Chair Bill Tyler thanked outgoing commissioner Lorraine Mendoza for her 6 years spent on the Cemetery Commission. Mr. Alonzo echoed his comment.

**ANNOUNCEMENTS**

There will be an Annual Meeting (10:00 am) and Election (8:00 am) for the Lunenburg Water District on Saturday, March 27. There is a non-binding article on their warrant to supply water to the potential development at Howard Street.

**APPOINTMENTS**

**Meeting with sponsors of Annual Town Meeting articles, including: Representative from MA Dept. of Agricultural Resources on APR article, Personnel Committee Chairman on Salary Administration Plan article, Land Use Director on Planning Board articles, and Cemetery Chairman on Cemetery Commission article.**

Ms. Lemieux read the proposed APR match article aloud:

**Z.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of

\$66,500.00 for a 10% local match towards the purchase of an Agricultural Preservation Restriction on approximately 99 acres of farmland at the corner of Chase Road and Northfield Road - "Pierce's Christmas Tree Farm". The APR is valued at \$665,000.00. The Commonwealth of Massachusetts APR program is paying \$598,500.00. Project Site is recorded in Northern Worcester County Registry of Deeds Book 8848 Page 318, Book 5330 Page 236, Book 2826 Page 15, Book 2826 Page 13, and Book 8488 Page 318, known as Assessors Map 33, Parcel 6 and Assessors Map 38, Parcels 17 and 24.2, and owned by Daniel R. Pierce and Kathleen M. Pierce. And to meet such appropriation accept gifts, bequests, and grants from individuals, groups, corporations and to authorize the Select Board to enter into an Agricultural Preservation Restriction with the Commonwealth of Massachusetts to be held in common with the Town; or take any other action relative thereto.

Ms. Lemieux noted the Town contribution would be \$66,500, if approved. Michele Padula disclosed that she is also a resident of Lunenburg. Dan and Kathleen Pierce applied in 2020 for the APR program. They have been growing Christmas trees there for years. Several years ago they started leasing acreage to Steve Violette, who is growing vegetables. The plan is for Violette to purchase the land eventually at its agricultural value once the APR is in place. Dan Pierce will stay on and mentor Violette in the Christmas tree cultivation. It will be a diversified property. We did appraise 99 acres with the value of \$665,000, but Mr. Pierce will be gifting 10 acres, so the APR will be closer to 110 or 110 acres. Typically the town contribution would be 20% but because Lunenburg has a Right to Farm bylaw and an Agricultural Commission, the contribution is reduced to 10%. The APR is for perpetuity and is scheduled on our program for FY23. The proposed closing on the property will be between July 2022 and June 2023.

Next was the Salary Administration plan warrant article:

**DD.** To see if the Town will vote to amend Chapter 70 of the Town's General Bylaws, entitled "Salary Administration Plan", Schedule A as follows: the position of Assistant to the Sewer Business Manager be added and assigned to Grade 8; the position of Intermittent Heavy Equipment Operator be added and assigned to Grade 9; Reserve Officer to be added and assigned to Grade 10; the position of Network Administrator be added and assigned to Grade 13; and to amend Chapter 70 Section 26, entitled "Longevity Pay", as depicted below, with additions underlined and deletions stricken-through; or take any other action relative thereto. (Submitted by the Personnel Committee)

**Employees hired before June 30, 2021:**

After reaching ten (10) years employment, and thereafter, each employee permanently employed, whether full or part-time, shall receive an annual bonus equal to 2% of their annual salary payable in the first pay period after the Employee's anniversary date. At 15 years of continuous service-2.5% of their annual salary, and at 20 years of continuous service-3% of their annual salary.

**Employees hired after June 30, 2021:**

All Salary Administration positions that are department head positions will receive the following longevity pay:

After reaching ten (10) years employment, and thereafter, each employee permanently employed, whether full or part-time, shall receive an annual bonus equal to \$1,280 payable in the first pay period after the Employee's anniversary date. At 15 years of continuous service-\$1,920 and at 20 years of continuous service-\$3,200.

**All other Salary Administration positions will receive the following longevity pay:**

After reaching ten (10) years employment, and thereafter, each employee permanently employed, whether full or part-time, shall receive an annual bonus equal to \$850 payable in the first pay period after the Employee's

anniversary date. At 15 years of continuous service-\$1,350, at 20 years of continuous service-\$1,850, and at 25 years of continuous service- \$2,350.

Personnel Chair Erik Arnold reported this article adds some new positions and amends longevity pay. There was much discussion about longevity pay and he thought it might be beneficial to hold off on this portion of the article until the Special Town Meeting in the fall. Ms. Belliveau agreed, adding her belief that longevity should be based on years of service and not a position or a position's rate of pay. Ms. Lemieux suggested the Personnel Committee meet before March 30<sup>th</sup> when the Board would finalize the warrant.

Land Use Director Burney reported the Planning Board has put forth two zoning articles. The first adds to the definition of two family dwellings:

**X.** To see if the Town will vote to amend the Code of Lunenburg, §250-4.1H5, by inserting the following, or take any other action relative thereto. (Submitted by the Planning Board)

250-4.1H(5) Two-Family Dwelling: A residential structure designed to house a single-family unit from lowest level to roof, with a private outside entrance, but not necessarily occupying a private lot, and sharing a common wall adjoining dwelling units. Two-family dwellings shall have 1.5 times the lot size required in the Zoning District in which they are located.

The second article updates parking for various uses:

**A.** To see if the Town will vote to amend the Code of Lunenburg, §250-6.1, by deleting the entirety of the existing text and inserting the following, or take any action relative thereto. (Submitted by the Planning Board)

250-6.1: Off-street Parking and Loading Areas: Parking shall be provided per the chart below unless otherwise provided for in the Code of Lunenburg.

| Use Categories                                                            | Parking Calculation                                                                                                                      |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Accessory Dwelling                                                        | 1 Parking Space*                                                                                                                         |
| Boarding House                                                            | 1 space per sleeping accommodation plus 1 space per employee on the largest shift                                                        |
| Single-Family Home; Two-Family Detached; Multi-Family Dwelling; Townhouse | 2 spaces per dwelling unit*                                                                                                              |
| Assisted Living                                                           | 0.5 spaces per living unit plus 1 space per employee on the largest shift                                                                |
| Charitable Institution; Government Building                               | Parking Calculated per the most closely associated Use Category to the function of the space, as Determined by the Building Commissioner |
| Church; Educational Use                                                   | 1 space per 5 seats in the largest assembly area                                                                                         |
| Hospital                                                                  | 1 space per 2 beds plus 1 space per employee on the largest shift                                                                        |
| Public Utility; Outdoor Entertainment; Golf Course; Drive-in Theater      | As Required by Site Plan Approval                                                                                                        |
| Water Supply                                                              | 1 space                                                                                                                                  |
| Indoor Entertainment                                                      | 6 spaces per 1,000 square feet of net floor area                                                                                         |

|                                                                                                                                         |                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Restaurant; Private Club</b>                                                                                                         | 1 space per 3 seats plus 1 space per employee on the largest shift                                                                                                                                                           |
| <b>Private Camp</b>                                                                                                                     | 1 space per 5 campers plus 1 space per overnight campsite plus 1 space per employee on the largest shift                                                                                                                     |
| <b>Child Care Facility</b>                                                                                                              | 1 Space per 5 children plus 1 space per employee on the largest shift                                                                                                                                                        |
| <b>Adult Use</b>                                                                                                                        | As Required by the Special Permit Granting Authority                                                                                                                                                                         |
| <b>Auction House</b>                                                                                                                    | 1 space per 2 seats plus 1 space per employee on the largest shift                                                                                                                                                           |
| <b>Bed &amp; Breakfast</b>                                                                                                              | 1 space per sleeping room plus 1 space per employee, that does not reside at the location, on the largest shift                                                                                                              |
| <b>Hotel; Motel</b>                                                                                                                     | 1 space per sleeping room plus 1 space per employee on the largest shift. With a conference facility add 1 space per 200 square feet of conference space, with a restaurant space add 1 space per 5 seats in the restaurant. |
| <b>Retail Establishment; Personal Improvement Service; Service Establishment; Repair Shop; Pawn Shop; Laundry Service; Liquor Store</b> | 1 space per 250 square feet of net floor area                                                                                                                                                                                |
| <b>Marijuana Retailer; Registered Marijuana Dispensary</b>                                                                              | 1 space per 200 square feet plus 1 space per employee on the largest shift                                                                                                                                                   |

| <b>Use Categories</b>                                            | <b>Parking Calculation</b>                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Medical Clinic; Professional Office; Trade Shop</b>           | 1 space per 300 square feet of net floor area                                                                                                                                                                                                                                                       |
| <b>Mixed Use; Office Park; Shopping Center; Industrial Parks</b> | Sum of the required parking for each use                                                                                                                                                                                                                                                            |
| <b>Restaurant Carry-Out</b>                                      | 1 space per 300 square feet of net floor area plus 1 space per employee on the largest shift                                                                                                                                                                                                        |
| <b>Auto Sales; Equipment Sales</b>                               | 1 space per 500 square feet of sales floor and/or office plus 1 space per repair bay or work area, plus 1 space for each employee on the largest shift, plus 1 space per vehicle, trailer and/or other piece of rolling stock for sale                                                              |
| <b>Auto Repair Facility; Boat Service Yard</b>                   | 2 spaces per repair bay or work area                                                                                                                                                                                                                                                                |
| <b>Car Wash</b>                                                  | 1 space per vacuum or other external consumer equipment plus 1 space per employee on the largest shift                                                                                                                                                                                              |
| <b>Construction Sales &amp; Service</b>                          | 1 space per 250 sq. ft. of net floor area of sales floor, plus 1 space per 2,000 square feet of net floor area for the first 20,000 square feet of lumber or material storage plus 1 space for each additional 10,000 square feet of net floor area, plus 1 space per employee on the largest shift |

|                                                                                          |                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contractor Yard</b>                                                                   | 1 space per 300 square feet of net floor area of office plus 1 space per employee on the largest shift, plus 1 space per piece of equipment or rolling stock                                                               |
| <b>Equipment Repair</b>                                                                  | 1 space per repair bay or work area                                                                                                                                                                                        |
| <b>Fuel Service Station</b>                                                              | 1 space per fuel dispenser                                                                                                                                                                                                 |
| <b>Distribution; Manufacturing; Marijuana Cultivator; Marijuana Product Manufacturer</b> | 1 space per 2,000 square feet of net floor area for the first 20,000 square feet plus 1 space for each additional 10,000 square feet of net floor area or 1 space per employee on the largest shift, whichever is greater. |
| <b>Research Establishment; Marijuana Testing Facility; Marijuana Researcher</b>          | 1 space per 500 square feet of net floor area                                                                                                                                                                              |
| <b>Agriculture</b>                                                                       | One space per 1,000 square feet of display area whether indoors or outdoors, plus 1 space per employee based on the largest work shift; however, there shall be a minimum of 5 spaces.                                     |
| <b>Agricultural Sales &amp; Service</b>                                                  | 1 space per 500 sq. ft. of sales floor/office plus 1 space for each repair bay, plus 1 space for each employee on the largest shift plus 1 space per vehicle, trailer or other rolling stock for sale.                     |
| <b>Kennel; Veterinary Hospital</b>                                                       | 1 space per patient room plus 1 space per 3 kennel berths, plus 1 space per employee on the largest shift                                                                                                                  |
| <b>Marijuana Transporter</b>                                                             | 1 space per employee on the largest shift plus 1 space per vehicle used in the business operation                                                                                                                          |

\* Parking calculations shall not include spaces within a garage.

§ 250-6.1 Off-street parking and loading areas.

[Amended 5-7-2016 ATM by Art. 39]

Unless otherwise provided in this bylaw, off-street parking and loading spaces shall be required as follows:

- ~~A. Dwellings: two parking spaces for each dwelling unit.~~
- ~~B. Place of assembly, including a funeral home: one parking space for each three seats therein or one space for each 60 inches of bleachers or benches.~~
- ~~C. Schools: one parking space for each classroom or office, plus one parking space for each three seats in the auditorium thereof.~~
- ~~D. Hotels, motels and other places providing overnight accommodations: one parking space for each room accommodation therein and adequate spaces for delivery vehicles.~~
- ~~E. Restaurants: one parking space for each table or booth and one parking space for every two counter seats and adequate spaces for delivery vehicles.~~
- ~~F. Other service and retail establishments: parking areas, exclusive of driveways, shall be in a minimum ratio of three square feet of ground area to one square foot of gross floor area, exclusive of storage areas and adequate loading spaces.~~
- ~~G. Office and all other permitted nonresidential structures, except agricultural: one~~

space for each 1,000 square feet of gross floor area and loading space for all deliveries and shipping; however, the minimum parking area shall be in a minimum ratio of one square foot of ground area for each three square feet of floor area.

~~H. Child care facilities: one parking space for each 10 children in attendance plus one parking space for each person engaged on site in the business of the facility at any one time.~~

~~I. For uses not specified above, the number of required spaces will be determined by the Building Commissioner based on accepted planning standards, as contained in the latest edition of Time-Saver Standards for Site Planning, Joseph DeChiara and Lee E. Koppleman, McGraw Hill, New York City, 1984, or similar source and a reference for handicapped parking as outlined in Chapter 205, Streets and Sidewalks, § 205-11.~~

The only question asked about the change was if the proposed spaces were the minimum requirement. Mr. Burney confirmed that.

Next was the Cemetery Commission's article:

- A.** To see if the Town will vote to appropriate the sum of \$15,000 from the Sale of Cemetery Lots account to be used for the care and improvement and embellishment of the Town Cemeteries; or take any other action relative thereto. (Submitted by the Cemetery Commission)

Ms. Lemieux stated this is a transfer as stated in the article, for care, improvement and embellishment of the cemeteries. Mr. Tyler reported every year we make an appropriation to pay for annual expenses. The biggest part is the website for the cemeteries grave location service for the public. We also purchase veterans' markers for the graves. We did not have an appropriation last year due to the pandemic. He thanked Monty Tech for their work in the cemetery on a new building this past year. They did a good job and electrical is being installed soon. We would like to restore another town cemetery near Cherry Hill and it needs cleaning up and continue the stone wall there and install an iron gate.

### **INTERVIEWS/APPOINTMENTS/ RE-APPOINTMENTS/ RESIGNATIONS**

#### **Ratification of the Town Manager's Appointment of COA Van Driver Peter Tomlinson**

Ms. Lemieux reported another van driver was appointed last week but he had to withdraw his application.

**Motion: M. Jeffreys**

**2<sup>nd</sup>: T. Dwyer**

**To ratify the Town Managers appointment to COA Van Driver of Peter Tomlinson**

**Vote: Ms. Adams- aye, Mr. Dwyer-aye, Mr. Jeffreys- aye, Mr. Marino-aye, Mr. Alonzo-aye**

### **CURRENT BUSINESS**

**Vote to Transfer Land to Conservation Commission pursuant to of Nov. 17, 2020 Special Town Meeting/Art. 18 and 19, located at 111 Mulpus Rd. Rear & 960 NW Townsend Rd. Rear**

Ms. Lemieux reported this is follow through from a previous Special Town Meeting vote.

**Motion: T. Alonzo**

**2<sup>nd</sup>: M. Jeffreys**

**Vote to Convey the Property located at 111 Mulpus Road Rear, Parcel ID 043-0025-00, and 970 NW Townsend Road Rear, Parcel ID 04-0001-00, in the Town of Lunenburg**

Pursuant to votes on Articles 18 and 19 of the Special Town Meeting on November 17, 2020, the Select Board approves the conveyance and transfer of the Land known as and numbered 111 Mulpus Road Rear, Parcel ID 043-0025-00, containing 6.0 acres of land, as more specifically identified in the Town of Lunenburg Assessor's records as Parcel 25 as shown on Map 43 and additional land numbered 970 NW Townsend Road Rear, Parcel ID 04-0001-00, containing 16.0 acres of land, as more specifically identified in the Town of Lunenburg Assessor's records as Parcel 1 as shown on Map 4, for nominal consideration, to the Lunenburg Conservation Commission for conservation and passive recreation purposes pursuant to Massachusetts General Laws c. 40, §8C, as it may be from time to time amended. And further the Select Board authorizes its Chair, Tom Alonzo to enter into and execute on its behalf any and all documents necessary to effectuate the transfer of the land to the Conservation Commission.  
Vote: Ms. Adams- aye, Mr. Marino- aye, Mr. Dwyer- aye, Mr. Jeffreys- aye, Mr. Alonzo- aye

#### **Review Town Manager Evaluation Process & Timeline**

The schedule is as follows:

##### **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 April 2nd  
April 12th-April 15th  
No later than April 22nd  
April 22nd-April 29th  
May 4th and May 11th

#### **Minutes/Warrants/Action Items**

There were no minutes for approval this evening. There were no warrants signed last week.

**Action Items:** Ms. Adams stated people on Facebook are complaining about their Pay As You Throw trash bags ripping. Mr. Alonzo noted once the supply runs out there will be improved ones provided for sale. Ms. Lemieux will contact the bag vendor and address any resident issues.

#### **Committee Reports**

Mr. Jeffreys reported the Library Trustees continue working on their strategic five year plan.

#### **OLD BUSINESS**

**Discussion on Fiscal Year 2022 Budget, Capital Plan, Financial Forecast and Annual Town Meeting Warrant articles including voting on recommendations for warrant articles.**

The warrant has closed and there are 32 articles for the annual town meeting. Mr. Alonzo will work with Ms. Lemieux on the order of them. There are two citizen's petitions.

#### **Appointment Process Procedure Review**

The Board reviewed Executive Assistant Peterson's memo regarding the timing and dates for the appointment process proposed by the Board.

"Due to the fact that we advertise in the Lunenburg Ledger and its deadline to submit articles is Noon of the Monday before the Friday of that week, AND it is only published on Fridays, I suggest wording for #4 on the

reappointment procedure list be changed to the "first Friday in April." #5 having a deadline of May 25<sup>th</sup> would only allow me two business days to coordinate them interviewing with the Select Board the following week for the first June Select Board meeting. This is also the week leading up to Memorial Day weekend when people are thinking of the holiday activities, not Town appointments. May 25<sup>th</sup> would also be 8 weeks since the publication of the list in the local paper and in my experience if you give people too much time to react, they tend to forget. I would suggest no more than six weeks between the advertisement and the deadline to apply. Again rather than a particular date, I would suggest "by the second Thursday in May." Of course any applications coming in later than the deadline could be considered but getting the majority of the committee involvement forms a week earlier would allow for better scheduling on my part."

The Board had no issues with Ms. Peterson's suggestions. Discussion ensued about the reappointment form and the difference between ad hoc and standing committees; creating opportunity for people to be appointed when terms are up on positions, not having enough volunteers coming forward for all the current vacancies and trying to avoid discouraging people from applying by creating a competitive process of an incumbent against a new applicant. Since there was lack of consensus on the process since the board began working on this goal, it will be discussed at a future meeting.

## **TOWN MANAGER REPORT**

### **Announcement on Existing Vacancies:**

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

- Architectural Preservation District Commission (1 vacancy)
- Bylaw Review Committee (4 vacancies)
- Cultural Council (1 vacancy)
- Historical Commission (1 vacancy)
- TCP Building Design Committee (appointed by SB and Town Moderator)-Member at Large
- Senior Property Tax Workoff Committee (1 vacancy)
- Zoning Board of Appeals –Associate (1 vacancy)

Interested persons can find application forms on the Town Website and completed forms can be sent to the Select Board office.

### **Old Primary School Property:**

I asked the DPW Director to solicit quotes for a survey for the Old Primary School property and it turns out that Dillis & Roy Civil Engineering Group had conducted field work 10-12 years ago for a developer who was looking to purchase the property from the Town and they can update the existing conditions plan for us for \$750. We are able to cover this under the Facilities budget in FY21 so there will not be a need to include this cost in the article for design services at the Annual Town Meeting.

The DPW Director is also securing quotes for a full landscape design of the old Primary School property. This funding will be requested at the Annual Town Meeting and the recommendation will be to take this out of Free Cash.

### **Updates from the DPW Director:**

The new dump truck that was approved as part of the FY21 Capital Plan is registered and on the road. The spring paving schedule is being worked out by the DPW Director but will most likely include Whalom Road from Electric Ave. to Summer Street, Electric Avenue from traffic lights to the Leominster line, Prospect Street from Laurel Lane to Leominster Road, a levelling course to Townsend Harbor Road, and a leveling course to Burrage Street from Page Street to Flat Hill Road. Bids for the Complete Streets project are due April 1st.

**Update on Continuity of Operations Plan (TM Goal #3, Action ii):**

The UMass Collins Center is wrapping up getting all the foundation data for the Continuity of Operations Plan and I will have a draft of the plan by April 9th. This will be reviewed with the department heads and a final draft should be completed by the end of April. The final plan will ultimately be reviewed and adopted by the Select Board.

**Meetings, Events and Other Announcements:**

- The TCP Building Design Committee has a meeting on Wednesday, March 17th at 5:30 p.m. through Zoom.
- The Conservation Commission has a meeting on Wednesday, March 17th at 7 p.m. through Zoom.
- The School Committee has a meeting on Wednesday, March 17th at 6:30 p.m. through Zoom.
- The Library Board of Trustees in meeting on Thursday, March 18th at 6:45 p.m. through Zoom.
- I will be attending the Finance Committee meeting on Zoom on Thursday, March 18th at 7 p.m.
- There will be presentations from the Lunenburg School Superintendent and discussion on the warrant articles that require an appropriation.

**Update from PACC on Running a Hybrid Meeting:**

Public Access is encountering audio issues when testing out an in person meeting and broadcasting a Zoom meeting simultaneously. The issue they are having is the audio for Zoom is connected to the same mixer as the microphones. They are currently in the process of coming up with an audio fix and will keep me updated.

**Update on Earmark for Primary School Fire Alarm Upgrade:**

After reaching out to our legislators, they put me in touch with the state agency that the \$25,000 earmark we received for the Primary School Fire Alarm Upgrade and after speaking with that office, these funds would have to be spent by June 30, 2021. The only way we could get an extension is through a vote of the legislature either in a supplemental budget bill or the FY22 state budget approval. I have emailed all three of our legislators to request they file this, either as part of a supplemental budget bill (there is not one pending right now) or through the FY22 State budget process. As we have been told by the School Facilities Director, we cannot do this project without funding in place for the entire cost of the project which is \$127,000.

**COVID-19 Update****COVID-19 in Lunenburg:**

The Board of Health issued their weekly update and the cumulative laboratory confirmed number of COVID-19 cases reported to the Town as of March 12th was 665 and one death. The State report shows 642 as of March 9th. This is an increase of 21 cases from the previous week.

**Regional Vaccination Site Request:**

Senator Cronin will be participating in a virtual meeting with Secretary Sudders, Senator Eldridge and the Nashoba Associated Boards of Health on Wednesday, March 17<sup>th</sup> regarding a Route 2 beltway regional vaccination site at Devens. Any news on this request will be made available when known.

**COVID-19 in Massachusetts (as of 3/11/21):**

As of March 11th there are 563,983 COVID-19 cases and 16,218 deaths and 17,129,876 patients have been tested to date by the MA State Public Health Laboratory, hospitals and commercial laboratories.

**Preregistration System:**

Partnering with the Google Cloud Team, the Administration launched a preregistration system for mass vaccination sites on Friday, March 12. This tool is be available at [mass.gov/COVIDvaccine](https://mass.gov/COVIDvaccine).

Preregistration will allow eligible residents to book an appointment at one of the state's 7 mass vaccination sites.

**Details on the Preregistration Process:**

- Eligible residents will complete the online form at [mass.gov/COVIDVaccine](https://mass.gov/COVIDVaccine) to request to book an appointment at a mass vaccination site nearby.
- After completing the form, residents will get a confirmation via their preferred method of contact (text, e-mail, phone) and receive a weekly update about their status. Residents may opt out of their preregistration at any time if they secure an appointment elsewhere.
- When an appointment becomes available at a mass vaccination site, the resident will be notified and will have 24 hours to accept the appointment once it is offered to them. If an appointment is not accepted after 24 hours, the resident will go back into the queue to wait for another appointment.
- To accommodate older residents and others who are unable to use the form, the preregistration form allows family members, caregivers, or other companions to fill out the form on behalf of someone else. Residents who do not have internet access or someone to fill the form out for them can call 2-1-1 to preregister.

**State Distribution:**

Last week, the state received a constrained supply of about 155,000 first doses. First doses and second dose allocations (total doses) this week were divided among providers as follows:

- Mass vaccination sites: 83,000
- Hospital Providers (both private and public): 79,000
- Regional Collaboratives (12 total): 38,000
- Community Health Centers: 25,000
- Local Boards of Health (to complete 2nd dose appointments and support 20 disproportionately impacted communities): 25,000

Weekly allocations are subject to change based on federal availability, demand from providers, and obligations to meet second doses. Providers have 10 days to use their doses.

**Federal Doses:**

In addition to the state allocation, the federal government distributes vaccines to CVS Health sites as part of the Federal Retail Pharmacy Partnership as well as to certain Massachusetts federally qualified community health centers. These quantities fluctuate on a weekly basis and are not counted as part of the state's weekly allocation.

Last week, 95,000 first and second doses have been allocated to the retail pharmacy program and 19,000 Johnson & Johnson doses have been allocated to the federally qualified health centers.

Individuals looking to book appointments across any of these providers should visit [mass.gov/COVIDvaccine](https://mass.gov/COVIDvaccine) to learn more.

Dedicated Educator Vaccination Days at Mass Vaccination Sites

On March 11, pursuant to a federal directive, approximately 400,000 K-12 educators, childcare workers and K-12 school staff became eligible to receive COVID-19 vaccine in Massachusetts.

K-12 educators, childcare workers and K-12 school staff may receive vaccines from any of the 170 public vaccine sites available on [mass.gov/COVIDvaccine](https://mass.gov/COVIDvaccine).

In an effort to support the Biden-Harris Administration's directive for states to prioritize teacher vaccinations, the Administration will designate 4 days where the state's 7 mass vaccination sites will only offer 1st dose appointments for K-12 educators, child care workers and K-12 school staff.

These dates are: Saturday, March 27, Saturday, April 3, Saturday, April 10, and Sunday, April 11.

#### Workplace Safety Standards for Indoor and Outdoor Events per Phase IV, Step 1:

The DPH issued the workplace safety standards for Indoor and Outdoor Events, in advance of their effective date to allow organizers of and venues hosting Indoor and Outdoor Events time to prepare to operate in compliance with these mandatory health and safety standards. Indoor and Outdoor events remain subject to the previously issued February 4, 2021 safety standards until these revised workplace safety standards go into effect on March 22, 2021.

Indoor and outdoor events covered by these standards include but are not limited to events held at:

- Indoor and outdoor event spaces
- Ballrooms
- Private clubs and party rooms
- Public places, like parks
- Private residences

An event that is held for the primary purpose of watching a performance must follow the Theaters and Performance Venues guidance.

Exhibition and convention halls may reopen as part of Phase IV, Step 1 and must follow these sector specific COVID-19 workplace safety rules for indoor or outdoor events.

The following Phase IV enterprises must continue to remain closed until Phase IV, Step 2:

- Amusement parks, theme parks, indoor and outdoor waterparks and ball pits
- Street festivals and parades and agricultural festivals
- Road races and other large, outdoor organized amateur or professional group athletic events
- Bars, dance clubs and nightclubs
- Beer gardens, breweries, wineries and distillates not providing seated food service

#### **Social Distancing Requirements:**

- Require face coverings for all workers and attendees, except where an individual is unable to wear a face covering due to a medical condition or disability
- The host of an indoor event at a private residence must limit the number of attendees at all times to no more than 10 persons;
- The host of an outdoor event at a private residence (such as a backyard) must limit the number of attendees at all times to no more than 25 persons;
- The host of an indoor event held at an event venue (e.g., hotels, private clubs, and space available for lease) or in a public setting (e.g., public parks) must limit the number of attendees at all times to no more than 100 persons;
- For outdoor events held at an event venue (e.g., hotels, private clubs, and space available for lease) or in a public setting (e.g., public parks) a host must limit the number of attendees at all times to no more than 150 persons;
- Occupancy counts in all cases must include all attendees, but may exclude event

staff or other workers;

- In addition to the capacity restrictions specified above, all participants in indoor and outdoor gatherings, including gatherings at private residences, must maintain at least 6 feet of physical distance whenever possible;
- An event will violate these capacity limits where, regardless of the actual number of attendees, it is not reasonably possible for all participants regularly to maintain 6 feet of separation;
- Restaurants hosting events must adhere to the capacity limits specified in these standards;

The Board reviewed more Annual Town Meeting warrant articles to make recommendations.

**A.** To see if the Town will vote to hear and/or accept the regular written reports of the Town Officers and Committees; or take any other action relative thereto. (Submitted by the Town Manager)

**Motion: J. Marino**

**2<sup>nd</sup>: M. Jeffreys**

**To recommend approval of Article A**

**Vote: Ms. Adams- aye, Mr. Dwyer- aye, Mr. Marino- aye, Mr. Jeffreys- aye, Mr. Alonzo- aye**

**B.** To see if the Town will vote to authorize revolving funds for various departments, boards, committees, agencies or officers pursuant to Massachusetts General Law Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2021 to be expended in accordance with the by-law heretofore approved; or take any other action relative thereto. (Submitted by the Town Manager)

| <i>Revolving Fund</i>               | <i>FY22 Spending Limit</i> |
|-------------------------------------|----------------------------|
| Ambulance Billing                   | \$100,000                  |
| Timber Rights                       | \$10,000                   |
| School Custodial Special Details    | \$13,000                   |
| Green Thumb                         | \$5,000                    |
| Library Revolving                   | \$12,000                   |
| Council on Aging/MART Revolving     | \$45,000                   |
| Stormwater Task Force               | \$5,000                    |
| Electrical, Gas, Plumbing Inspector | \$46,000                   |
| Technology                          | \$30,000                   |

**Motion: K. Adams**

**2<sup>nd</sup>: J. Marino**

**To recommend approval of Article B.**

**Vote: Ms. Adams- aye, Mr. Dwyer- aye, Mr. Marino- aye, Mr. Jeffreys- aye, Mr. Alonzo-aye**

**L.** To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money into the OPEB Trust Fund that was created at the November 10, 2010 Special Town Meeting; or take any action relative thereto. (Submitted by the Town Manager)

Ms. Lemieux reported the amount from the Town would be \$180,418. (and Sewer would be \$656. from Article CC., these can be combined into one article.

**Motion: K. Adams**

**2<sup>nd</sup>: T. Alonzo**

**To recommend approval of Article L. in combination with Article CC.**

**Vote: Ms. Adams- aye, Mr. Dwyer- aye, Mr. Marino- aye, Mr. Jeffreys- aye, Mr. Alonzo-aye**

**P.** To see if the Town will vote to appropriate the sum of \$15,000 from the Sale of Cemetery Lots account to be used for the care and improvement and embellishment of the Town Cemeteries; or take any other action relative thereto. (Submitted by the Cemetery Commission)

**Motion: M. Jeffreys**

**2<sup>nd</sup>: T. Dwyer**

**To recommend approval of Article P.**

**Vote: Mr. Jeffreys- aye, Mr. Marino- aye, Mr. Dwyer- aye, Ms. Adams- aye, Mr. Alonzo-aye**

**Q.** To see if the Town will vote to rescind the sum of \$750,000, the borrowing authorization, from Article 11 of the May 5, 2012 Annual Town Meeting to conduct a Feasibility Study at the Lunenburg High School; or take any other action relative thereto. (Submitted by the Finance Director)

**Motion: M. Jeffreys**

**2<sup>nd</sup>: J. Marino**

**To recommend approval of Article Q.**

**Vote: Mr. Jeffreys- aye, Mr. Marino- aye, Mr. Dwyer- aye, Ms. Adams- aye, Mr. Alonzo-aye**

**R.** To see if the Town will vote to rescind the sum of \$38,414,779.21, the remaining borrowing authorization, from Article 1 of the January 7, 2014 Special Town Meeting for construction of a new Lunenburg Middle/High School; or take any other action relative thereto. (Submitted by the Finance Director)

**Motion: J. Marino**

**2<sup>nd</sup>: T. Dwyer**

**To recommend approval of Article R.**

**Vote: Mr. Marino- aye, Mr. Jeffreys- aye, Ms. Adams- aye, Mr. Dwyer- aye, Mr. Alonzo-aye**

**V.** To see if the Town will vote to hear an interim report from the TCP Building Design Committee and/or from representative(s) from the design firm; or take any other action relative thereto (Submitted by the TCP Building Design Committee)

**Motion: M. Jeffreys**

**2<sup>nd</sup>: T. Dwyer**

**To recommend approval of Article V.**

**Vote: Mr. Jeffreys- aye, Ms. Adams-aye, Mr. Marino, Mr. Dwyer-aye, Mr. Alonzo-aye**

**X.** To see if the Town will vote to amend the Code of Lunenburg, §250-4.1H5, by inserting the following, or take any other action relative thereto. (Submitted by the Planning Board)  
250-4.1H(5) Two-Family Dwelling: A residential structure designed to house a single-family unit from lowest level to roof, with a private outside entrance, but not necessarily occupying a private lot, and sharing a common wall adjoining dwelling units. Two-family dwellings shall have 1.5 times the lot size required in the Zoning District in which they are located.

**Motion: M. Jeffreys**

**2<sup>nd</sup>: K. Adams**

**To recommend approval of Article X.**

**Vote: Mr. Jeffreys-aye, Mr. Dwyer-aye, Ms. Adams- aye, Mr. Marino-aye, Mr. Alonzo-aye**

**Y.** To see if the Town will vote to amend the Code of Lunenburg, §250-6.1, by deleting the entirety of the existing text and inserting the following, or take any action relative thereto. (Submitted by the Planning Board) (see full article earlier in these minutes)  
The Board will defer any recommendations until Town Meeting.

**Z.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$66,500.00 for a 10% local match towards the purchase of an Agricultural Preservation Restriction on approximately 99 acres of farmland at the corner of Chase Road and Northfield Road - "Pierce's Christmas Tree Farm".(see full article earlier in these minutes)

**Vote: K. Adams**

**2<sup>nd</sup>: M. Jeffreys**

**To recommend approval of Article Z.**

**Vote: Ms. Adams- aye, Mr. Dwyer-aye, Mr. Marino-aye, Mr. Jeffreys- aye, Mr. Alonzo-aye**

**BB.** To see if the Town will vote to transfer from available funds \$30,929.43 into the Sewer Capital Reserve Stabilization Fund; or take any other action relative thereto. (Submitted by the Sewer Commission)

**Vote: M. Jeffreys**

**2<sup>nd</sup>: J. Marino**

**To recommend approval of Article BB.**

**Vote: Mr. Jeffreys-aye, Mr. Dwyer-aye, Ms. Adams-aye, Mr. Marino-aye, Mr. Alonzo-aye**

**O.** To see if the Town will vote to create a Health Insurance Stabilization Fund pursuant to General Laws Chapter 40 Section 5B and further, to vote to raise and appropriate or transfer from available funds, a sum of money into the Health Insurance Stabilization Fund; or take any action relative thereto.(Submitted by the Town Manager)

Ms. Lemieux reported the amount would be \$369,334.

**Motion: M. Jeffreys**

**2<sup>nd</sup>: T. Dwyer**

**To recommend approval of Article O.**

**Vote: Ms. Adams- aye, Mr. Marino- aye, Mr. Dwyer-aye, Mr. Jeffreys-aye, Mr. Alonzo-aye**

Mr. Alonzo noted this Board is not meeting on the 23<sup>rd</sup> but will be meeting on March 30<sup>th</sup>. Ms. Lemieux noted the Finance Committee's public hearing on the budget is March 25<sup>th</sup> at 7 pm.

#### **PUBLIC COMMENT:**

Bob Pease, 11 Wintergreen Court, stated five years ago he became interested in the work of the Conservation Commission, so he attended meetings for four months as an associate member. A vacancy came up and I applied; I was the only applicant and I was appointed. I served on the commission for three years and went to lots of meetings and on site walks. I just hope when reappointments come up you put yourself in the shoes of the volunteer who has spent a lot of time learning the job, trying to do a good job and how is it going to impact the volunteer. How are they going to feel about their commitment by the way we treat them during the reappointment process?

Ms. Adams thanked Mr. Pease for his comments and stated she believed there could be a better process. Mr. Marino stated he hoped Mr. Pease was still tuning in because he believed he was an outstanding member of the commission. This is exactly what we should try to avoid happening.

Mr. Alonzo echoed Mr. Marino's statement about Mr. Pease's membership and work on the commission.

**Motion: K. Adams**

**2<sup>nd</sup>: M. Jeffreys**

**To adjourn the meeting at 9:32 p.m.**

**Vote: Ms. Adams-aye, Mr. Dwyer-aye, Mr. Jeffreys-aye, Mr. Marino-aye, Mr. Alonzo-aye**

Respectfully submitted,



Elaine M. Peterson

Executive Assistant to the Town Manager