



**SELECT BOARD
MINUTES
April 27, 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; Karen Brochu, Finance Director; Lorraine Rudd

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

Ethen Rossi, Northfield Road, thanked everyone who has supported his black belt community service project, Karing4Kids to provide care bags for in the hospital. He received so many donations he is running out of room. His drive continues for two more weeks and welcomed more donations. They can be dropped off at the Lunenburg Boys and Girls Club on Memorial Drive during their open hours. His Facebook link is

https://www.amazon.com/hz/wishlist/ls/1MB16U159NRWW?ref_=wl_share

ANNOUNCEMENTS

Mr. Alonzo announced the Annual Town Meeting will be this Saturday at 9:00 a.m. at the Middle/High School. He encouraged people to attend.

APPOINTMENTS

FY21 3rd Quarter Financial Report

Karen Brochu, Finance Director, presented her report. On the Revenue side, total collections to date are \$34,340,102.63, or 79% of FY21 estimates through March 31, 2021. The local receipt estimate for FY21 is \$3,065,990.50. We have collected \$2,788,925.18 or 91% of that estimate through 3/31/2021.

She reviewed the following chart of revenues with the Select Board:

	Budget	Actual	Variance	% Collected
13 FINES & FORFEITS	\$ 27,213.00	\$ 9,335.10	\$ (17,877.90)	34.30%
26 OTHER EXCISE	\$ 100,980.00	\$ 92,273.02	\$ (8,706.98)	91.38%
31 DEPT REV - SCHOOL	\$ 60,207.00	\$ 51,978.67	\$ (8,228.33)	86.33%
41 PAYMENT IN LIEU OF TAXES	\$ 1,648.00	\$ 2,284.81	\$ 636.81	138.64%
43 FEES	\$ 164,267.00	\$ 155,021.86	\$ (9,245.14)	94.37%
44 LICENSES & PERMITS	\$ 331,188.00	\$ 262,586.02	\$ (68,601.98)	79.29%
46 ROLL BACK TAXES	\$ -	\$ 47,182.19	\$ 47,182.19	#DIV/0!
47 DEPT REVENUE OTHER	\$ 262,600.00	\$ 190,882.70	\$ (71,717.30)	72.69%
48 INVESTMENT INCOME	\$ 62,935.00	\$ 26,231.43	\$ (36,703.57)	41.68%
49 DEPT REV CEMETERIES	\$ 4,100.00	\$ 3,700.00	\$ (400.00)	90.24%
50 MOTOR VEHICLE EXCISE	\$ 1,671,640.00	\$ 1,530,467.15	\$ (141,172.85)	91.55%
70 SPECIAL ASSESSMENTS	\$ 11,844.00	\$ 11,568.00	\$ (276.00)	97.67%
71 PENALTIES & INTEREST	\$ 154,670.00	\$ 196,281.59	\$ 41,611.59	126.90%
99 MISC NON RECURRING	\$ 212,698.50	\$ 209,132.64	\$ (3,565.86)	98.32%
Total Local Receipts	\$ 3,065,990.50	\$ 2,788,925.18	\$ (277,065.32)	90.96%

Taxes:

The total tax levy for FY21, net of the overlay, is \$28,776,249.82. At this time we have collected \$21,927,667.16 (76%) of the levy. We have also received \$186,180.73 in tax lien revenue.

	Budget	Actual	Variance	% Collected
40 TAX LIENS	\$ -	\$ 186,180.73	\$ 186,180.73	#DIV/0!
42 TAX LEVY	\$ 28,776,249.82	\$ 21,927,667.16	\$ (6,848,582.66)	76.20%
Total Taxes	\$ 28,776,249.82	\$ 22,113,847.89	\$ (6,662,401.93)	76.85%

State Aid: The total state aid estimate per the FY2021 Cherry Sheet is \$9,109,747.00, net of school choice and library state aid. We have received \$7,072,913.47 (78%) of our state aid estimate.

Expenditures

The total budgeted expenditures for FY21 are \$43,316,403.41. We have expended/encumbered \$30,252,404.35 (70%) of budgeted expenditures as of 3/31/21. Of note on the expenditure side is the following:

Reserve Fund - To date there has been no draw on the Reserve Fund. The budgeted amount is \$75,000.

Injury Leave - As of 3/31/21 there is a deficit of \$6,256.02 in this account due to injuries of two on call firefighters. We are receiving partial reimbursement from our insurance company and any remaining deficit can be eliminated prior to year-end via approved transfers under MGL Chapter 44, Section 33B.

Snow Removal - The current deficit in snow removal based on actual expenditures to date is \$40,083.90. This deficit can be eliminated via approved transfers under MGL Chapter 44, Section 33B.

Health Insurance - There will be a surplus of roughly \$275k in this account at year end. This surplus can be used to offset deficits in other areas of the omnibus budget. Any remaining balance will fall to free cash at the close of the fiscal year.

All other expenditures are at or near where they should be at this point in the fiscal year. There are several appropriations that show percentages used of higher than 75%, but that is largely due to the fact that many departments open blanket purchase orders at the beginning of the fiscal year and use that PO throughout the year.

She believed we would see a free cash that was equivalent to what we had in the past few years. The Board thanked her for the report.

Select Board appointments to Board of Registrars -3 year term runs April 1 to March 31

Letters were sent to the town Republican and Democratic committee chairs requesting nominations for the Board of Registrars. The only list provided was from the Republican Town committee chair.

Three names were submitted:

Republican Party Nominees (1 position)

- Carol Kelly, 129 Rolling Hills Road
- Lorraine Rudd, 340 Highland Street
- Ruth Anderson, 31 The Lane

Ms. Rudd was the only nominee present this evening as Ms. Kelly was running late at another appointment. Mrs. Anderson, current registrar, did not attend the Zoom meeting but submitted her request in writing to the Board.

Ms. Rudd expressed interest in supporting the election process. She has a background in data and office support. She has not worked any elections but was happy to learn. The Board thanked her for coming forward and they will interview the other person next week.

Karen Kemp- 225 Burrage Street, has served as registrar (D) for several years, and is up for reappointment.

Motion: J., Marino

2nd: M. Jeffreys

To appoint Karen Kemp to the Board of Registrars

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

CURRENT BUSINESS

1. Approval of Minutes: March 16, March 30, April 1, April 6, April 13, 2021

Mr. Alonzo expressed thanks to Executive Assistant Elaine Peterson for keeping up with the Board's minutes and presenting an accurate portrayal of the meetings. Mr. Jeffreys echoed those thanks stating he had phoned her last week and said the same.

Motion: K. Adams

2nd:M. Jeffreys

To approve the minutes of March 16, March 30, April 1, April 6 and April 13, 2021

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

2. Warrants: Mr. Alonzo reported he had signed the following warrants last week:

Accounts Payable Warrant #47 21, dated 4/13/2021, in the amount of \$1,131,778.51 Accounts Payable Warrant #49 21, dated 4/13/2021, in the amount of \$2,540.97; Payroll Deduction Warrant #48 21, dated 4/14/2021, in the amount of \$567,545.31 Payroll Warrant #21P21, dated 4/14/2021, in the amount of \$831,881.46

3. Action Items: Ms. Adams reported a citizen had requested a right turn arrow (westbound) be painted at the intersection of Electric Avenue and Massachusetts Avenue (Rte. 2A). She also reported some residents had asked if the town could go to a sticker (rather than a pay as you throw trash bag) program for trash pick-up in town.

Ms. Lemieux reported the Police Chief had reached out to MassDOT last week regarding the arrow as well as signage. She added with a sticker program that would take a significant amount

of research to see the benefits and costs. With a new trash removal contract coming up with a new vendor we were trying to work it so the trash collector would coincide with our bag vendor. Mr. Alonzo noted when this program was initially discussed the sticker option came up and some issues such as stickers falling off bags and the ability to create fake stickers on a home printer arose.

Mr. Jeffreys noted this year the conditions of the town cemeteries is excellent and is being noticed by the community. He thanked Ms. Lemieux for her follow up from last year. He moved on to the removal of trash off the roadsides and that there has been a big movement to clean them up recently. He thanked everyone involved for participating in the clean-up.

4. Committee Reports

Mr. Jeffreys reported planning for a Memorial Day observance is ongoing. There is another planning meeting tomorrow evening. Many members of the community have stepped up to assist.

The Library Trustees continue to meet and strive to improve on process as a board. They are working on a long-term vision.

The TCP Building Design Committee met and discussed strategy for their presentation at annual town meeting. They did get a cost estimate of \$54,000 for the design of a new building instead of renovations. He will attend the Finance Committee meeting to present that number to them.

Ms. Adams reported the Conservation Commission held their public hearing on the issue of hunting on town property. She has also been following the Water District regarding the Issue of expanding water to Howard Street. They voted to not expand to there.

I. OLD BUSINESS

1. Discussion on Fiscal Year 2022 Budget, Capital Plan, Financial Forecast and Annual Town Meeting Warrant articles

Ms. Lemieux presented adjustments from the preliminary budget to the recommended budget. Today she was informed that there was an additional prior year bill of \$500, bring the total to \$645.00 for Article 3. This will be taken from free cash. Articles 18 and 19 will be passed over as negotiations continue for both the Fire and clerical bargaining units.

There will also be a change to the omnibus budget due to the bid we received for the solid waste and recycling program, requiring an additional \$105,100. She is recommending to adjust the capital plan funding sources by increasing the free cash amount and reducing the raise and appropriate amount. As noted previously the cost estimate for the TCP building additional design services will be \$54,000, to be taken from free cash and the old Primary School landscape design will be \$30,000.

Ms. Lemieux has learned that the petitioner for Article 30 is withdrawing their request for extension of the sewer district. The petitioner will have to do that at town meeting so it will not be included in the Consent Calendar.

Motion: M. Jeffreys

2nd: T. Dwyer

To recommend approval of Article 3 amended to \$645

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

Motion: M. Jeffreys

2nd: T. Dwyer

To recommend approval of Article 5 with revisions of funding sources for capital; \$682,502 from Raise & Appropriate; \$804,041 from Free Cash and \$111,282 from Unexpended capital

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

Motion: M. Jeffreys

2nd: T. Dwyer

To recommend approval of Article 6; the omnibus budget with an amended total of \$39, 864,898.81

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

Motion: M. Jeffreys

**To approve Article 26 with \$54,000 coming from Free Cash
There was no second.**

Much discussion ensued on Article 26 and whether this was an appropriate option for the committee. It was decided to defer any recommendation until the presentation by the TCP Building Design Committee at town meeting.

2. Discussion on Consent Calendar for Annual Town Meeting warrant articles

Ms. Lemieux reported that Articles 18 and 19 have been added to the Consent Calendar because they will be passed over.

TOWN MANAGER REPORT AND COVID-19 UPDATE

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)
- Finance Committee (2 vacancies on July 1st)
- Historical Commission (1 vacancy)
- Housing Authority (2 vacant positions)
- TCP Building Design Committee (1 vacancy appointed by the Select Board and Town Moderator for member at large)
- Senior Work Off Program Committee (1 vacancy)
- Zoning Board of Appeals (1 Associate vacancy)

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

Facilities Management and Maintenance Software (TM Goal #2, ii):

The DPW Director chose a new Facilities Management and Maintenance software called eMaint that we will be transitioning to over the next couple of months. This software will be utilized for work orders, scheduling preventative maintenance, and overall asset management that will inform the capital planning process for town facilities. The first year's annual fee is being paid for through a grant through our insurance carrier.

Flat Hill Road Culvert:

The DPW Director and I met with the engineering company that did the engineering and design work for the Flat Hill Road culvert notified us that the state is not reopening up applications for the Small Bridge Grant Program until later in Fiscal Year 2022. Due to the critical nature of repairing this culvert, we will be prepared to put this out to bid after town meeting in order to secure a contractor by July 1st and begin with culvert fabrication so that the project can be completed as soon as possible. This project is currently one of the top priorities in the FY 2022 Capital Plan.

Pleasant Street Bridge over Pearl Brook:

The DPW Director received the baseline schedule from the contractor and the preparatory work of putting up signage and preparing to close the bridge will start on May 25th. The schedule includes closing the bridge to traffic beginning on June 1st. Prior to closing, the DPW Director will put out a message on the DPW Facebook page as well. This project is expected to be complete by mid-August.

Update on Body Worn Cameras:

The Police Chief has reported that the Body Worn Cameras have been configured and the next step is to get the officers trained on using them and deploy them. The Chief is hoping for deployment sometime in May. Once they are ready to be actively used the Chief will issue a message on their Facebook page to let everyone know that the department will be using them.

Home Rule Petitions for Jaxx Country Variety and Library Trust Funds:

I reached out to our legislators to check on the status of two Home Rule Petitions that have not been signed into law yet, the Act to authorize the town to grant an additional license for the sale of all alcoholic beverages for Jaxx Country Variety and the Act to authorize the investment of library trust funds by the Board of Trustees. These were refiled this session and have been assigned new bill numbers, HD244 and HD 246 respectively, but they have not assigned to a committee yet.

Meetings Events and Other Announcements:

- The Finance Committee has a meeting on Thursday, April 29th at 7 p.m. through Zoom.
- Spring 2021 Yard Waste Days are the following Saturdays from 8 am to 4 pm: May 1st, 8th, 15th and 22nd. For information is found on the DPW page on the website.
- The Annual Town Meeting is Saturday, May 1st. Check-in begins at 8 a.m. and the meeting will start at 9 a.m.

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 April 23rd was 767. The state report showed 728 cases as of April 20th. There has been one death in town since the pandemic began. This is an increase of 13 cases since April 16th.

COVID-19 in Massachusetts (as of 4/22):

As of April 22nd there were 636,476 COVID-19 cases and 17,168 deaths and 20,701,850 patients have been tested to date by the MA State Public Health Laboratory, hospitals, and commercial laboratories.

Baker-Polito Administration Announces Plans for Continued Reopening

Today, the Baker-Polito Administration announced that Massachusetts will reopen some outdoor Phase 4, Step 2 industries effective May 10th and put plans in place for further reopening on May 29th and August 1st. The Administration continues to take steps to reopen the Commonwealth's economy with public

health metrics continuing to trend in a positive direction. This includes drops in average daily COVID cases and hospitalizations. Massachusetts remains first in the nation for first vaccine doses and total doses administered per capita, among states with more than 5 million people. The Administration will also relax the Face Coverings Order for some outdoor settings, effective April 30th.

Phase IV, Step 2 Industries and Gathering Changes:

On March 22, Massachusetts loosened capacity restrictions and advanced to Step 1 of Phase IV of the reopening plan. Since then, case rates dropped by 20%. The positivity rate has dropped to the lowest levels recorded since last summer.

Effective Monday, May 10th:

Large venues such as indoor and outdoor stadiums, arenas and ballparks currently open as part of Phase 4, Step 1 at 12% will be permitted to increase capacity to 25%.

The Commonwealth will reopen some outdoor Phase 4, Step 2 industries including amusement parks, theme parks and outdoor water parks that will be permitted to operate at a 50% capacity after submitting safety plans to the Department of Public Health.

Road races and other large, outdoor organized amateur or professional group athletic events will be permitted to take place with staggered starts after submitting safety plans to a local board of health or the DPH.

Youth and adult amateur sports tournaments will be allowed for moderate and high risk sports.

Singing will also be permitted indoors with strict distancing requirements at performance venues, restaurants, event venues and other businesses.

Effective May 29th:

Subject to public health and vaccination data, gathering limits will increase to 200 people indoors and 250 people outdoors for event venues, public settings and private settings.

Subject to public health and vaccination data, additional Phase 4, Step 2 industries will be permitted to open including:

- Street festivals, parades and agricultural festivals, at 50% of their previous capacity and after submitting safety plans to the local board of health.
- Bars, beer gardens, breweries, wineries and distilleries, will be subject to restaurant rules with seated service only, a 90 minute limit and no dance floors.
- Subject to public health and vaccination data, the restaurant guidance will be updated to eliminate the requirement that food be served with alcohol and to increase the maximum table size to 10.

Effective August 1st:

Subject to public health and vaccination data, remaining industries will be permitted to open including:

- Dance clubs, and nightclubs
- Saunas, hot-tubs, steam rooms at fitness centers, health clubs and other facilities
- Indoor water parks
- Ball pits

All industry restrictions will be lifted at that time, and capacity will increase to 100% for all industries, with businesses encouraged to continue following best practices. The gathering limit will be rescinded. Depending on vaccine distribution and public health data, the Administration may consider re-evaluating the August 1st date.

The Department of Public Health will also continue to issue guidance as needed, including guidance to still require masks indoors.

Face Coverings Order:

Effective April 30th, the Face Coverings Order will be relaxed for some outdoor settings.

Face coverings will only be required outside in public when it is not possible to socially distance, and at other times required by sector-specific guidance.

Face coverings will still be required at all times in indoor public places. Face coverings will also continue to be required at all times at events, whether held indoors or outdoors and whether held in a public space or private home, except for when eating or drinking.

At smaller gatherings in private homes, face coverings are recommended but not required. The \$300 fine as an enforcement mechanism will be eliminated.

All Individuals 16+ Now Eligible for Vaccine:

As of Monday, April 19th, individuals 16 and older became eligible to receive vaccine at any of the Commonwealth's over 300 public vaccination locations. With this group, 1.7 million additional residents are now eligible for vaccine in the Commonwealth. Individuals seeking appointments at mass vaccination sites are able to preregister for vaccine appointments at mass.gov/COVIDVaccine. Several regional collaboratives are also on the preregistration system. An individual who preregisters can still seek appointments at other sites including pharmacies, community health centers, or their healthcare provider.

Due to limited supply of vaccines from the federal government, individuals seeking appointments should anticipate that it may take several weeks to get an appointment.

As of April 18th the Commonwealth hit the milestone of having over 2 million residents fully vaccinated. Over 3.2 million first doses have been administered to date.

MA Dose Allocation Update:

Last week, the Commonwealth received 348,220 first and second doses as part of the state allocation. These figures do not include doses provided directly from the federal government to the Federal Retail Pharmacy Program, Federally Qualified Health Centers (FQHC) or Community Vaccination Center (CVC).

This week, first dose and second dose state allocations (total doses), were distributed among providers as follows:

- Health systems and health care providers (excluding community health centers): 122,040
- Regional Collaboratives and Local Boards of Health: 76,360
- Mass vaccination locations: 122,040
- Community Health Centers state allocation only: 21,180
- Retail pharmacies (non-CVS) state allocation only: 4,500
- Mobile Clinics supporting long-term care facilities, congregate care, affordable/low-income senior housing, and homebound individuals: 1,900

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 and must meet specific performance thresholds.

Federal Doses: In addition to the state allocation, the federal government has increased its distribution of 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 but represent an increasing allocation to selected locations.

- Last week, 119,410 first and second doses were allocated to the retail pharmacy program.
- Federally Qualified Health Centers received 69,530 doses directly from the Federal Government.
- The mass vaccination site at the Hynes Convention Center run in partnership with FEMA was allocated 42,120 doses.

Ms. Lemieux expected the town offices will open to their regular hours next week.

UPCOMING MEETING/EVENTS SCHEDULE

Mr. Alonzo announced the Annual Town Meeting is this Saturday, May 1. This board meets again on May 4th.

PUBLIC COMMENT:

Chris Menard, 672 Page St., Finance Committee member but speaking as a citizen, believed the article awarding \$54,000 had been added late and failure to provide public comment could be contrary to the Finance Committee's charge, although the Finance Committee is meeting this Thursday. He believed it set a bad precedent. He suggested the article be pulled on the town meeting floor and postponed until Special Town Meeting in November.

Mr. Jeffreys speaking to the public stated being a Selectmen is not an easy job. There was a lot of discussion over the weekend that attacked, in his opinion, a member of this Board. You don't have to agree with our views, but urged a higher level of respect for the fact that these people are volunteering. Let the candidates explain to the community what it is they want. He added he would not go to social media and tear down a person who voluntarily steps up and serve our community. Ms. Adams concurred with Mr. Jeffreys. Mr. Alonzo urged voters to show up at town meeting and voice their opinion on the direction the town should go in.

Mr. Alonzo noted the Board would be entering Executive Session

Motion: K. Adams

2nd: T. Dwyer

To enter into Executive Session to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares and to adjourn after exiting Executive Session (Municipal Employees Union, DPW Union, Fire Union)

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

*****EXECUTIVE SESSIONMINUTES ARE SEPARATE*****

The meeting adjourned at 9:00 p.m.

Respectfully submitted,



Elaine M. Peterson
Executive Assistant to the Town Manager