

**SELECT BOARD
MINUTES
October 19, 2021
Bilotta Meeting Room, Town Hall and via Zoom**

Members present: Tom Alonzo, Chair; Michael-Ray Jeffreys, Vice Chairman; Lou Franco, Clerk; Todd Dwyer, Jim Marino

Also Present: Heather Lemieux, Town Manager; Rob Oliva, DPW Director; Peter Cowley, Kathryn Ostermier via ZOOM, Emily Wright, Nicholas Betts, Ray Dunetz, Elana Pascarella, Adam Burney, Land Use Director; Grey Roy, TCP Building Design Committee Chair

Chairman Alonzo called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance. He 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 and on Facebook Live on the Public Access Facebook page.

He noted Zoom is available for public comment only and gave the sign-in instructions.

The agenda lists all the topics which may be discussed at this meeting and are those reasonably anticipated by the Chair. Votes may be taken as a result of these discussions. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by Open Meeting Law.

PUBLIC COMMENT: There was none at this time.

ANNOUNCEMENTS:

Mr. Alonzo announced this Saturday is Homecoming Saturday. There will be a parade with floats in the center of town around noontime. The football game will follow at 2:00 p.m. The Lunenburg Boys and Girls Club will have two events following the parade; their Sweet Sixteen birthday party on Memorial Drive starts at 12:30 p.m. and in the evening they will be holding their Shrieks and Krieks Haunted House running from 6:30 to 9:30 p.m.

For Halloween, Parks and Recreation is hosting a "Trunk or Treat" on Saturday the 30th from 11:00 a.m. to 2:00 p.m. at the LMS upper parking lot; preregistration is required.

On Sunday, Halloween Trick or Treat hours are from 6:00 to 8:00 p.m.

APPOINTMENTS:

**Meeting with DPW Director re: Share the Roads Signage and Acceptance of
Donation of Picnic Table at Marshall Pond**

Mr. Oliva stated the Parks Commission has a generous donation of a gift of a picnic table for Marshall Pond that they would like to accept.

Motion: M. Jeffreys

2nd: T. Dwyer

To accept the donation of the picnic table for Marshall Pond

Vote: All in Favor

Mr. Oliva stated resident Peter Cowley, an avid cyclist, would like to donate "Share the Road" signs and a cyclist stencil to the town to bring awareness to motorists and pedestrians that they are sharing the road with cyclists.

Mr. Cowley, Peninsula Drive, stated Lunenburg has great biking roads, they are scenic and wide with nice surfaces. We have the opportunity to make roads in our town safer by judiciously

installing "Share the Road" signs along well-travelled bike roads, and applying some cyclist stencils on common cycling routes that may have narrow roads with blind curves, and/or narrow shoulders. He hoped this could be an evolving program to help educate and remind motorists to share the road in our bike-friendly town, as well as to remind bicyclists to obey the rules of the road to ensure everyone can safely enjoy the roads that Lunenburg has to offer.

Mr. Cowley is willing to donate up to 20 signs (allowing for some future extras), and 1 or 2 stencils. He has spoken with Mr. Oliva about locations for them. Some of the locations would be Northfield Road, the Reservoir Road and Arbor Street corridor, Mulpus Road, Townsend Harbor Road, Leominster Road, Highland Road, the Sunset Lane and Robbs Hill Road area, and Goodrich Street. DPW would contribute the hardware and labor to install them and use a local contractor to paint the stencils. Mr. Oliva thought Mr. Cowley's idea was great and useful. Mr. Cowley believed this would get the ball rolling and was seeking prevention of bicycle/motor vehicle accidents.

Discussion ensued about where the signs and stencils would go and how many would be placed. Mr. Oliva offered to come back with a plan before next spring as to where they would be placed.

Motion: J. Marino

2nd: L. Franco

To accept the donation of Share the Road signage/stencil

Vote: All in Favor

Mr. Alonzo thanked Mr. Cowley for his generous donation. Mr. Cowley thanked the Board for his donation.

Interviews with WOLA, Ray Dunetz Landscape Architecture, and Land Design Collaborative re: Landscape Design Services for 30 School Street

The first presentation was from **Wright Ostermier Landscape Architects (WOLA)**. Kathryn Ostermier, Project Manager, was present via ZOOM, and Emily Wright and Nicholas Betts were attending in person. They presented an overview of the firm, noting they use outside consultants, such as Meridian Civil Engineering, when appropriate.

Ms. Wright stated they are optimists, spend a lot of time getting to know a site and understanding its history and how people use it. They prioritize listening to their clients. Although the firm is only three years old, they have over twenty years of combined experience. Ms. Ostermier stated their approach is to hold a team kickoff and site analysis, then engage the community and the town to seek input; work on conceptual designs and present them. After getting additional feedback, they create the final design.

Mr. Alonzo asked based upon the RFP, what do you understand about the project; did you do a site visit and if so, what is your impression of what the town is looking for?

Ms. Wright stated that she and Mr. Betts had stopped there earlier and there are some complexities such as shared driveways/parking, and topography challenges, but what you are proposing is really interesting and this would be a great opportunity to bring people to what is an under-utilized site. Ms. Ostermier added you are looking to address a parking deficit in the area and seeking a passive recreational space, which includes a farmers market. In the vocational school rendering there were overhead structures as well as a playground and a place for community to gather; not so much a formal park but a community gathering space that allows flexible uses throughout the year. She thought it was important to incorporate parts of the primary school whether it is materials such as the brick or footprints. It could be a really special space.

Mr. Alonzo asked, "How do you balance the artistic and the engineering parts of your work?"

Ms. Ostermier stated she believed design is balancing the aesthetics and drawing people in while undertaking the engineering and the critical problem-solving with form and function making it a successful design. Being creative with our materials and thoughtful with layout and making sure our accessibility works and involving engineers.

Mr. Alonzo asked what makes your firm stronger than another for this project. Ms. Wright stated we are really, really good at listening and pulling information from the community stakeholders; at getting a vision that supports what people want and putting it on paper so people can see and understand it. Mr. Betts added being able to communicate the idea clearly and effectively from both an engineering and landscaping architectural perspective.

Ms. Ostermier stated we are imaginative in the way we take what we have and make something great with it. We are creative and clever with our resources and respectful and responsive with our client's resources. To make a project happen, we have to have everything on board so we can move forward and we are really good at that.

Mr. Jeffreys noted for municipal experience, you listed a project for 2013, but you have only been in business for three years. Ms. Wright stated that was from her work with a previous firm. When asked about the listed 2021 Northampton and Springfield municipal projects, she informed the board that they are both currently in different stages of progress.

Ms. Ostermier assured the timeline was not an issue as she had done some preliminary planning to make sure it was feasible. Ms. Wright stated they have another employee who assists with the graphics and meetings and Mr. Betts noted his company has around 30 additional staff.

Mr. Franco asked if they had done other projects where they had reused materials for the site.

Ms. Wright stated in Turners Falls they had repurposed granite planters for seating. Mr. Alonzo thanked the firm for their presentation and their responses.

The next firm was **Ray Dunetz Landscape Architecture**. Mr. Dunetz introduced himself adding he was from Boston, but was familiar with the area as they have work in Fitchburg and Worcester. The firm has been around since 2002; 75-80% of their work is public, municipal-oriented for Massachusetts towns and cities; parks, playgrounds, master plans, athletic fields, cemeteries. He has been a landscape architect for 35 years and was the President of the Boston Society of Landscape Architects for several years. The firm prides itself on community engagement. We are great listeners and like to collaborate with the communities as that leads to the most loved designs and parks. We have seven staff and I am the principal and would be the prime contact. We are sustainability experts, very interested in green infrastructure and how we can promote climate resiliency through landscape interventions, and lastly, passionate about what we do. We have visited the site and are working with two firms who have previously worked on this site; Vertex Engineering who did the building assessment and PM&C, who was a cost estimator. It's important to establish a budget and as designers to maintain that budget. You are looking to make this a flexible space for a farmers markets possibly with some shade structures and a bandstand/gazebo. We have done similar projects. Identity is important with this site to draw people in; there is opportunity to establish a gateway into this park to celebrate the space that currently does not exist. Community voice is important to gain input and opinions. We want to make this a special place whether it is a natural play area or farmers market, band shelter for concerts, etc. We want to have the space sustainable with green infrastructure /nature based solutions. We can create wetlands to attract birds and pollinators while helping the environment. Vertex and PM&C will work behind the scenes on the engineering aspect. We need to update the

cost estimates to 2021/2022 numbers, which they have the ability to do. Our process involves listening to the community to define what the issues are, what their hopes and dreams are; we like to call it blue sky thinking. Then we will inspire them with design, prepare these green infrastructure solutions, and we like to test our concepts internally to make sure they will work well before producing a final design. He shared a similar project in Jamaica Plain. Over years a large brick building had become dilapidated and the decision was made to demolish the building and create a park space. We made a connection with history by creating a granite block outline in the ground and commemorating some of the important dates. The nearby Jamaica Pond had been used for ice making. The resulting open space became flexible for many uses such as yoga, concerts, etc.

We would work with the community to facilitate ideas through two or three meetings; take the information and create and return with some alternative designs, solicit feedback from the Select Board, Town Manager and other pertinent town departments/boards and creating a final design along with a budgetary estimate.

Mr. Marino noted there are a number of residences abutting the property, but we would like to see some kind of a hatch shell or such for music. Have you put any thought into that? Mr. Dunetz stated ultimately we let the community guide us, but we could work on having the music projected in the other direction and placing buffer plantings or baffling.

Mr. Dwyer asked if Mr. Dunetz had any concerns meeting the project schedule. Mr. Dunetz's only concern was the holiday season where not much work gets done but we can conduct our meetings once a month, to have three. He believed spring 2022 was reasonable.

Mr. Franco asked if they had any experience where portions of the building were used. Mr. Dunetz stated we don't have a slide but we could work with an architect on identifying what could stay and what could go. We could present those options and see what the financial consequences would be. Mr. Jeffreys thanked Dunetz for his presentation.

Mr. Alonzo asked how do you balance the creative side with the engineering side, how do you meld them? Dunetz stated it is a puzzle, we have to identify what we are trying to solve; that's where the blue sky thinking comes in. What do you want here? Additional parking (usually pavement); the engineering realities of that create an impermeable area which creates the need for storm water management. So we look to see if there another way, perhaps gravel instead? They go hand in hand. We work collaboratively with the engineers.

Mr. Alonzo asked what kind of forethought is given regarding maintenance when you incorporate gardens in your design. Mr. Dunetz stated nothing is ever "no maintenance". We can keep it simple but be creative.

Mr. Alonzo asked in towns where there are competing ideas for a location, how have you helped to resolve those situations? Mr. Dunetz stated we held more meetings.

Mr. Alonzo asked what strengths would make you the right firm for this project. Dunetz stated experience working with so many municipalities since 2002, understanding the procurement process, designing construction documents so that a low bidder doesn't come in and change order everything and we manage the project very tightly.

Discussion ensued about a City of Lawrence park project that left the building shell intact with steel beams tying the walls together and the ceiling open to the sky. Dunetz will forward photos to the Board. Mr. Alonzo thanked him for the presentation.

The last firm to present was **Land Design Collaborative**. Elana Pascarella is based in Rhode Island and works with Diana Soule, both are licensed architects in MA and RI. They have close

to 40 and 30 years of experience respectively. They also work with Greg Roy, of Dillis & Roy Civil Engineering Group. Ms. Pascarella is familiar with the area and has worked on public projects in MA. She presented some of their previous and ongoing projects of various scale in MA and RI. Their project approach is as follows:

TASK 1: RESEARCH, SITE ANALYSIS AND DESIGN IDEAS; walk the site with the stakeholders and evaluate existing conditions; prepare a site analysis presentation showing challenges and assets of the site; prepare design ideas and resent design ideas and site analysis at a public meeting;

TASK 2: CONCEPTUAL DESIGNS: Develop two conceptual designs; prepare a preliminary estimate of probable construction costs, Present design ideas at public meeting and

TASK 3: WRITTEN REPORT; Prepare a written report based on input from design review meetings; report to provide selected design concept and cost estimate and outline of recommended next steps to move project forward.

Mr. Franco asked if they had any experience where they used portions of an existing building on the site. She replied they had on some projects in RI and for Lunenburg it would entail reviewing the Vertex Report and consulting with them to see which components of the building could remain. Mr. Jeffreys asked if there was other staff. Ms. Pascarella stated she also had a part-time consultant with experience in horticulture and as a building contractor.

Mr. Alonzo asked how you balance the creative side with the engineering side against the restraints that a site provides. Ms. Pascarella stated that is the design process; a process of give and take, looking at different ideas and weighing in with other team members to come up with the best solution. Mr. Alonzo asked what is the one strength that your collaborative has that would make you the right choice for this job.

Ms. Pascarella stated you have two heads, Diana's and mine and our combined experience of doing park projects of this sort, helping communities create usable spaces from a blank slate.

Mr. Alonzo noting the collaborative, asked if Ms. Pascarella and her partner work individually as well. Ms. Pascarella stated yes, we are merging slowly and we work together on those projects that are of interest to us. Mr. Alonzo thanked her for her time and presentation this evening.

Ms. Lemieux stated as part of the RFP process, the interview was part of the rating of the firms. Asst. Town Manager Belliveau performed reference checks on all three firms. After all the board's ratings are completed, the price proposals will be opened and weighed along with their proposals. A determination on the firm to hire will be made on November 2nd.

CURRENT BUSINESS

1. Vote on 2020 Re-Precincting Plan from Town Clerk

Land Use Director Adam Burney presented two maps, one of the existing precincts and one of proposed revisions using the 2020 Census numbers. The goal is to have things as equal as possible. The Town Clerk is requesting the Select Board as the chief elected officials sign the new descriptions of each precinct.

Motion: M. Jeffreys

2nd: T. Dwyer

To accept the re-precincting plan as submitted by the Town Clerk and presented by the Land Use Director

Vote: All in Favor

2. Traffic Count Requests from Planning Board

Mr. Burney reported the Town through the Montachusett Planning Organization (MPO) is afforded the opportunity for traffic counts for analysis. The Planning Board has requested three be performed. The three proposed areas are east and west of 400 Howard Street, south of New

West Townsend Road and south of West Townsend Road all in anticipation of a proposed housing development.

Motion: T. Dwyer

2nd: M. Jeffreys

To approve the traffic count requests for the Planning Board as described by Land Use Director Burney

Vote: All in Favor

While Mr. Burney was present, the Select Board reviewed the four Special Town Meeting warrant articles submitted by the Planning Board.

The first discussed was a housekeeping task:

ARTICLE 16. To see if the Town will vote to amend the Code of Lunenburg, Section 250-3.1, which is a Section of the Protective Bylaw entitled "Types of Districts," by deleting the reference in Subsection G to the "Retail Commercial District" and substituting "Village Center District" therefor; or take any other action relative thereto. (Submitted by the Planning Board)

The next one was created by a request by the Water District as they had recently amended their water supply protection district map and remapped their underground aquifer map:

ARTICLE 17. To see if the Town will vote to amend the Code of Lunenburg, Section 2504.9, which is a Section of the Protective Bylaw entitled "Water Supply Protection District," Subsection B, entitled "District delineation," by deleting the reference in Subsection (1) to the map entitled "'Water Protection District, revised October, 2009,'" and substituting "'LUNENBURG WATER DISTRICT AQUIFER PROTECTION ZONES, dated July 2021'" therefor, a copy of which is on file with the Town Clerk; or take any other action relative thereto. (Submitted by the Planning Board)

Mr. Jeffreys asked how this change would affect residents. Mr. Burney will research and get an answer to him.

This article is housekeeping that mirrors the previous article:

ARTICLE 18. To see if the Town will vote to amend the Code of Lunenburg, Section 250-3.2, which is a Section of the Protective Bylaw entitled "Location of Districts," by deleting "May 3, 2008" as the date of the map referenced therein and substituting "November 16, 2021" therefor, and by adopting said revised map, a copy of which is on file with the Town Clerk, as the Town's official zoning map; or take any other action relative thereto. (Submitted by the Planning Board)

The Planning Board has realized the protective bylaw that references the Limited Business/Residential district does not define the lot size or frontage requirements for it, so this would correct it:

ARTICLE 19. To see if the Town will vote to amend the Code of Lunenburg, Section 250-5.1, which is a Section of the Protective Bylaw entitled "Lot Area," by deleting the reference in the table within Subsection B, first column, entitled "District," to the "Retail Commercial" district and substituting "Limited Business/Residential" district therefor, or take any other action relative thereto. (Submitted by the Planning Board)

Mr. Burney thanked the Board and exited the meeting.

INTERVIEWS/APPOINTMENTS/ RE-APPOINTMENTS/ RESIGNATIONS

- **Resignation of Reserve Officer Erin Morreale**

Ms. Lemieux reported she was notified by Chief Gammel that Officer Morreale has resigned as she has a scheduling conflict because she holds a full-time position with Fitchburg State University and recently began a comfort dog program with them.

- **Resignation of PACC Videographer Scott Finnegan**

Mr. Finnegan has accepted another position so is leaving the town.
Mr. Alonzo thanked both for their service to Lunenburg.

TOWN MANAGER REPORT

Announcement on Existing Vacancies:

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

- Architectural Preservation District Commission (2 vacancies, one citizen at large and one representative from Historical Commission)
- Commissioner of Trust Funds (2 vacancies-joint appointment between CTF and BOS until next ATE)
- Economic Development Committee (1 person recommended by the Open Space Committee, 1 citizen at large and 1 ex-officio member that is a business owner)
- Green Communities Committee (1 regular member vacancy and 2 Associate vacancies)
- Personnel 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 office.

CURRENT EMPLOYMENT OPPORTUNITIES WITH THE TOWN

- Assistant Accountant (Part Time Benefitted)
- Board/Committee Clerk (Part Time Non-Benefitted)
- Digital Services Staff Librarian (Part Time Benefitted)
- Assistant to the Sewer Business Manager (Part Time)
- **Public Access Videographers (Part Time Non-Benefitted)**
- Trash and Recycling Coordinator (Grant Funded, Part Time Non-Benefitted)

More information on each position can be found on the job postings, which are located on the town website.

Grants:

Our new IT consultant, Suzor IT, provided all the materials and written justification required to submit the Community Compact IT Grant and I submitted the application last Wednesday for a total request for both School and Town Network Infrastructure in the amount of \$188,000. I anticipate the grant announcement will be made around the end of November.

Bids:

The Master Plan bid process for the Planning Board has been put on hold after they received zero bids in August. After contacting the firms that took out the IFB, firms said the existing allocation would

not provide adequate funding for the production of the two elements sought under the bid (of the 8 required). The Planning Board has submitted a capital request for additional funds that would complete the entire Master Plan.

The Land Use Director's research has indicated that when communities hire firms to complete the entire plan, the cost becomes more manageable due to the fact that the majority of work is data collection and public input that is used throughout the plan. The same amount of data collection is required for 1 or 8 elements.

The Marshall Park RFP is due Wednesday, November 3rd.

Unitil Proposed Rate Increase:

Unitil filed an amendment to their original proposed winter Basic Service increase (effective December 1, 2021 until May 31, 2022) with the DPU last week that would split their total proposed increase between the winter rate and summer rate 2022 rate. Comments to DPU were due yesterday at 5:00 pm. I submitted brief comment letter in opposition of the proposed rate increase restating the impact it would have on our residents that are Basic Service rate payers under Unitil and that even splitting this increase between the winter and summer rates would be detrimental for many people that are already on fixed incomes. I also expressed that there are insufficient time allowed for those wishing to submit comments between the notice and deadline for comments to DPU.

I am currently working with our Municipal Aggregation Power Broker on contacting all eligible accounts about their ability to opt in to the program for 11.21 cents per kWh.

COVID-19 Update:

The weekly update from the Board of Health on the total number of new cases reported as of October 9th was 58.

The current positivity rate for Lunenburg as of October 2nd was 5.35%

Meetings, Events and Other Announcements:

- Halloween Trick or Treat hours will be on Sunday, October 31st from 6- 8 pm.
- The fall Special Town Meeting will be Tuesday, November 16, 2021 at 7 PM

OLD BUSINESS

1. Letters of Support re: House Bill 130 and Senate Bill 2200 on Streaming Video over Public Rights of Way

This was discussed at the last meeting by PAC Chairman Steve Walker. The impact of this bill would impose a statewide franchise fee on the use of public rights of way for streaming services. Fees would be collected by the state rather than the municipality and placed in a streaming entertainment fund and then be dispersed. Twenty percent would go to the Commonwealth, forty percent to municipalities based on population and forty percent would go to community media centers such as PAC.

Mr. Jeffreys was not in favor of supporting this bill adding the impact of this will be a 5% charge on everyone's cable bills. It was his belief that Comcast would not lose any money. He did not believe Lunenburg would receive anything substantial back because of its smaller population versus other larger towns and cities. Also, some cities have a public utility option and or other providers of video broadcasting services. Lunenburg has one option. He believed this is a creative way for the state to get more money.

Mr. Alonzo stated due to the decreased use of cable video services and the increase of video streaming via the internet and the reliance on most municipalities on public broadcast over the three channels (PEG). The funding mechanism is changing because use is changing. If we are going to continue to be able to support cable and streaming video is replacing cable, this is a natural progression. Certainly there will be some rate increase but he believed the legislation should go forward. There will be hearings by all interested parties but it will be a natural replacement to keep funding to public access channels, so he would like to send the letters of support for both legislative bills. Mr. Dwyer agreed with Mr. Alonzo, adding he could foresee cable being phased out and streaming becoming the norm in the next 10 or 20 years. This is a reasonable way to maintain the mechanism for funding some of the public access that is valued in town.

Motion: T. Dwyer

2nd: L. Franco

To sign the letters of support for House bill 130 and Senate bill 2200 in support of PAC

Vote: 4 in Favor, 1 Against (Jeffreys)

2. List of Budget Priorities to Provide Legislators for FY22 State Supplemental Budget Bill

Ms. Lemieux stated typically we put together a budget priority list for the next year's upcoming budget season for the state to consider for earmarks for the town. That discussion will occur sometime in January as the legislators are busy right now and they requested to meet at that time. Tonight's request pertains to the state's supplemental budget bill which closes around mid-November. For this request period items should be no more than \$50,000. Ms. Lemieux reviewed the previous requests and they are well over that threshold. There is a bond bill in the amount of \$40,000 for the feasibility study of the old Primary School; we could amend that to do the hazardous materials abatement.

Motion: M. Jeffreys

2nd: J. Marino

To request \$50,000 from the legislators for the hazardous waste abatement of the old Primary School as a budget priority for the FY22 state supplemental budget bill

Vote: All in Favor

3. Discussion on November 16, 2021 Special Town Meeting Warrant Articles and votes on warrant article recommendations.
Sign November 16, 2021 Special Town Meeting Warrant

The Board reviewed the articles in order to make recommendations for Special Town Meeting.

ARTICLE 1.

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, all sums of money necessary to amend the amounts voted for the Town's FY 2022 Budget, under Article 6 of the May 1, 2021 Town Meeting; or take any other action relative thereto.

FY22 Budget Adjustments from 5/1/21 ATM to 11/16/21 STM				
Article 1, 11/16/2021 STM - FY22 Budget Adjustments				
Line #	Appropriation	Voted 5/1/21	11/16/21 STM Adj	Amended Appropriation
6	Group Health Insurance	\$ 2,392,473.31	\$ (57,500.00)	\$ 2,334,973.31
15	Medicare-Town Share	\$ 260,700.00	\$ 39,935.00	\$ 300,635.00
23	Town Accountant	\$ 226,955.30	\$ 4,912.00	\$ 231,867.30
29	Technology Director	\$ 236,448.68	\$ 65,352.00	\$ 301,800.68
80	Monty Tech Assessment	\$ 897,448.00	\$ (21,159.00)	\$ 876,289.00
	Subtotal FY22 Omnibus Budget Adj	\$ 4,014,025.29	\$ 31,640.00	\$ 4,045,665.29
	Total FY22 Omnibus Budget Adjustments from Above		\$ 31,540.00	
	Change in Sewer Enterprise		\$ (5,360.00)	
	Change in State Assessments	\$ 1,177,736.00	\$ 122,551.00	\$ 1,300,287.00
	Prior Year Expense	\$ 645.00	\$ 7,519.70	\$ 8,164.70
	Total Expenditure Adjustments		\$ 156,250.70	
	5/1/21 ATM Revenue Surplus - Raise & Appropriate		\$ 0.20	
	Change in Sewer Enterprise		\$ 10,624.31	
	Change in Cherry Sheet	\$ 9,444,372.00	\$ (4,001.00)	
	Change in New Growth		\$ 149,664.00	
	Total Revenue Adjustments		\$ 156,487.51	
	Current Surplus Available		\$ 236.81	

Ms. Lemieux noted in past years the budgeted amount for Medicare (Town Share) has been level funded and has been covered by the group health insurance budget, so she has made the adjustment now rather than later. Another adjustment was from the Town Accountant line to change the hours for the Assistant Town Accountant position from 24 to 32 per week.

The Technology budget has an adjustment to cover the conversion to Microsoft 365 in the event the two MIIA grants are not awarded and for the Town's portion of the Community Compact network infrastructure grant, which we won't know about until the end of November; as well as the consultant's cost which is covered mostly by the remaining salary line for the IT Director. Lastly, the Montachusett Regional Technical Vocational School assessment came in lower than budgeted. Overall there were adjustments of \$31,540

The other changes to the budget are revenue adjustments; a change to the Sewer Enterprise Fund, State Assessments \$122,551, and a prior year expense of \$7,519.70 (STM Article #2).

Total expenditure adjustments were in the amount of \$156,250.70 and Revenue adjustments totaled \$156,487.51.

Motion: J. Marino

To recommend approval of Article 1

2nd: M. Jeffreys

Vote: All in Favor

ARTICLE 2. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for payment of prior year expenses; or take any other action relative thereto.

There are a total of four prior year bills for the IT Department totaling \$7519.70

Motion: M. Jeffreys

To recommend approval of Article 2

2nd: J. Marino

Vote: All in Favor

ARTICLE 3. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to fund the first year of the FY 22 and FY 23 Lunenburg Professional Firefighters Collective Bargaining Agreement dated July 1, 2021 – June 30, 2023 with PFFM Local 5358A; or take any other action relative thereto.

Ms. Lemieux recommended deferring as the contract has not been finalized with the Firefighters yet.

Motion: T. Alonzo

2nd: M. Jeffreys

To defer a recommendation on Article 3 until Special Town Meeting Vote: All in Favor

ARTICLE 4. To see if the Town will vote raise and appropriate, borrow, or transfer from available funds, all sums of money necessary to amend the amounts voted for the FY 2022 Sewer Enterprise Budget, under Article 11 of the May 1, 2021 Town Meeting; or take any other action relative thereto.

Ms. Lemieux noted this would change the position of the Asst. Sewer Business Manager to a benefited position of 24 hours (\$5,360)

Motion: M. Jeffreys

2nd: J. Marino

To recommend approval of Article 4

Vote: All in Favor

ARTICLE 5. To see if the Town will vote to transfer from available funds \$14,875.50 into the Sewer Capital Reserve Stabilization Fund; or take any other action relative thereto

Motion: M. Jeffreys

2nd: J. Marino

To recommend approval of Article 5

Vote: All in Favor

ARTICLE 6. To see if the Town will vote to adjust the income and asset limits for the Elderly Exemption (M.G.L. ch. 59 § 5 cl. 41C) to Single person income limit \$31,500, Asset limit \$52,700, Married persons income limit \$39,600, Asset limit \$72,700, and to increase the exemption amount to \$1,000; or take any other action relative thereto.

MS. Lemieux reported the Board of Assessors have requested to remove this from the warrant as further work needs to be done on implementing it.

ARTICLE 7. 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

Motion: M. Jeffreys

2nd: L. Franco

To recommend approval of Article 7

Vote: All in Favor

ARTICLE 8. To see if the Town will vote to appropriate a sum of money, to be expended under the direction of the TC Passios Building Committee, to pay costs of designing, renovating, furnishing and equipping the TC Passios Building, and for the payment of all costs incidental and related thereto, which building will be used for Town offices, school and community purposes, and located at 1025 Massachusetts Avenue, Lunenburg, MA 01462; to determine whether this appropriation shall be raised by borrowing or otherwise; provided, however that any borrowing for this project would be contingent upon the approval by the voters of a debt exclusion related thereto; or to take any other action relative thereto.

Ms. Lemieux reported the amount would be \$23,570,000. Mr. Alonzo noted if this article is passed at STM, it would also require a debt exclusion ballot question.

Motion: M. Jeffreys

2nd: J. Marino

To recommend disapproval of Article 8

Discussion: Mr. Jeffreys stated this is the renovation of the building and we can defer to town meeting because we don't have the number for the new construction amount for comparison. The expectation is the number is going to be the same or lower. It is not prudent to recommend renovation to a 69 year old building.

Mr. Alonzo stated Article 8 and 9 are tied together and he did not think they would have all the information we need for 8 or 9; we should defer until town meeting.

Mr. Jeffreys withdrew his motion and motioned to defer any recommendation until town meeting. Mr. Dwyer seconded the motion. **Vote: All in Favor**

ARTICLE 9. To see if the Town will vote to raise and appropriate or transfer \$250,000 from available funds for the design and engineering required to construct a new building, Lunenburg Town Hall and Community Center, that consolidates town offices, school uses, and community space at the location of the building and land known as the TC Passios, located at 1025 Massachusetts Avenue, shown on Assessor's Map 060, Lot 055, and any and all incidental and related costs, including but not limited to, site evaluation, engineering, final design services, and bid preparation for construction; or take any other action relative thereto.

Mr. Jeffreys suggested changing \$250,000 to \$350,000 and deleting “, and bid preparation for construction.” We were going off numbers in the Tappe study, now we are looking at a cost of around 10% or around \$350,000. Mr. Alonzo suggested splitting the two suggestions into two individual motions.

Motion: M. Jeffreys

2nd: L. Franco

To delete the wording, “, and bid preparation for construction”

Vote: All in Favor

Motion: M. Jeffreys

2nd: J. Marino

To amend Article 9 by deleting \$250,000 and inserting \$350,000 in its place

Discussion: Mr. Jeffreys stated his intent was to make sure that they were properly funded. He was going with a higher number in case of a worst case scenario.

TCP Building Committee Chair Greg Roy reported that schematic design is the step you take before design development; doing the work that is required to figure out what your program is going to be, meeting with all the stakeholders, what spaces are going to be used for and how much space is assigned to the different users, getting to an architectural plan. Once you agree on the schematic design, then you move on to the mechanical, electrical, plumbing consultants to figure out the specifics for the building. You employ structural and civil engineers. You advance to the design development phase which will be an outline of what the systems of the building are going to look like and gets you to the point of a reasonable cost estimate.

He concurred with Mr. Jeffreys on the amended amount. We have a lot of data already and a lot of that is useable and can be used as a starting point for design development. Mr. Alonzo appreciated Mr. Roy coming in and providing clarification.

Vote: All in Favor

Motion: M. Jeffreys

2nd: T. Dwyer

To defer recommendation on the article until special town meeting

Vote: All in Favor

ARTICLE 10. To see if the Town will vote to authorize the Select Board to acquire an easement by gift, purchase, eminent domain or otherwise over a portion of certain parcel(s) of land adjacent to Leominster-Shirley Road for future maintenance of and repairs to said roadway, utility maintenance and repairs, snow storage and like purposes, and for any and all uses

incidental or related thereto, which easement area is comprised of 4,250 square feet, more or less, and is approximately as shown on a plan entitled "Easement Leominster-Shirley Road," dated September 17, 2021, a copy of which is on file with the Town Clerk, which plan may be amended from time to time; or take any other action relative thereto.

Motion: J. Marino

2nd: M. Jeffreys

To recommend approval of Article 10

Vote: All in Favor

ARTICLE 11. To see if the Town will vote to authorize the Select Board to acquire, by gift, purchase, eminent domain or otherwise, temporary, permanent and permanent utility easements in, along, over, under and through certain properties situated along Flat Hill Road, said easement interests each determined to be unique, which properties are identified in the Assessor's records as Parcel ID Nos. 122-0015-0000, 122-0016-0000, 122-0052-0000, 122-0054-0000, 122-0055-0000, 122-0062-0000, as well as another property unidentified in said Assessor's records, but all as shown on a plan of land entitled "Temporary Construction Access Plan of Land in Lunenburg, Massachusetts," prepared for the Town of Lunenburg, prepared by VHB, Inc., Scale 1 inch = 10 feet, dated May 2021, identifying the owners-of-record of the aforesaid parcels and further specifying the temporary, permanent and permanent utility easements to be acquired, and the square footage of each, which plan is on file with the offices of the Town Clerk and the Select Board, said easements to be for all purposes necessary or desirable in connection with anticipated replacement of an existing and construction of a new culvert in the approximate area thereof; or take any other action relative thereto.

Motion: M. Jeffreys

2nd: L. Franco

To recommend approval of Article 11

Vote: All in Favor

ARTICLE 12. To see if the Town will vote to amend the sewer service area map by adding the parcel known as Marshall Park / Pond, located at 100 Chestnut Street, also identified in the Assessor's records as Parcel ID No. 060-0018-00, to the Lunenburg sewer service area and sewer service zone; or take any other action relative thereto.

Motion: M. Jeffreys

2nd: L. Franco

To recommend approval of Article 12

Vote: All in Favor

ARTICLE 13. To see if the Town will vote to transfer the care, custody, and control of certain property known as and numbered 970 Rear New West Townsend Road, more specifically identified in the Assessor's records as Map 4, Parcel 2, from the Select Board for general municipal purposes to the Conservation Commission for conservation and passive recreation purposes; or take any other action relative thereto.

Motion: T. Dwyer

2nd: M. Jeffreys

To recommend approval of Article 13

Vote: All in Favor

ARTICLE 14. 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 Seasonal Cemetery Laborer to be added and assigned to Grade 1, the position of Alternate Building Commissioner to be added and assigned to Grade 16 and the class title of PACC Production Assistant to be changed to PACC Production Technician; or take any other action relative thereto.

Motion: M. Jeffreys

2nd: J. Marino

To recommend approval of Article 14

Vote: All in Favor

ARTICLE 15. To see if the town will vote to amend the Code of Lunenburg, Chapter 134, entitled "Demolition Delay," Subsections 4-D and 5, as follows, with additions underlined and deletions stricken-through; or take any other action relative thereto:

134-4 Demolition plan review.

D. If the building or structure is determined to be a significant building under this bylaw, the Building Commissioner shall impose a demolition delay of 540 days from the date of notification, ~~in which time the applicant must notify the Historical Commission through written documents that:~~

During the delay period the applicant must notify the Historical Commission by means of submitting the document entitled "Demolition Delay Bi-monthly Report," once every other month, beginning with the first day of the second month following the imposition of the demolition delay, that:

(1) Bona fide, reasonable attempts have been made to sell, preserve, move, rehabilitate or restore said building or structure. Evidence shall include:

- A. a listing of the building with a licensed real estate broker;
- B. an estimate of rehabilitation or restoration costs of the building or structure or;
- C. an estimate for moving the building or structure in its present condition; and
- D. (2) the name, address and contact information of A a party or parties that have been located who have agreed to preserve, rehabilitate, restore or relocate the building or structure.

(2) ~~(3)~~ The applicant has agreed to alternatives to demolition and/or accept conditions noted in the applicability determination.

(3) Any owner failing to submit the bimonthly report on the prescribed schedule shall have the demolition delay period extended one day for each day of delay in filing.

(4) At any time during the delay period, the Historical Commission may advise the Building Commissioner, in writing, to issue a demolition permit without waiting for the period to expire, if the Commission decides that both:

A. There is not a reasonable likelihood that any entity is willing to purchase, preserve, rehabilitate, restore, or move said structure; and

B. For at least six months the owner has made continuing bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate, restore, or move the subject building or structure, and that such efforts have been unsuccessful.

§ 134-5 Emergency demolition.

Nothing in this bylaw shall restrict the Building Commissioner or the Fire Chief from ordering the demolition of a significant building determined to present a clear and present danger to the

safety of the public, which only demolition can prevent. The commission shall be promptly notified of the decision. (Submitted by the Historical Commission)

Mr. Franco noted under section D.(1) A-D; all of them combined does not make sense because some of them would not apply. It was suggested to make a notation and contact the Historical Commission in advance of Special Town Meeting because it was submitted by another board. It was also noted the article wording was changed at the last meeting and is different from what is printed this evening.

Motion: T. Dwyer

2nd: L. Franco

To defer recommendation until Special Town Meeting

Vote: All in Favor

Mr. Alonzo noted the next four articles were presented by Mr. Burney earlier in the evening.

Motion: M. Jeffreys

2nd: L. Franco

To recommend approval of Articles 16, 17, 18 and 19 as submitted by the Planning Board

Vote: All in Favor

CURRENT BUSINESS

Approval of Minutes of October 12, 2021

Approval of these was tabled until the next meeting.

Committee Reports

Mr. Dwyer attended an MJTC meeting last week. There were presentations on "Safe Routes to School" program and the Complete Street program for Sterling. Their next meeting is November 10th.

Mr. Jeffreys reported TCP Building Design Committee met and we are working on a presentation for special town meeting. The intention is they will go before the Finance Committee on November 4th regarding the Warrant Article #9.

Mr. Alonzo reported the Finance Committee held their public hearing for the warrant articles and reviewed their recommendations. They also discussed Articles #8 and #9 in great detail. They will be holding another public hearing as the final numbers for new construction at the TCP Building have not been provided.

Mr. Alonzo reported Capital Planning Committee met this evening and reviewed requests from all the departments and planned agendas for every Tuesday.

UPCOMING MEETING/EVENTS SCHEDULE

The Chapter 70 Workshop is on October 28th. The Board's next meeting is November 2nd. Special Town Meeting is November 16th.

PUBLIC COMMENT

Greg Roy noted TCP Building Design Committee is meeting tomorrow, October 20th, October 27th and November 3rd, all at 5:30 p.m. via ZOOM. Members of the public are welcome.

Motion: M. Jeffreys

2nd: L. Franco

To adjourn the meeting

Vote: All in Favor

The meeting adjourned at 10:39 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Elaine M. Peterson". The signature is written in a cursive, flowing style.

Elaine M. Peterson

Executive Assistant to the Town Manager

APPROVED NOVEMBER 23, 2021.