

**SELECT BOARD
MINUTES
January 31, 2023
Town Hall, 17 Main Street and via ZOOM**

Members present: Michael-Ray Jeffreys, Chairman; Tom Alonzo, Vice Chairman; Lou Franco, Clerk via ZOOM; Vice Chairman; Todd Dwyer, Heather Sroka
Also Present: Heather Lemieux, Town Manager

Chairman Jeffreys called the meeting to order at 7:00 p.m. He 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 live over the Lunenburg public access channel and Facebook Live and it will be uploaded to the Lunenburg public access YouTube channel within 24 hours after the meeting.

This meeting will be held in person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and or participation is being provided as a courtesy to the public, the meeting will not be suspended or terminated if technological problems interrupt the virtual broadcast unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person versus virtual attendance accordingly. 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 the Open Meeting Law.

PUBLIC COMMENT:

Mr. Jeffreys stated the board has been advised by Town counsel to add a section into the beginning of the meeting to formally advise all residents that the meeting would proceed despite technical problems regarding virtual meetings given our last meeting had some difficulties during the live stream.

He announced Selectman Franco was participating in the meeting tonight via ZOOM.

Ms. Sroka noted she attended today's Assessors' meeting and there were two other Select Board members there; Mr. Franco and Mr. Alonzo. Mr. Franco during public comment, addressed some false and/or misinformation that was flying around on Facebook which she found reassuring because there is a lot of misinformation going around.

Ms. Sroka to Mr. Alonzo asked, what the point of the investigation is, because you wanted the Board of Assessors to publicly take a vote of no confidence in the assessment.

Mr. Alonzo clarified he was not asking them to vote either way. At least one BOA member at the January 17th school auditorium meeting, after listening to all the residents, had said that perhaps a joint vote of both boards showing no confidence would enable us to reassess all the properties. As of today they had not taken any formal position about whether they were sticking with what the assessments were or they felt that they did not accurately represent what the assessment should be. I was trying to get what their official position was. At the beginning of the meeting one of the members said and I referenced it, was that they don't feel it was an error in assessment, there was an error in communication.

Ms. Sroka asked why that question was asked if there is an investigation and the BOA had not had time to discuss since the January 17th meeting. The investigation would determine if everything was done accordingly. Ms. Sroka did not believe the BOA Vice Chair was prepared for so many attendees and the public comment turning into a question and answer session and the Vice Chair was put on the spot.

Mr. Alonzo stated it was brought up by several residents that they wish the process would include their ability to meet with the BOA before they render a decision on their abatements. I hope the BOA hears that. When close to 600 people fill an auditorium with an unprecedented increase that this town has ever seen in valuations and increases..this is affecting people's lives and I treat it with an air of concern and urgency. This is the board that is authorized and delegated certain powers that no other body is. There is a certain gravity to this situation that might be evading some people. I think they (BOA) have responsibility as an elected body to at least come up with a determination initially.

Carl Luck, 50 Sunset Lane, asked who does the Principal Assessor work for? Who is conducting the investigation; what is their charge and are they going to comply with the Open Meeting Law? Ms. Lemieux stated the Principal Assessor is appointed by Town Manager and ratified by the Board of Assessors.

Mr. Jeffreys stated under the Town charter, the Select Board has the authority to initiate investigations. The Town Manager, Vice Chair and I are conducting the investigation. We are also bringing in outside assessors to assist in this process. Next week when we provide our update we can provide more on the process and core questions. We're in the evidence gathering phase, data has to be collected, interviews need to be conducted; conversations with Mass Dept. of Revenue (DOR); conversations with the company that we work with to assist with the software used for assessments and engaging with other assessors who can take a look at what was done. There's going to be some market analysis and the intent is to be as thorough and detailed as possible.

The next phase of that is analyzing that data, establishing facts supported by evidence. Once you've collected data and you've answered your core questions, you need to be able to establish what's true. We'll be able to identify in a timeline those key points at which an interruption would have had an influence on the overall outcome. What you want to see in a timeline is where those critical points were, where something would have happened differently. As far as open meeting law, we are a group which is less than two, they're not public meetings in the sense of they're not posted discussions. We will be providing updates twice a month until the investigation is complete.

Dave MacDonald, 155 Island Road, via ZOOM, stated some concerned citizens living on Lunenburg lakes have banded together to offer some coordinated assistance. They put together an abatement workshop and formed a group of concerned citizens. Currently our mission is to help those affected by the drastic tax increase in Lunenburg due to the 2023 property assessments. It's called the Lunenburg Lake Action Committee. There will be an email sent out to all these lake people for further information.

Ratification of the Town Manager's Appointment of Civilian Traffic Members -Daniel Bourgeois and Aaron J. Robichaud

Ms. Lemieux read Police Chief Gammel's letter:

"As we prepare for the upcoming detail season we have received applications for two additional candidates for the Civilian Traffic Member unit.

The first candidate is retired Lunenburg Police Department Chief of Police Daniel Bourgeois. Chief

Bourgeois served with distinction for over 30 years with the Lunenburg Police Department, retiring in 2012. Chief Bourgeois retired in good standing with the department and meets all the requirements to become a member of the unit.

The second candidate is Aaron J. "AJ" Robichaud, who is a current full time Firefighter with the Leominster Fire Department. AJ is a Firefighter in good standing, and meets all of the requirements to become a member of the unit. All of the required paperwork has been submitted to HR Director Julie Belliveau. I respectfully request that Chief Daniel Bourgeois (ret.) and Leominster Firefighter Aaron J. Robichaud be appointed to the Civilian Traffic Unit effective January 25, 2023. Thank you for your consideration of my request."

Ms. Lemieux stated obviously the date has passed and this will be effective tomorrow, February 1st.

Motion: T. Alonzo

2nd:M. Jeffreys

To ratify the appointment of Daniel Bourgeois and Aaron Robichaud as civilian traffic members

Vote: Ms. Sroka-aye, Mr. Dwyer-aye, Mr. Franco-aye, Mr. Alonzo-aye, Mr. Jeffreys-aye

COMMUNICATIONS FROM OTHER BOARDS

Mr. Jeffreys reported the Library Trustees are reaching out to inquire about the status of approval regarding the Library trust funds and for an update on where we're at. I'll follow up with Town Manager about that later. Ms. Lemieux reported it was progressing.

Mr. Jeffreys stated the Conservation Commission was reviewing their properties and they sent out letters to abutters with potential encroachments. So far they've been successful and able to resolve all the encroachment concerns directly with residents without any kind of court action. In this case we did issue legal letters and trust they will be successful in working with residents to resolve those issues.

TOWN MANAGER REPORT

Ms. Lemieux reported she had received two resignations, the first was the Assistant Town Accountant who has accepted another position in another town as Town Accountant. The second is the Principal Clerk in the Treasurer/Collector office.

Announcement on Existing Vacancies

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

- 300th Anniversary Committee (5 vacancies)
- Architectural Preservation District Commission (1 vacancy)
- Council on Aging (2 vacancies)
- Finance Committee (1 vacancy)
- Green Communities Committee (1 Associate vacancy)
- Historical Commission (2 vacancies)
- Open Space Committee (1 Member at Large vacancy) Personnel Committee (1 vacancy)
- Zoning Board of Appeals (1 Associate vacancy)

Interested persons can find Volunteer Applications on the Town Website and completed

forms can be sent to the Select Board's Office. Anyone that has any questions on volunteer opportunities can contact the Select Board's Office at (978) 582-4130 x 144.

Current Employment Opportunities with the Town

The following is a list of current employment opportunities with the Town:

- Administrative Assistant IT (Part-time Non-Benefitted)
- Administrative Assistant Police (Part-time Non-Benefitted)
- Assistant Town Accountant (Part-time Benefitted)
- Heavy Equipment Operator (Full-time Benefitted)
- Library Assistants (Part-time Non-Benefitted)
- Tax Collector Principal Clerk (Full-time Benefitted)
- Production Technician (Part-time Benefitted)
- Recreation Director (Part-time Non-Benefitted)
- Seasonal Lifeguards (Seasonal)
- Beach Director (Seasonal)
- Videographer (Part-time Non-Benefitted)

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

51 Parmenter Road:

I asked the DPW Director to look at 51 Parmenter Road and verify that the property was left in good condition and he verified as such and that the fence that was installed by previous abutters on town property was removed.

Facilities and Grounds Projects/Repairs:

- The Public Safety Building Chiller Project is complete.
- The repair to the sprinkler system at the TCP is scheduled for February and recently repairs to the roof were done above the Public Access room at TCP.
- The Town Beach building project was awarded and will begin shortly.
- The 30 School Street site visit was today and 10 companies were present. Bids for this project are due on February 16th.

Rebranding for the Senior Center

The Council on Aging has adopted a new official logo that was developed by the Lunenburg Business Association. The new logo and name is now the "Lunenburg Adult Activity Center". The Eagle House Senior Center Facebook page has been changed to the Lunenburg Adult Activity Center.



Trash and Recycling Update:

At the end of the calendar year into the New Year, E L Harvey, the Town's trash and recycling contractor, had various difficulties resulting in delayed trash pickups. The Town notified E L Harvey in writing of their contractual obligations to provide a high level of service. In response, E L Harvey formulated a comprehensive plan to improve their operations and overcome the challenges that have resulted in the delays. The plan which should be fully implemented by mid-February, includes opening a new repair shop in Leominster, hiring more mechanics, obtaining additional backup trucks, and hiring more drivers and managers. The Town is committed to provide improved service to the residents and businesses of Lunenburg, therefore will continue to monitor E L Harvey's performance. It should be noted that there have been no complaint calls in the last few weeks and their plan seems to be addressing the issues.

As a reminder, the Town encourages residents to report all trash and recycling incidents to E L Harvey at 1-800-321-3002, the DPW at 978-582-4160, and Jamie Toale, the Town's Trash and Recycling Coordinator, at 617-365-4612 so that they may be quickly resolved.

Discussion ensued about changing from PAYT to a sticker based system and the pros and cons.

Stormwater Asset Management Grant

The Land Use Director, DPW Director, and I attended a kick-off meeting with CEI, the consultant that will be doing all the work for the Stormwater Asset Management Grant on January 25th. Field data collection is tentatively scheduled to begin in March. This project is to develop a complete asset inventory for Lunenburg's Stormwater System that expands and completes the asset inventory and creates a framework to perform and track inspections of key assets.

Department Head Updates:

Land Use: The Planning Board has a hearing on February 13th for 3 commercial buildings at 1325 Mass Avenue; Lunenburg Central is wrapping up their construction and will be signing leases with tenants that will be responsible for fitting out the interior spaces within the building with a plan to be occupied by this spring/summer. This will mean that more building permits will be pulled as tenants are secured and the value of the space will change as it is further developed. Lunenburg Central approached the Town about filing a Site Readiness Grant from MassDevelopment on potentially getting engineered designs for upgrading Leominster-Shirley Road, specifically, the intersections at Reservoir and Fort Pond Roads. The Site Readiness program, administered by MassDevelopment, aims to increase the Commonwealth's inventory of large, well-located, project-ready sites; to accelerate private-sector investment in industrial, commercial, and mixed-use projects. They are still looking at purchasing property from P J Keating to construct a 600,000 to 1 M square foot warehouse and realize the importance of making improvements to that corridor.

Assessors: Office has been extremely busy with foot traffic, emails, and calls related to assessments and filing of abatements.

COA: The COA Director announced the CPR AED Training on Thursday, February 16th is almost full. As usual, the Center has a multitude of programs going on in February that

are announced in the newsletter, the Ledger, and their Facebook page. They are currently down one van driver due to a non-work related injury.

Fire: The Fire Department is currently down one ambulance as it was hit by a vehicle. The other driver was at fault but the Chief estimates that it may be a few months before the repairs are done.

Treasurer/Collector: Tax Bills are due February 1st.

DPW: The Director reported there were 7 snow and ice events in January and the crews were busy this month with downed trees. They will be interviewing two candidates for the vacant Equipment Operator position. The 3/4 ton Pickup Truck was received in January but the Director received notice from Allegiance Trucks that the 6 Wheel Dump Truck and 10 Wheel Dump Truck delivery date is being pushed out further with expected delivery in January and March 2024, respectively.

International Trucks cut production in 2023 by 54% due to supply chain issues; specifically, frame rails and brake systems. Allegiance Trucks was oversold by over 200 trucks which has further caused delays. This year we have had to rely more on contractors, which has a budgetary impact. This past month, the DPW Director applied for free solar-powered combination dynamic speed feedback and school zone speed limit sign assemblies through MassDOT Safe Routes to Schools. The signs would go on Oak Avenue in the designated school zone for the Middle-High School and the Turkey Hill Elementary School.

Public Access: Public Access has been filming the school basketball games. They are looking into permanent solutions in order to live stream meetings and through Zoom at the MS/HS Auditorium. This will need to be an issue that IT and Public Access work together on.

Finance Director: 1099s were completed by the deadline.

Police: The Police Chief reported there were 27,000 calls for service, 3,500 Motor Vehicle stops, and 400 arrests in 2022. Notable was the increase in mental health related calls. Officer Josh Mathieu has been promoted to the vacant Detective position and Officer Jack Wagner will be the new K-9 Officer once K-9 Jerry retires.

Library: The Library Director reported that they are working on the final details of transferring the Library Trust Funds from the Town to the financial advisor chosen by the Trustees. The Library has been busy with programs and being open on Fridays has been one of their busiest times.

Meetings, Events, and Other Announcements:

- The next Public Hearing for Pond View Commons is on February 8th at 7 PM at Town Hall.
- The Annual Town Meeting warrant is open for submission of articles until March 20, 2023 at 4 PM. Articles must be submitted to the Select Board's Office in writing.
- The Annual Town Meeting is Saturday, May 6, 2023 at 9 AM at the Lunenburg Middle/High School.

TOWN MANAGER PRESENTATION OF CAPITAL PLAN

What qualifies as a Capital Project?

The Town's Policy on Capital Expenditures (Financial Policy Section 3.02) defines capital projects as items that cost \$20,000 or more and have a useful life of three years or longer. The Massachusetts Association of Town Finance Committees defines capital projects as "major, non-recurring expenditures, for one of the following purposes:

- acquisition of land for a public purpose;
- construction of a new facility or external expansion or major rehabilitation of an existing one. Examples of such town facilities include public buildings, water and sewer lines, roads and playing fields;
- any planning, feasibility, engineering or design study related to a capital project or to a capital improvement program consisting of individual projects.
- equipment for public improvements when they are first constructed such as furniture, office equipment, or playground equipment;
- major equipment which is expensive and has a relatively long life such as a fire apparatus, garbage trucks, and construction equipment.

Capital Planning Process

- The Capital Planning Committee (CPC) creates a Capital Plan that consists of all capital requests submitted by each town department for the next ten fiscal years.
- The CPC's first meeting to begin the FY24 Capital Planning process was on August 3rd, the Capital Planning documents were sent to departments in September and the Capital Planning Committee met with departments from late October until the end of November.
- This year the Town Manager transitioned the forms to the same software used for budgeting, ClearGov, and all the relevant information was submitted through this platform.
- The data collected is based on the UMass Collins Center Capital Planning documents that include various categories such as effectiveness of government, the effect on operating costs, effect on revenues, whether the project is mandated by the State or Federal government, whether grant funds are available, and how the project contributes to such things as economic growth, public safety, public health and education. Each category receives a rating and an overall score based on the aggregate score of all the categories (the higher the rating, the higher the priority).
- The Capital Planning Committee evaluates capital requests based on the responses to these categories and as a group, the CPC reviews the merits of all the projects. Each member submits their ranking of each project and these are averaged to achieve a composite ranking.
- The CPC prioritized 29 capital project requests for FY24 and provided the prioritized list to the Town Manager on December 28th.
- The Town Manager may modify this list of capital projects as part of the proposed budget for the next fiscal year. This capital budget is presented at the Annual Town Meeting, amended as necessary to reflect the will of Town Meeting, and voted on.
- This plan reflects the same projects that the CPC provided the Town Manager with differences in the prioritization of some of the projects.

FY 2024 Recommended Capital Plan

There were 29 capital requests totaling \$2,941,010 for FY 2024:

Department	CIP #	Request Title FY2024	
Facilities and Grounds	FM19-06C-2	Ritter Building, Painting, Vertex Year 2 Items #15-16	\$65,000.00
	FM19-07A-3	TC Passios Annual Inspection, Charge, Operational Maintenance Vertex Item #25	\$25,000.00
	FM19-07A-4	TC Passios Plumbing Upgrade Vertex Item #24	\$20,000.00
	FM19-07A-1	TC Passios, Abatement Testing Vertex Item#21	\$50,000.00
	FM19-07A-2	TC Passios Side Walk Repair Vertex Item #4	\$25,000.00
	FM21-06-1	Brooks House, Porch / Fire Escape Engineering and Repair Vertex Item #8-9	\$40,000.00
	FM21-06-3	Brooks House, Roof/Gutter Repairs Vertex 10-12	\$20,000.00
	FM21-06-4	Brooks House, Window Repairs Vertex Items #5-6	\$50,000.00
	FM21-06-2	Brooks House, Exterior Doors Vertex Repairs Item #7	\$20,000.00
	FM23-01	Parks McNally Park	\$50,000.00
	FM23-02	Public Safety Building, Downspout Repairs	\$25,000.00
	FM23-03	Parks, Whalom Lake/Marshall Pond Treatment	\$30,000.00
	FM20-05	Senior Center, Parking Lot	\$150,000.00
	FM19-06C-1	Ritter Building, Floor Covering Replacement Vertex Item #14	\$65,000.00
Total Facilities and Grounds			\$635,000.00

Department	CIP #	Request Title FY2024	
Fire Department	FD23-01	Public Safety Radio system-Update/Replace Obsolete Hardware Phase 1	\$242,510.00
	FD17-03	Replacement Rescue 1	\$506,000.00
Total Fire Department			\$748,510.00
Public Works	DPW23-21	Cemetery, Headstone Restoration	\$38,000.00

	DPW23-16	New 1/2 Ton 4WD Crewcab Pickup	\$55,000.00
	DPW23-18	6 Wheel Dump/Spreader/Plow Truck 2	\$240,000.00
	DPW 17-14	6 Wheel Dump/Spreader/Plow Truck	\$240,000.00
	DPW23-20	Cemetery, Turf Restoration	\$50,000.00
	INFRA21-03	Northfield Culvert (Kellys Pond) Survey/Design/Permit	\$25,000.00
Total Public Works			\$648,000.00
School Department	LPS19-09	School Pickup Truck with Plow and Sander	\$68,000.00
	LPS23-06	MS/HS Turf Field Feasibility Study	\$50,000.00
	LPS20-05	THES Upgrade Fire Alarm System	\$287,000.00
	LPS23-07	LMHS, THES, Primary- Installation of 3M Window Safety Film	\$130,000.00
	LPS23-08	THES Exterior Door Upgrades/Replacements	\$160,000.00
	LPS23-09	THES Security Upgrades	\$131,000.00
	LPS23-10	Primary Security Upgrades	\$83,500.00
Total School Department			\$909,500.00
Total Departments			\$2,941,010.00

Breaking it down by categories; 1% of the requests were infrastructure; 21% were DPW, 25% were the Fire Department, 22% were Facilities and Grounds and 31% were from the School. The recommendation tonight is for six projects totaling \$1,360,500.00.

TM Priority #	CPC Priority #	Collins Score	CIP #	Dept.	Project Title	FY2024 Projected Costs
1	1	34	FD17-03	Fire	Replacement Rescue 1	\$506,000.00
2	2	31	LPS23-08	School	THES Exterior Door Upgrades/Replacements	\$160,000.00
3	3	34	LPS23-09	School	THES Security Upgrades	\$131,000.00
4	4	33	LPS23-10	School	Primary Security Upgrades	\$83,500.00
5	6	32	DPW 17-14	DPW	6 Wheel Dump/Spreader/Plow Truck	\$240,000.00
6	5	29	DPW23-18	DPW	6 Wheel Dump/Spreader/Plow Truck 2	\$240,000.00
						\$1,360,500.00
				Funding:	Raise & Appropriate	\$356,789.09
					Free Cash	\$0.00
					Unexpended Capital	\$17,710.91
					Special Purpose Stabilization	\$986,000.00
						\$1,360,500.00

FY 2024 Capital Plan TM Priority #1

Project Title: FD17-03 Replacement of Rescue 1

Project Cost: \$506,000

Description and Justification: This project is to replace the 2014 Ambulance. Based on maintenance costs, wear and tear on the current ambulance, and increased use, the lifespan is projected at 10 years. The average delivery time is currently near 2 years from time of order. The ambulance is at its reasonable lifespan, the replacement will increase efficiencies/effectiveness, reduce potential liabilities, contributes to public safety and the public health/wellbeing of the community.

FY2024 Capital Plan TM Priority #2

Project Title: LPS23-08 THES Exterior Door Upgrades/Replacement

Project Cost: \$160,000

Description and Justification: This request is for the installation of new vestibule that will require visitors to be buzzed in through 2 sets of doors to create enhanced, more reliable security. Door replacement must be done before access control upgrade. Current doors are over their reasonable lifespan, the project will reduce liabilities/threats, adds/expands customer service, contributes to public safety and aesthetics.

FY 2024 Capital Plan TM Priority #3

Project Title: LPS23-09 THES Security Upgrades

Project Cost: \$131,000

Description and Justification: This request is to upgrade door access controls and alarm keypad to match LMHS. This will eliminate pass codes and replace with access cards. Additional security cameras at all exterior doors, other interior areas, playground. Additional motion detectors.

This equipment is at its reasonable lifespan, the project increases effectiveness and efficiencies, reduces potential liabilities/threats, adds/expands customer service and contributes to education and public safety.

Project Cost: \$83,500

This equipment is at its reasonable lifespan, the project increases effectiveness and efficiencies, reduces potential liabilities/threats, adds/expands customer service and contributes to education and public safety.

Project Cost: \$240,000

This request is for a new 6-wheel dump/spreader/plow truck to replace the unusable 2008 International 6-wheel Dump/Spreader/Plow Truck # which has a blown motor and is decommissioned. There are 7 snow plow routes. Each snow plow route needs a large truck with salt spreader and plow and we only have 7 of these trucks. Therefore, replacement of these trucks are vital to snow and ice operations. This vehicle is over its reasonable life, replacing it would increase effectiveness/efficiencies, reduce potential liabilities/threats, decrease costs if replaced, would contribute to public safety.

Project Cost: \$240,000

This request is for a new 6-wheel dump/spreader/plow truck to replace the unusable 2006 International 6-wheel Dump/Spreader/Plow Truck which is in poor condition and is decommissioned. This vehicle is over its reasonable life, replacing it would increase effectiveness/efficiencies, reduce potential liabilities/threats, decrease costs if replaced, and would contribute to public safety.

Department	Year of Vehicle or Equipment	Manufacturer/Model	Description	Plate #	DPW Truck #	Mileage	Currently Vehicle Assigned to:
Salt spreaders/plows in service							

DPW	2016	MACK - GU712	6-Wheel Dump/Spreader/Plow Truck	M94536	14	13,965	DPW Year round operations
DPW	2017	MACK - GU712	6-Wheel Dump/Spreader/Plow Truck	M97503	15	26,479	DPW Year round operations
DPW	2008	INTERNATIONAL - DUMP TRUCK	6-Wheel Dump/Spreader/Plow Truck	M99121	18	46,495	Snow and Ice Operations Only

Salt spreaders/plows not in service because they are broken beyond repair economically

DPW	1995	MACK - DUMP TRUCK	10-Wheel Spreader/Plow Truck	M52106	12	100,944	Out of Service
DPW	2006	INTERNATIONAL - 700SER DUMP	6-Wheel Dump/Spreader/Plow Truck	M3401A	13		Out of Service
DPW	2006	INTERNATIONAL - 700SER DUMP	6-Wheel Dump/Spreader/Plow Truck	M74309	11	59,952	Out of Service
DPW	2008	INTERNATIONAL - DUMP TRUCK	6-Wheel Dump/Spreader/Plow Truck	M5608A	19	52,570	Out of Service

Capital Requests Not Included in Preliminary FY24 Capital Plan Recommendation

TM Priority #	CPC Priority #	Collins Score	CIP #	Project Title	FY2024 Capital Costs	Cumulative Cost
7	7	38	LPS20-05	THES Upgrade Fire Alarm System	\$287,000.00	\$1,647,500.00
8	8	47	FD23-01	Public Safety Radio system-Update/Replace Obsolete Hardware Phase 1	\$242,510.00	\$1,890,010.00
9	11	49	INFRA21-03	Northfield Culvert (Kellys Pond) Survey/Design/Permit	\$25,000.00	\$1,915,010.00
10	9	33	DPW23-16	New 1/2 Ton 4WD Crewcab Pickup	\$55,000.00	\$1,970,010.00

11	10	30	FM19-07A-3	TC Passios Ansul Inspection, Charge, Operational Maintenance Vertex Item #2	\$25,000.00	\$1,995,010.00
12	14	25	FM19-07A-2	TC Passios Side Walk Repair Vertex Item #4	\$25,000.00	\$2,020,010.00
13	17	27	FM23-03	Parks, Whalom Lake and Marshall Pond Treatment	\$30,000.00	\$2,050,010.00
14	12	17	FM23-02	Public Safety Building, Downspout Repairs	\$25,000.00	\$2,075,010.00
15	19	19	DPW23-21	Cemetery, Headstone Restoration	\$38,000.00	\$2,113,010.00
16	13	20	FM23-01	Parks, McNally Park	\$50,000.00	\$2,163,010.00
17	20	47	FM19-07A-1	TC Passios, Abatement Testing Vertex Item#21	\$50,000.00	\$2,213,010.00
18	21	22	LPS23-06	MS/HS Turf Field Feasibility Study	\$50,000.00	\$2,263,010.00
19	15	37	LPS19-09	School Pickup Truck with Plow and Sander	\$68,000.00	\$2,331,010.00
20	18	22	LPS23-07	LMHS, THES, Primary-Installation of 3M Window Safety Film	\$130,000.00	\$2,461,010.00
21	27	28	FM20-05	Senior Center, Parking Lot	\$150,000.00	\$2,611,010.00
22	22	24	FM19-06C-1	Ritter Building, Floor Covering Replacement Vertex Item #14	\$65,000.00	\$2,676,010.00
23	23	12	FM19-06C-2	Ritter Building, Painting, Vertex Year 2 Items #15-16	\$65,000.00	\$2,741,010.00
24	24	10	FM19-07A-4	TC Passios, Plumbing Upgrade Vertex Item #24	\$20,000.00	\$2,761,010.00
25	16	15	DPW23-20	Cemetery, Turf Restoration	\$50,000.00	\$2,811,010.00
26	25	24	FM21-06-3	Brooks House, Roof/Gutter Repairs Vertex 10-12	\$20,000.00	\$2,831,010.00
27	26	16	FM21-06-2	Brooks House, Exterior Doors Vertex Repairs Item #7	\$20,000.00	\$2,851,010.00
28	28	29	FM21-06-1	Brooks House, Porch / Fire Escape Engineering and Repair Vertex Item #8-9	\$40,000.00	\$2,891,010.00
29	29	29	FM21-06-4	Brooks House, Window Repairs Vertex Items #5-6	\$50,000.00	\$2,941,010.00

The total cost of projects not funded in the current recommendation is \$1,580,510.

The reason I am only recommending six projects at this time is to reserve the use of free cash at this time due to the current tax assessment issue and what we will potentially need to for the overlay account to handle the abatements once we get more information I hope to make further recommendations in the plan and hopefully we can add additional projects going forward. But at

this time I'm taking a conservative approach to know what the town can financially contribute to the capital plan that this point in time so as you'll see \$356,789 from the tax levy nothing from free cash at this time to reserve that for any impact they overlay needed at the annual town meeting.

FY 2023 Capital Plan Recommendation

TM Priority #	CPC Priority #	Collins Score	CIP #	Dept.	Project Title	FY2024 Projected Costs
1	1	34	FD17-03	Fire	Replacement Rescue 1	\$506,000.00
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4	4	33	LPS23-10	School	Primary Security Upgrades	\$83,500.00
5	6	32	DPW 17-14	DPW	6 Wheel Dump/Spreader/Plow Truck	\$240,000.00
6	5	29	DPW23-18	DPW	6 Wheel Dump/Spreader/Plow Truck 2	\$240,000.00
						\$1,360,500.00
				Funding:	Raise & Appropriate	\$356,789.09
					Free Cash	\$0.00
					Unexpended Capital	\$17,710.91
					Special Purpose Stabilization	\$986,000.00
						\$1,360,500.00

Article 10-Create and Fund Special Purpose Stabilization Fund (Created in 2017)

- MGL Chapter 40, Section 5B allows the creation of a "Special Purpose Stabilization Fund"
- Designated purpose of this fund would be for Vehicles/Equipment. Based on future Capital Needs, the Town will need to purchase large ticket items. This fund allows us to start saving for those items now.
(Ms. Lemieux noted the \$986,000 would be used for the replacement of Rescue 1 and the two dump trucks)
- If another purpose (i.e. Buildings) becomes a higher priority, can change the purpose of the fund through a Town Meeting Vote.
- Transfer of \$200,000 from Free Cash

Capital Requests FY24-FY33

Department	CIP #	Project Title	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Facilities and Grounds	FM19-06C-2	Ritter Building, Painting, Vertex Year 2 Items #15-16	\$65,000.00									
	FM19-07A-3	TC Passios Annual Inspection, Charge, Operational Maintenance Vertex Item #25	\$25,000.00									
	FM19-07A-4	TC Passios Plumbing Upgrade Vertex Item #24	\$20,000.00									
	FM19-07A-1	TC Passios, Abatement Testing Vertex Item#21	\$50,000.00									
	FM19-07A-2	TC Passios Side Walk Repair Vertex Item #4	\$25,000.00									
	FM21-06-1	Brooks House, Porch / Fire Escape Engineering and Repair Vertex Item #8-9	\$40,000.00									
	FM21-06-3	Brooks House, Roof/Gutter Repairs Vertex 10-12	\$20,000.00	\$45,000.00								
	FM21-06-4	Brooks House, Window Repairs Vertex Items #5-6	\$50,000.00									
	FM21-06-2	Brooks House, Exterior Doors Vertex	\$20,000.00	\$25,000.00	\$20,000.00							

		Repairs Item #7										
	FM23-01	Parks McNally Park	\$50,000.00									
	FM23-02	Public Safety Building, Downspout Repairs	\$25,000.00									
	FM23-03	Parks, Whalom Lake/Marshall Pond Treatment	\$30,000.00									
	FM20-05	Senior Center, Parking Lot	\$150,000.00									
	FM19-06C-1	Ritter Building, Floor Covering Replacement Vertex Item #14	\$65,000.00									
	FM17-07-5	TC Passios Abatement Vertex Item #21		\$700,000.00								
	FM23-36	Parks, Marshall Pond Treatment		\$256,000.00								
	FM23-06	Town Software for Tracking		\$25,000.00								
	FM23-08	Public Safety Building, Offices / K-9 Unit / storage		\$50,000.00	\$300,000.00							
	FM23-29	Ritter Building, Basement and Foundation Repair		\$20,000.00								
	FM23-23	Ritter Building, Rear Stair Cover Access		\$35,000.00								

10 YEAR CAPITAL PLAN

FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
\$2,941,010.00	\$3,106,012.00	\$4,216,116.00	\$3,628,591.00	\$2,318,683.00	\$2,173,763.00	\$5,448,840.00	\$7,704,856.00	\$1,704,796.00	\$2,230,455.00

Our five-year average expenditure on capital is \$1.62M and the three-year average is \$1.63M. Given there are capital project requests totaling \$35.47M at this point in time for the next 10 years, and if our funding remains consistent, we will not be funding approx. \$19.5M in capital requests. Ms. Lemieux noted what the town has spent over the past years.

		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5 YEAR AVERAGE	3 YEAR AVERAGE
Funding:	Raise & appropriate	\$767,999.97	\$923,235.87	\$487,507.00	\$682,502.42	\$967,725.00	\$765,794	\$712,578.14
	Free cash	\$215,736.00	\$582,731.96	\$647,880.00	\$804,041.00	\$1,000,000.00	\$650,078	\$817,307.00
	Borrow	\$480,495.00					\$480,495	
	Unexpended Capital	\$54,478.03	\$171,781.68	\$6,826.00	\$111,281.58	\$195,124.00	\$107,898	\$104,410.53
	Premium Reserved for Capital		\$6,350.49				\$6,350	
	Special Purpose Stab.							
	Total Available Funding	\$1,518,709.00	\$1,684,100.00	\$1,142,213.00	\$1,597,825	\$2,162,849	\$1,621,139	\$1,634,295.67

Next Steps

- Re-evaluate the FY2024 Capital Plan from now until town meeting to see if additional funding can go towards the FY2024 capital projects that were not funded.
- Revisit funding sources if Free Cash is available to be appropriated.
- Continue to plan on using the Special Purpose Stabilization Fund in future years that there are large vehicle/equipment needs unless there are sufficient funds through other regular sources (R&A, Free Cash, Unexpended Capital).
- Decisions on the future of Turkey Hill Elementary School, TC Passios Building, and involved space uses are still critical to impact on capital planning and debt planning.

Mr. Alonzo suggested using ARPA funds to purchase the rescue vehicle and the dump trucks now as it would save six months before we can order them. He added in the past we have looked at two million dollar Capital Plans and we were poised to do the same until this tax situation happened. If the abatements happen in the way they can potentially can that money is going to be lost and we're going to be hiring all the new staff to help do the abatements. That's how this tax situation not only affects residents but potentially can significantly impact the town.

I. OLD BUSINESS

1. Status update on Capital Plan Projects from FY23 and prior

Ms. Lemieux began with the 2005-2021 Capital Projects.

FY2005-FY21

CP Fiscal year	Dept.	Project Name	Appropriation	Current Balance	Notes
FY 2005	Sewer	Engineer and Construct Sewers	\$ 1,215,000.00	\$ 440.17	Original vote was borrowing; closing out as unexpended borrowing
FY 2014	Historical	Chimney Repair - Town Hall - Historical Commission	\$ 5,575.00	\$ 5,575.00	Advertising 1/11/23, Bids Due 2/23/23
FY 2016	Infrastructure	Intersection Reconfiguration, Plan & Implementation	\$ 40,850.00	\$ 8,800.26	Closing out and will be available for FY24 Capital Plan at ATM
FY 2017	Police	Police Department - Bullet Proof Vests	\$ 17,500.00	\$ 17.67	Closing out and will be available for FY24 Capital Plan at ATM
FY 2017	DPW	Townsend Harbor Bridge	\$ 15,000.00	\$ 5,100.00	Closing out and will be available for FY24 Capital Plan at ATM
FY 2020	Police	Patrol Rifles & Shotguns - Police Department	\$ 16,000.00	\$ 1,034.00	Closing out and will be available for FY24 Capital Plan at ATM
FY 2020	DPW	Fuel Tanks	\$ 220,000.00	\$ 1,887.00	
FY 2020	Planning	Master Plan	\$ 50,000.00	\$ 43,090.00	Will be used in conjunction with the additional FY23 CP funding for Masterplan to complete all chapters.
FY 2021	Police	Portable Radios	\$ 45,000.00	\$ 16,132.90	Project complete, either available towards other capital in FY21 or available for FY24 Capital Plan at ATM
FY 2021	Facilities	Carport Reconfiguration - Public Safety Building	\$ 135,000.00	\$ 135,000.00	When bid in FY21 low bid was \$298,750. Decided to hold off due to market. Needed to complete chiller project first before rebid.
FY 2021	Facilities	Kitchen Remodel - Senior Center	\$ 22,000.00	\$ 20,615.00	Monty Tech will be making the new cabinets for this project. Expected to be complete this FY
FY 2021	Facilities	Kitchen Remodel - Pitter Building	\$ 12,000.00	\$ 722.93	Monty Tech doing the work on this project. Expected to be complete in February 2023
			\$ 1,793,925.00	\$ 238,414.93	

The 2005 was originally a vote for borrowing and that needs to be rescinded, so it's just a housekeeping cleanup issue. We have retained the amount for FY14 (Town Hall chimney repair) over multiple years knowing the work was encompassed in the bid that is currently out for Town Hall. Those bids are due February 23rd. That amount is \$5,575.00

FY16 can be closed out (\$8800.26). FY17 is bulletproof vests for the Police Dept. and \$17.67 can be closed out. These are all ones identified as unexpended capital in my previous presentation. There was a remaining amount of \$5,100 for the Townsend Harbor Road bridge; that is being closed as unexpended capital. FY20 \$1034.00 is remaining for the Police Department patrol rifles and shotguns.

There is also a remaining amount of \$1887.00 from the DPW fuel tanks installation. The DPW Director has asked to retain that for a small amount of paving that needs to be addressed for drainage.

The Master Plan (FY20) had an article for \$50,000; they did the population update with a portion of that but retained that knowing there was greater efficiencies and going out to bid for update all the other chapters. We recently received those proposals and they are under review. So you will see Master Plan on another fiscal year.

FY21 Police portable radios is complete, but within fiscal years there are overages for other projects that can be transferred to cover deficits at this point those should remain. We are planning on putting the safety building carport reconfiguration back out to bid. At the time we went out to bid for this due to COVID, the economy and inflation, the cost was extremely excessive. We are hoping to back out to bid for that project. That appropriation was for \$135,000.

The Senior Center kitchen remodel was a project that Monty Tech said they could do after they were done with the Ritter breakroom. Today I was informed the Ritter project is complete. It came out really nice.

STATUS OF FY 22 CAPITAL PLAN

FY2022 Capital Plan					
CIP#	Dept	Project Name	Appropriation	Balance	Status
FD21-01	Fire	Turnout Gear	100,000.00	-	Complete
PD16-07	Police	Bulletproof Vests, 29 Officers	17,500.00	1,594.98	Amount to be closed out
DPW17-07	Highway	6-Wheel Dump, plow & sand/Repl 2005 International	211,000.00	1,164.00	Ordered 9/22; Est Delivery changed from fall of 2023 to Jan. 2024
FM17-05	Town Facilities	PSB, Chiller Replacement	150,000.00	5,954.00	Installation of Chiller complete; remaining invoices to be processed
NFRA20-0	Highway	Flat Hill Culvert Construction	428,500.00	394,210.00	Will be put out to bid in March 2023, Construction Fall of 2023
PD17-02-B	Police	Police Vehicle, Marked Replacement	66,950.00	2,259.72	Complete; Amount to be closed out
LPS20-01	Schools	THES Exterior Envelope Repairs	67,000.00	-	Complete
FM20-03	Town Facilities	Ritter, ADA Ramp Construction	127,500.00	127,500.00	Need new architect to revise bid package; APDC decided new CTA needed
FM21-02	Town Facilities	Town Hall Repairs- Vertex Year Items 2,3,5,6	69,425.00	59,975.00	Advertised 1/11/23, Bids Due 2/23/23
NFRA21-0	Highway	Page Street Survey/Design/Permit	20,000.00	-	Final Design plans and contract specs 90% complete
FM21-03	Town Facilities	Ritter, Envelope Repair Projects in Vertex#6-12	120,000.00	115,910.00	Need new architect to revise bid package; APDC decided new CTA needed
PD20-02	Police	Police Vehicle, Marked Replacement	66,950.00	2,259.72	Complete; Amount to be closed out
FM16-05	Town Facilities	PSB, Replace Carpet 1st Floor	55,000.00	55,000.00	Need specifications drawn up by architect/engineering firm
FM21-08	Town Facilities	Marshall Park Masterplan	50,000.00	13,377.00	Conceptual Design Complete; Seeking estimate for Schematic Design.
DPW21-02	Highway	3/4 Ton Pickup with Plow	48,000.00	-	Received Jan 2023 and now on the road.
Total Capital Plan			1,597,825.00	779,204.42	49%

Ms. Lemieux reviewed the above chart; she reported the turnout gear (\$100,000) for Fire has been fully expended. The Police bullet proof vests remaining amount of \$1594.98 can be closed out and applied to the FY24 plan.

As mentioned earlier, the 6-wheel dump truck delivery that is further delayed until January 2024 has a remaining amount of \$1,164.00.

The public safety building chiller replacement is complete with a balance of \$5,954 with some remaining invoices to be paid.

The Flat Hill Road culvert construction project (\$394,210.00) will be put out for bid in March 2023, with construction in the fall. We also have a grant for \$500,000 that will be applied towards that project.

The Police vehicle, marked replacement, is complete; the remaining \$2,259.72 will be closed out. The Turkey Hill exterior envelope is complete.

The Ritter ADA ramp construction project needs a new architect to revise the bid package as the APDC has decided a new Certificate to Alter is required.

The Town Hall repairs were advertised January 11th and bids are due February 23rd.

The Page Street survey design is complete. The Ritter exterior envelope repairs also need a new architect to revise the bid package as it is related to the ramp construction.

The second Police vehicle, marked replacement (2nd one), is complete and the remaining \$2,259.72 will be closed out.

Regarding the first floor carpet replacement in the public safety building, specifications need to be drawn up by an architect/engineering firm.

The Marshall Park Master Plan design is complete; we are seeking an estimate for schematic design. \$13, 377 remains.

The ¾ ton pickup/plow was received this month and is now on the road.

Ms. Lemieux moved on to the FY 23 Capital Plan Status.

5

FY2023 Capital Plan					
CIP#	Dept.	Project Name	Appropriation	Balance	Notes
INFRA21-01	Infrastructure	Page Street Culvert Construction	\$ 150,000.00	\$ 146,289.37	Anticipated to be put out to bid in spring 2023; Construction to start summer 2023
DPW17-08	DPW	10-Wheel, plow & sand Repl. 1994 Mack	\$ 250,000.00	\$ -	Ordered 9/22, Est. Delivery changed from fall of 2023 to March 2024
FM22-01	Infrastructure	PSB Engineering Design for Drainage	\$ 25,000.00	\$ 25,000.00	New Facilities Director will need to assess and whether concurs with previous that not needed.
FM22-04	Facilities	Senior Center, HVAC Upgrades	\$ 25,000.00	\$ 25,000.00	New Facilities Director will need to assess
GG22-01	Planning Board	Master Plan	\$ 110,000.00	\$ 110,000.00	Proposals were received on 1/19/23 and non-price proposals currently being reviewed
DPW21-03	DPW	Two Way Radio System	\$ 35,000.00	\$ 3,715.54	Ordered, Est. Delivery April 2023.
PD22-01	Police	Canine Replacement	\$ 24,250.00	\$ 24,250.00	Officer Jack Wagner will be new K-9 handler, beginning process of procuring K-9
PD20-03	Police	Police Marked Ford Interceptor Hybrid -Addition to Fleet	\$ 62,000.00	\$ 13,388.00	Ordered 9/22, Delivery date unknown at this time.
FM19-05	Facilities	Town Hall Repairs- Vertex Year 2 Items 7-11 & 13	\$ 96,000.00	\$ 96,000.00	Asked architect for proposal for services.
INFRA21-05	Infrastructure	Flat Hill Road Drainage Study	\$ 45,000.00	\$ 40,197.00	McCarthy Engineering submitted report of drainage study findings; Pac'd Village Trustees response to McCarthy recommendations
LP519-05	Schools	One Ton Dump Truck with Plow	\$ 58,833.00	\$ -	Ordered, Est. Delivery January 2023
GG22-02	Town Manager	Records Retention	\$ 62,500.00	\$ 62,500.00	Working on RFP
DPW21-01	DPW	Utility Tractor Rotary Mower Combo	\$ 170,000.00	\$ -	Ordered 9/22, Est. Delivery June 2023
INFRA22-03	Facilities	Marshall Park Survey	\$ 25,000.00	\$ 7,300.00	Project will be complete by 2/3/23
FM21-05	Facilities	Senior Center, Vertex Items #4, 7 (1998 Roof Replacement)	\$ 35,661.00	\$ 35,661.00	Need specifications drawn up by architect engineering firm
DPW17-09	DPW	One Ton Dump Truck with Plow	\$ 58,000.00	\$ -	Ordered 8/22, Est. Delivery March 2023
LP519-10	Schools	Mower	\$ 45,000.00	\$ -	Ordered
FM21-06	Facilities	Brooks House-Vertex Items #3, #4 Foundation	\$ 24,000.00	\$ 24,000.00	New Facilities Director will need to assess
PD16-14-2	Police	Police Marked Ford 150 Responder - Addition to fleet	\$ 67,805.00	\$ 14,978.00	Ordered 9/22, 16-20 weeks to be delivered and then need to be upfitted
FM19-08A	Facilities	Old Primary-Vertex Haz. Mats Abatement	\$ 371,000.00	\$ 371,000.00	Currently being advertised; Bids due in February
FM17-16B	Facilities	Senior Center, Install Generator	\$ 90,000.00	\$ 90,000.00	Need specifications drawn up by architect engineering firm
FM22-03	Facilities	Senior Center, Outdoor ADA Patio	\$ 100,000.00	\$ 100,000.00	Bid documents close to completion, expected to be advertised in February
LP519-3-B	Schools	AC for Classrooms at Primary School	\$ 232,800.00	\$ 232,800.00	On hold, School reassessing project after new estimates
			\$ 2,162,849.00	\$ 1,422,078.91	66%

The Page Street culvert construction project (\$146,289.37) is expected to be out to bid in the spring in anticipation of being started in the summer.

The replacement of the 10-wheel truck with plow and sander (\$250,000) is ordered and delivery has been changed from fall of 2023 to March 2024.

The public safety building engineering for drainage (\$25,000) will need to be assessed by the new Facilities Director to see if there is a need as well as the Senior Center HVAC upgrades (\$25,000).

The Master Plan (\$110,000) proposals were received on January 19th and non-price proposals are being reviewed.

The two way radio system for the DPW has been ordered and delivery is expected in April 2023. \$3715.54 is remaining.

For the Police Dept. canine replacement (\$24,250), newly appointed K-9 handler, Officer Jack Wagner will begin the process of procuring the canine.

The Police marked Ford Interceptor Hybrid (\$62,000) was ordered in September, delivery date is unknown at this time.

Town Hall repairs (\$96,000) will need an architect for proposals for services.

McCarthy Engineering submitted their engineering report for the Flat Hill Road drainage study (\$0197.00 remaining). We have also received the response from the Village Condominium Trustees. This will be a future agenda topic for next steps.

The one ton dump truck with plow (\$58,833) for the schools has been ordered. Estimated delivery is January 2023 so it should be soon.

Ms. Lemieux reported she is working on the RFP for the records retention project (\$62,500). The first phase would be destruction of those records we can and the second phase would be electronic storage.

The DPW utility tractor/rotary mower combo (\$170,000) was ordered in September. The estimated delivery date is June 2023.

The Marshall Park survey (\$25,000) will be complete by February 3rd.

The Senior Center roof replacement project (\$35,661) will need specifications drawn up by an architect/engineering firm. This will be addressed by the Facilities Director also.

The DPW one-ton dump truck with plow (\$58,000) was ordered last August and expected delivery is this March.

The Schools Mower (\$45,000) has been ordered.

The Brooks House foundation (\$24,000) will need to be assessed by the Facilities Director.

The Police Marked Ford 150 Responder (\$67,805.00) was ordered September of 2022 and at that time 16-20 weeks was the anticipated delivery date.

The old Primary School HazMat abatement (\$371,000) is currently being advertised. Bids are due in February.

The Senior Center generator installation (\$90,000) needs specification drawn up by an architect/engineering firm.

The Senior Center outdoor ADA patio (\$100,000) bid documents are close to completion and expected to be advertised in February.

The Primary School AC project is on hold due to reassessing after new estimates were provided.

Review American Rescue Plan Act Funding Requests, Evaluation Criteria and Process

Mr. Jeffreys noted the board had planned to have this discussion on the 17th but circumstances did not allow time. The board members provided feedback and he wanted to sort through some things. When it came to pandemic mitigation noted in the draft there was agreement that it could be removed as it is already mentioned in the CARES Act. Also in the draft there was funding allocated to the Town Manager and Finance Director in the general administration budget and there was agreement to remove that as well. There was also agreement to remove the water and sewer departments out of the infrastructure allocation and combine that into the general fund. The board was split on burial and cremation reimbursement, staff bonuses and support for non-profits. After doing some more research in the 63 page document that states what funds can and cannot be spent on, there would be a split in staff, not everyone would be eligible. We would have to pinpoint critical roles. Mr. Jeffreys did not want to put ourselves in the position of pitting some staff against others.

He wanted to revisit the reimbursement of cremations and burials. Ms. Sroka asked how many people are on that list and how long would we be paying out. Mr. Jeffreys stated right now we have confirmation of two deaths in Lunenburg but it could be more. If we provide it I would like it to be retroactive to the beginning of the pandemic through 2026. Most burials vary from five to seven thousand dollars and cremations are usually two to three thousand dollars. Discussion ensued and the general consensus was not to reimburse for burials and cremations.

Discussion turned to providing support for non-profits as the board was split on this as well.

Suggestion was made to only support non-profits based in Lunenburg and those that are for the benefit of the community, such as the food pantry (Lion's Club) and the Boys & Girls Club. It was suggested that they provide evidence of how the pandemic changed their needs.

Mr. Jeffreys stated that Public Safety would like to respond to a homeless camp in the woods behind Walmart and Hannaford's Supermarket. More information is needed before making a

decision.

Another request is environmental sustainability: improving the trash and recycling program. Mr. Jeffreys stated one concern that has come up for him is the open bins for recycling materials. When it is windy the materials blow all over the road.

Another request is for Marshall Park; towards construction site development of the overall master plan of Marshall Park.

Mr. Alonzo stated due to the timing of getting critical items approved at town meeting in May, it's usually August or September before they get ordered, it makes sense to order the ambulance and plow trucks now; it would give us an eight-month head start. It would also keep us from using funds from the special purpose stabilization fund and save that for another year or going further down the capital plan project list.

Further discussion ensued about the pros and cons of using ARPA funds instead of the special purpose stabilization fund and the purpose of using the ARPA funds as well as other strategies for using those funds and special purpose stabilization funds.

It was decided to allow Town Manager Lemieux to discuss using the ARPA funds vs. Capital Plan funds for the purchase of the plow trucks and the ambulance with the Finance Committee and Capital Planning Committee. It was also decided to ask Parks Commission for a number for Marshall Park. The discussion will resume on February 21st at the latest.

Mr. Jeffreys suggested skipping their February 14th meeting and instead meet on the 28th. Mr. Alonzo stated he could not attend the 28th meeting but the other members could.

CURRENT BUSINESS

Discuss Draft Bylaw to explicitly prohibit AirBnB like services in residential zones

Mr. Jeffreys stated the board has been informed that the property at 15 Cliffview Terrace has been identified as being used as an AirBnB. Ms. Lemieux and he met with Town Counsel yesterday about this. Town counsel has provided some language to prohibit this activity; specifically to prohibit rentals shorter than 31 days and prohibit them in residential zones. This would be a modification to the use table. Anyone wanting to do this would need to go the Zoning Board of Appeals for variance. The amendment would need to go in front of the Planning Board. Mr. Alonzo agreed that it should go before the Planning Board and believed it will have some challenges. Discussion ensued about property rights. The general consensus of the board was not to draft a bylaw, so no action was taken.

Minutes/Warrants/Action Items

There were no minutes scheduled for approval this evening. The board signed a payroll warrant in the amount of \$949,974.73; an accounts payable warrant in the amount of \$570,230.79 and a payroll deductions warrant in the amount of \$59,004.37.

Ms. Sroka stated she would not be serving as the School Committee liaison for personal reasons. Mr. Alonzo asked about the status of street line painting. Ms. Lemieux stated nothing has changed.

Mr. Jeffreys stated he was contacted by a resident who had reached out to Rep. Kushmerek about the intersection of Electric and Massachusetts Avenues (Route 2A) going west and the right turn lane only sign located there being made more prominent. He drove down there because he did not recall seeing the sign. As he drove there a woman cut him off by merging into the right turn lane from the middle lane only so she could go straight and beat all the other cars in the middle lane. He had to hit his brakes and was almost in an accident. Because it is a state road we have to go through MassDOT. Mr. Alonzo stated we have asked for them multiple times to paint an

arrow in the road and each time we were refused.

Motion: Mr. Jeffreys

2nd:

To petition MA DOT to modify signage at the intersection of Electric Avenue and Massachusetts Ave. so that the right turn only sign is moved closer to the intersection and that the westbound right lane has a right turn only arrow added

Mr. Alonzo noted this was not listed on the agenda and might not be in accordance with the Open Meeting Law. **Mr. Jeffreys withdrew the motion.**

Committee Reports

Mr. Alonzo reported Finance Committee met and Town Manager presented the Capital Plan. He will call a meeting of the Capital Planning Committee and report to them the Select Board has made a proposition about the ARPA funds and ask them to weigh in on it.

Mr. Dwyer reported the Stormwater Task Force met in January and is trying to get an understanding of how DPW allocates personnel resources to stormwater. The DPW Director has been tracking hours devoted to that over the last few months. The task force members had questions for the DPW Director as well as suggestions on some additional data that we can try and collect to get a handle on what sort of resources we are devoting. This is in order to fund a stormwater utility in the future. We will have another meeting February 16th where we will get more information from the DPW Director and discuss Comprehensive Environmental Inc.'s upcoming work on the stormwater assessing grant.

PUBLIC COMMENTS:

Parks Commissioner Ana Lockwood commented on the Route 2A right turn lane situation discussed earlier adding that it was confusing due to the many lanes there. She also commented on the reason that some people have AirBnBs at their residences is to generate income in order to stay in their homes.

Regarding using the ARPA funds just for Capital Plan projects, the biggest danger she saw with that is inflation. She noted town meeting voted in favor of engineering funds for Marshall Park. She asked what information the board is looking for so she can provide it as they have a cost estimate with phases.

Mr. Jeffreys asked what your plan is for funding. She stated that is why we are doing phases, depending on how much money is available. He asked the Park Commissioners to identify what a million dollars would go towards and where do you see the rest of the funding coming from? She stated with a million dollars we can get a lot done. We are looking to apply for grants that require matching funds. Mr. Alonzo requested seeing the series of grants and their requirements and deadlines that they would like to apply for.

Mr. Jeffreys commended the Town Manager for getting a Request for Proposals for the Tax Assessment Services drawn up so quickly and thanked her for putting in so many hours.

Ms. Lemieux thanked Mr. Jeffreys for him putting in the extra hours as well.

Motion: T. Alonzo

2nd: T. Dwyer

To adjourn the meeting

Vote: Ms. Sroka- aye, Mr. Dwyer-aye, Mr. Franco-aye, Mr. Alonzo-aye, Mr. Jeffreys-aye

The meeting adjourned at 10:02 PM

Respectfully submitted,

Elaine M. Peterson

Elaine M. Peterson

Executive Assistant to the Town Manager