

SELECT BOARD

MINUTES

February 28, 2023

Via ZOOM

Members present: Michael-Ray Jeffreys, Chairman; Lou Franco, Clerk; Todd Dwyer, Heather Sroka

Member not present: Tom Alonzo, Vice Chair

Also Present: Heather Lemieux, Town Manager; Bill Bernard, DPW Director; Jamie Toale

Chairman Jeffreys called the meeting to order at 7:00 p.m. 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. 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.

Mr. Jeffreys read the following announcement:

“There has been some reference in conversations across Town and in social forums, that there is a way for the Board of Assessors and/or Select Board to vote that the assessments were wrong or that we lack confidence in them, and that we or they can send a communication to the Department of Revenue and trigger a town-wide reassessment.

That is not accurate. The Lord knows how we all wish that that there was a way to rewind the clock and find a way for all of us in our community to avoid being in this situation. But time is in an ever forward motion, as best we know. We cannot go back. And there is no available option to redo taxes across town. As confirmed, by our legal counsel and the Department of Revenue, the controlling legislation that identifies recourse for assessment decisions is Mass General Law Chapter 59, Section 59. This section is titled, “abatements.”

Some have pointed to language about the Town having the ability to correct a “clerical error.” DOR regulations specifically identify situations, unrelated to property valuations, in which “arithmetic, clerical, or other obvious errors,” can be corrected. In the case of property valuations, the language only notes clerical errors. The Bureau of Municipal Finance Law provides a definition of “clerical error” as one that “pertains to a clerk, copyist, or writer, or to a writing, a ‘clerical error’ is a mistake in copying, writing, recording and processing information.” They go on to state that “a clerical error does not involve the exercise of any judgment or discretion. Any assessment error regarding the grade, use, classification, quality of construction, or other element of a property which involves the exercise of an assessor’s opinion in the valuation process is not a ‘clerical error.’”

A family stopped me at Hannaford last night and we talked for a short while. They live on Hickory Hills and they were approached with an offer to buy their house over the past few weeks, and they sold because their house is paid off, they are retired, and they now can’t afford the taxes. They’ve lived in Town for over 35 years and I went to school with both of their children.

I wish, for their sake, and so many others, that there was a town-wide solution to immediately resolve the pain. But to be as clear as possible, the abatement process is the only process for anyone to see a change in their property valuation and tax assessment. It is not because we refuse to activate an alternative process — it is because there is no alternative process.

At last week's meeting of the Board of Assessors, a few things were said that require clarification. The Town Manager has not talked to the members of the Board of Assessors. I have. The Town Manager's intent has been for the Principal Assessor to work solely with the Board of Assessors on the abatement applications for properties that are not in index 1, as is his ordinary job, and for him to work alongside another or other assessors in the abatement process for index 1. The Select Board authorized funding and an RFP was published to bring in independent assessors to assist with the abatement applications for index 1.

At last week's Select Board meeting, while providing the investigative update, I read a list of properties that sold in index 1 in 2021. I erroneously included a multi-family on 21 Parmenter Road on Lake Shirley that was assessed at \$372k in Fiscal Year 2022 and that sold for \$1.4 million. That sale was not considered qualified. After receiving a few responses from residents about that sale, I referenced my notes and recognized the error. While I can see how I made the error, it's a mistake that should not have occurred in the context of providing the public with a factual update. I apologize for any confusion brought about by that reference. Also, we still owe you some reports, and we will be sure to have those uploaded to the website in the morning.

Last night, I met with Rich Letarte, the Chairman of the Board of Assessors. Rich Letarte is an honorable long-time resident, and in his many years on the Board, he recalls a couple of occasions in which a member of the public attended a meeting. The Board of Assessors is a fellow elected Board, fully autonomous from the Select Board — but they are our peers and the Select Board has an interest, though not always authority, in the functioning of all parts of our government. Last week's Assessor's meeting wasn't one of our finest moments. Going forward, the chair has asked, and Lou has accepted responsibility for facilitating the public portion of the Board of Assessor's meetings. Lou will not attend their executive sessions or be a part of any discussion in which specific abatement applications are discussed. Lou will also work with Mr. Letarte to help organize frequent meetings to assist the assessor's review of abatement applications.

To my neighbors and friends, we are navigating through a community crisis — this property value increase, for many, has been quite the hammer and wrench in your lives. We have read all of your emails and have listened to your every word in public comment. I urge you, that despite the extraordinary pain, frustration, hurt and anger — to have faith that you live in the greatest country every known to man. We are all imperfect but live with a government of the people, by the people, and for the people — and through our collective efforts, we will get through anything. A lot remains to be done.

I don't believe that God will no put more on us than we can bear. And I know, that despite the difficulties of today and tomorrow, this too shall pass. Let's keep our head about things, and in these challenging times, let us be what makes Lunenburg a desirable community to live and raise a family in."

Ms. Sroka and Mr. Franco asked questions related to the tax assessment and abatement process that Mr. Jeffreys stated would be addressed later in the meeting.

Carl and Phyllis Luck, 50 Sunset Lane, made public comments about the tax abatement process and the impact on the town and residents. They asked several questions about the process and timing. They requested to set up a meeting with the Board of Assessors.

Mr. Jeffreys clarified that the Select Board nor the Town Manager can't issue directives to the Assessors about the abatements.

Mr. Luck asked questions and made comments about the investigation into the tax assessment, adding that there was an error made by the Principal Assessor during the valuations.

Mr. Jeffreys stated there is no way to reopen the assessment process in Lunenburg at this point; the abatement process is the only avenue available to residents at this point.

APPOINTMENTS

Presentation from DPW Director on Pavement Management Plan

Mr. Lemieux reported our pavement management plan is coming to an end and the DPW Director has been working with a consultant, the BETA Group and he will provide their findings, the plan going forward and how that would be funded.

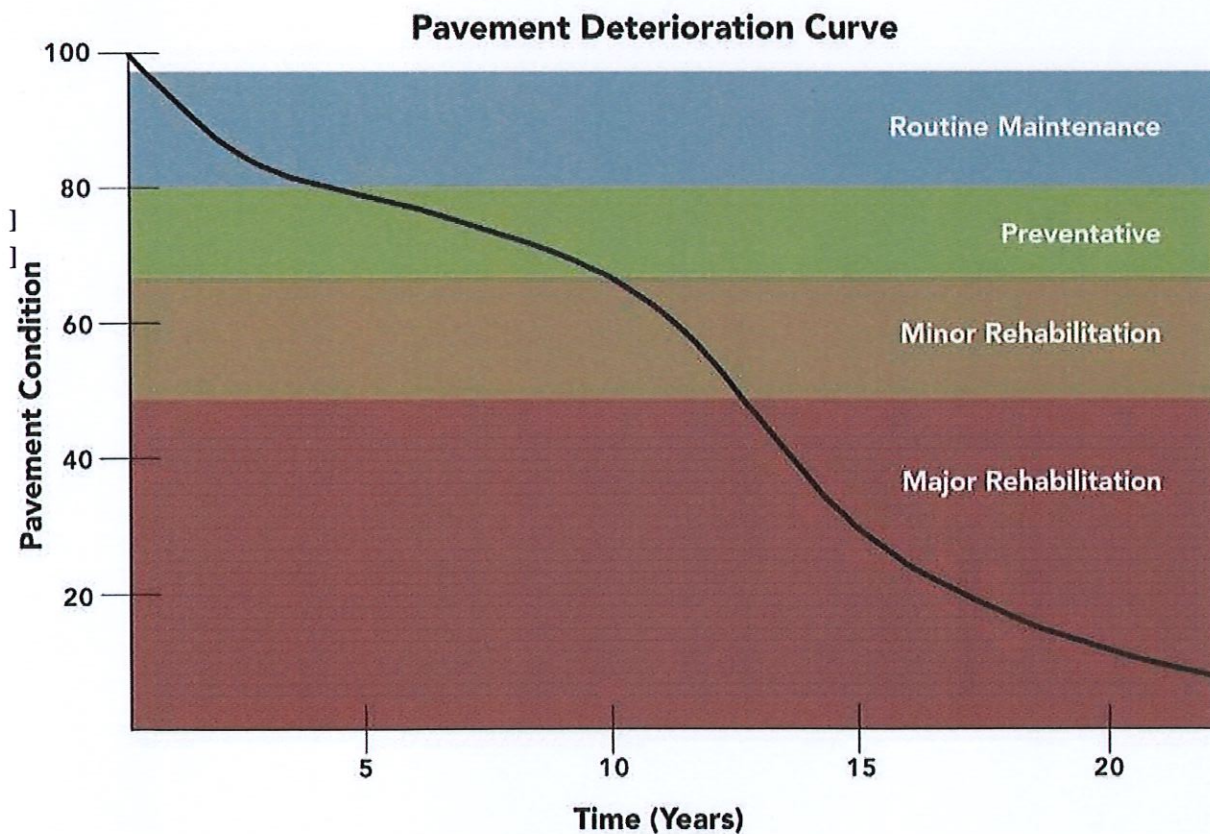
Mr. Bernard stated he was here to talk about the new pavement management plan which is scheduled to begin this fiscal year and run through fiscal year 2027. He presented the following PowerPoint presentation:

What is a Pavement Management Plan?

- Pavement management is the process of planning the maintenance and repair of a network of roadways to optimize pavement conditions over the entire network.
- Pavement management programs are a form of asset management which seeks to optimize life-cycle costs of achieving and sustaining a desired target condition instead of prioritizing the repair of assets in worst condition first.

Why use a Pavement Management Plan?

- It is a planning tool used to aid pavement management decisions by modeling future pavement deterioration due to traffic and weather and recommending maintenance and repairs to the road's pavement based on the type and age of the pavement and various measures of existing pavement quality.
- Pavement management incorporates life cycle costs into a more systematic approach to minor and major road maintenance and reconstruction projects. The needs of the entire network as well as budget projections are considered before projects are executed.



- \$0.75 per Square Yard - Routine Maintenance
- \$9.60 per Square Yard - Preventative Maintenance
- \$19.20 per Square Yard - Minor Rehabilitation
- \$48.00 per Square Yard - Major Rehabilitation

Lunenburg's History of Pavement Management Plans

- The Town developed a Pavement Management Plan in 2009. This plan was updated in 2015 and defined a yearly paving plan through Fiscal Year 2023 and included a \$4,000,000 voter authorized debt exclusion. The goal of the plan was to achieve an overall town wide Road Surface Rating of 72-75 out of 100.
- In July of 2022, the DPW contracted with BETA Group, Inc. to have them provide a new pavement management plan as the current plan was ending and the debt exclusion funding had been exhausted. BETA surveyed our roads and reported an overall Road Surface Rating of 84.75. The Project Manager for BETA Group commented "it is one of the highest scores I've seen in New England over the past 12 years that I've been doing this".
- The success of the previous Pavement Plan Management Plans justifies the investment the Town has made in its roads.

Steps to a Pavement Management Plan

- Field Data Collection
 - LiDAR sensor was used. This is one of the latest technologies.
- Data Analysis and Forecast Modeling
 - AI machine learning technology was used to identify pavement surface distresses such as cracks, potholes, seals, patches, and pavement oxidation and each roadway segment was rated using an industry standard 0-100 scale, (Road Surface Rating (RSR)).
 - Each roadway was placed into a "repair category" which is designed to show the type of repair which should be performed on the roadway.
- GIS Mapping and Software Platform
 - Accessed via an online account.
 - Reports of street evaluation findings and roadway ratings
 - Evaluation of current roadway maintenance budgets related to the computed network backlog and associated costs.
 - A life-cycle cost analysis of repair strategies that will identify the Cost Benefit Value (CBV) of various approaches.
 - Development of a pavement repair work plan based on selected optimal repair strategy and priority analysis inputs.
 - Forecasting models based on funding scenarios & maintenance alternatives.
- Capital Improvement Planning
 - Based on budget our requirements, unit prices and priorities.

ManageMyRoads Platform (software used by BETA Group)

- Online using BETA's ManageMyRoads Platform on the free MassDOT/GeoDOT platform
- Map of all the roads in Lunenburg
 - Color coded repair categories
 - Color coded repair history
 - Color coded Capital Improvement Plan
 - Roadway photos every 20 feet
- Street Segments
 - Provides roadway data, Rating, Benefit Value, Costs, Road Class Code
 - Can be sorted alphabetically, by Road Surface Rating and Cost Benefit Value
- Widgets
 - Estimated Cost backlog, Total Miles, Miles by Roadway Repair Categories.
 - Overall Roadway Network Rating, Repair by year, links to resources
 -

Pavement Portal



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Lunenburg, MA

MANAGEMYROADS BY BETA

BASLINE RSR	CURRENT RSR
84.75	84.75
INSPECTION YEAR	LAST UPDATE
2022	11/01/2022
SINCE INSPECTION	BACKLOG
9 months	\$5.9M



Your Reports and Maps

PAVEMENT MANAGEMENT REPORTS

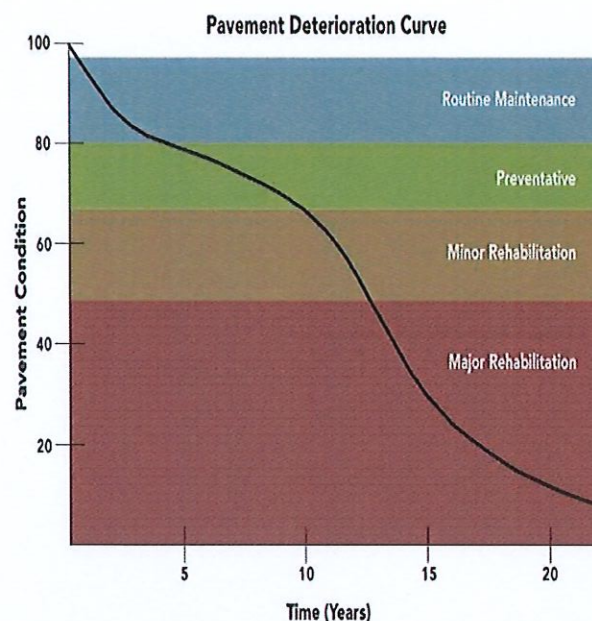
- LUNENBURG PAVEMENT SUMMARY (2022)
- ROADWAY REPAIR CATEGORIES AND BANDING
- ROADWAY REPAIR BACKLOG SUMMARY
- ROADWAY REPAIRS WITH SEGMENT LEVEL DESCRIPTION
- ROADWAY SUMMARY SORTED ALPHABETICALLY
- ROADWAY SUMMARY SORTED BY ROAD SURFACE RATING (RSR)
- COST BENEFIT VALUE ANALYSIS BY ENTIRE STREET
- RSR MAP (24" X36") - PORTRAIT

ROADWAY REPAIR HISTORY REPORTS

- ROADWAY MAINTENANCE HISTORY SUMMARY
- ROADWAY MAINTENANCE HISTORY BY YEAR AND STREET
- ROADWAY HISTORY MAP (24" X36") - PORTRAIT

ARCGIS ONLINE (UPDATED NOV 2022)

- LUNENBURG ASSET MANAGEMENT



Roadway Repair Backlog

Lunenburg, MA

Roadway Repair Backlog Summary

Repair Method	Length (Miles)	Square Yards	Percent Repair	Estimated Cost
Major Rehabilitation	2.58	31,756.82	2.94%	\$1,524,327.28
Minor Rehabilitation	8.04	103,599.10	9.18%	\$1,989,102.71
Preventative Maintenance	16.94	224,004.16	19.35%	\$2,150,439.91
Routine Maintenance	29.13	395,197.34	33.27%	\$296,398.00
No Maintenance Required	30.86	401,225.83	35.25%	\$0.00

Total:

87.56

1,155,783.25

100.00%

\$5,960,267.91

Average RSR By Segment:

84.75

***RSR - Road Surface Rating (0-100)**

Please Note: Unit pricing accounts for curb to curb improvements only; Does not include any drainage, sidewalk, ADA, gravel subbase or utility improvements.

Repair Categories

Roadway Repair Categories and Banding

Repair Method	Banding Low Range	Banding High Range	Unit Cost Sq.Yrd.
Major Rehabilitation			
Major Rehabilitation	0	50	\$48.00
Reconstruction			\$60.00
Full Depth Reclamation (FDR) - 5" HMA			\$48.00
Full Depth Reclamation (FDR) - 5" HMA (No Structures)			\$45.60
Full Depth Reclamation (FDR) - 4" HMA			\$40.80
Full Depth Reclamation (FDR) - 4" HMA (No Structures)			\$38.40
Partial Depth Reclamation (PDR)			\$26.40
Minor Rehabilitation			
Minor Rehabilitation	50	65	\$19.20
Mill and Overlay - 2.5" +			\$21.60
Cold-In-Place Recycling - 1.5" HMA			\$21.60
Cold-In-Place Recycling - 1.5" HMA (No Structures)			\$19.20
Mill and Overlay - 2"			\$16.80
Mill and Overlay - 1.5"			\$14.40
Hot-In-Place Recycling - 1" Top (Micro)			\$13.80
Shim and Overlay (HMA)			\$14.40
Shim and Microsurface			\$12.00
Ultra Thin Bonded Wearing Course			\$10.80
Preventative Maintenance			
Preventative Maintenance	65	80	\$9.60
Thin Overlay (HMA)			\$9.60
Cape Seal			\$7.50
Double Chip Seal			\$6.00
Rubber Asphalt Chip (20%)			\$6.00
Microsurface - Double (w/Fiber)			\$6.30
Microsurface - Single Lift			\$3.90
Routine Maintenance			
Routine Maintenance	80	94	\$0.75
Fog Seal			\$1.80
Crack Seal			\$0.60

New Capital Improvement Plan

Lunenburg, MA

Proposed Roadway Capital Improvement Plan Summary

*Costs Serve For Estimating Purposes Only. Not to be used for Bidding/Construction.

Preliminary DRAFT - 12/22/2022	Length (Miles)	Square Yards	Repair	Police	Contingency	Supplemental	Total
2023							
Chapter 90 + Local							
Fog Seal/Crack Seal	4.23	48,803.87	\$87,846.97	\$0.00	\$8,784.70	\$0.00	\$96,631.66
Mill and Overlay	1.59	23,743.78	\$379,900.53	\$0.00	\$37,990.05	\$0.00	\$417,890.59
Year Total:	5.81	72,547.66	\$467,747.50	\$0.00	\$46,774.75	\$0.00	\$514,522.25
2024							
Chapter 90 + Local							
Fog Seal/Crack Seal	2.52	42,102.56	\$75,784.61	\$0.00	\$9,852.00	\$0.00	\$85,636.61
Mill and Overlay	0.75	15,098.54	\$241,576.68	\$0.00	\$31,404.97	\$0.00	\$272,981.65
Reclamation	0.30	3,570.92	\$171,404.05	\$0.00	\$22,282.53	\$0.00	\$193,686.57
Year Total:	3.58	60,772.02	\$488,765.34	\$0.00	\$63,539.49	\$0.00	\$552,304.83
2025							
Chapter 90 + Local							
Fog Seal/Crack Seal	6.99	80,360.38	\$144,648.68	\$0.00	\$23,143.79	\$0.00	\$167,792.47
Reclamation	0.99	8,106.28	\$389,101.40	\$0.00	\$62,256.22	\$0.00	\$451,357.62
Year Total:	7.98	88,466.66	\$533,750.08	\$0.00	\$85,400.01	\$0.00	\$619,150.09
2026							
Chapter 90 + Local							
Fog Seal/Crack Seal	6.16	69,640.78	\$125,353.39	\$0.00	\$23,817.14	\$0.00	\$149,170.54
Mill and Overlay	2.30	26,170.66	\$418,730.60	\$0.00	\$79,558.81	\$0.00	\$498,289.41
Year Total:	8.45	95,811.44	\$544,083.99	\$0.00	\$103,375.96	\$0.00	\$647,459.95
2027							
Chapter 90 + Local							
Mill and Overlay	2.63	36,459.89	\$583,358.22	\$0.00	\$128,338.81	\$0.00	\$711,697.02
Year Total:	2.63	36,459.89	\$583,358.22	\$0.00	\$128,338.81	\$0.00	\$711,697.02
CIP Total:	28.45	354,057.66	\$2,617,705.12	\$0.00	\$427,429.02	\$0.00	\$3,045,134.15

The following is a breakdown of each road scheduled for fog seal/crack seal and associated cost per road. There are thirteen roads scheduled for this year. This action will slow down the oxidation rate which keeps the asphalt pliable and prevents it from drying out, getting hard and breaking apart. This allows us to get more years out of the road.

Proposed Roadway Capital Improvement Plan

***Costs Serve For Estimating Purposes Only. Not to be used for Bidding/Construction.**

Preliminary DRAFT - 12/22/2022

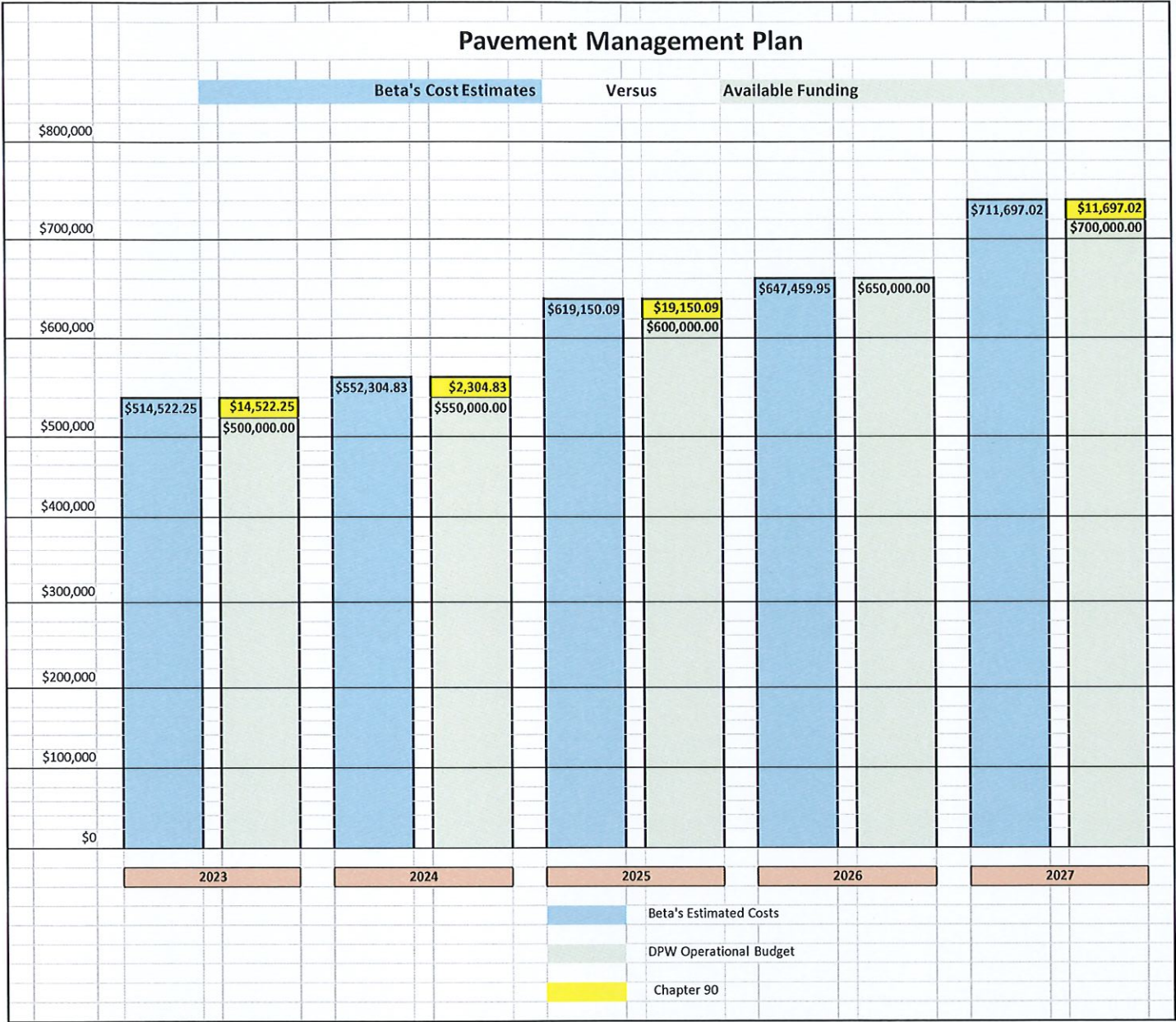
Preliminary DRAFT - 12/22/2022			Repair Type	Width	Square Yards	Repair	Police	Contingency	Supplemental	Total
2023										
Chapter 90 + Local										
BEACHVIEW ROAD		0.28 Miles								
BEACHVIEW RD-01	ISLAND RD	WILDWOOD RD	Fog Seal/Crack Seal	20	1,538.88	\$2,769.98	\$0.00	\$277.00	\$0.00	\$3,046.98
BEACHVIEW RD-02	WILDWOOD RD	WILDWOOD RD	Fog Seal/Crack Seal	20	1,690.43	\$3,042.78	\$0.00	\$304.28	\$0.00	\$3,347.06
Project Totals:					3,229.31	\$5,812.76	\$0.00	\$581.28	\$0.00	\$6,394.04
COVE ROAD		0.44 Miles								
COVE RD-01	SOUTH ROW RD	SANDY COVE RD	Fog Seal/Crack Seal	20	1,790.11	\$3,222.19	\$0.00	\$322.22	\$0.00	\$3,544.41
COVE RD-02	SANDY COVE RD	COVE TERR	Fog Seal/Crack Seal	20	2,424.83	\$4,364.70	\$0.00	\$436.47	\$0.00	\$4,801.17
COVE RD-03	COVE TERR	SANDY COVE RD	Fog Seal/Crack Seal	20	963.69	\$1,734.65	\$0.00	\$173.47	\$0.00	\$1,908.12
Project Totals:					5,178.64	\$9,321.54	\$0.00	\$932.15	\$0.00	\$10,253.70
COVE TERRACE		0.07 Miles								
COVE TERR	COVE RD	CUL DE SAC	Fog Seal/Crack Seal	18	744.46	\$1,340.03	\$0.00	\$134.00	\$0.00	\$1,474.03
Project Totals:					744.46	\$1,340.03	\$0.00	\$134.00	\$0.00	\$1,474.03
CRESCENT ROAD		0.12 Miles								
CRESCENT RD-01	TOWNSEND HARBOR RD	CRESCENT TERR	Fog Seal/Crack Seal	20	634.87	\$1,142.76	\$0.00	\$114.28	\$0.00	\$1,257.04
CRESCENT RD-02	CRESCENT TERR	SOUTH ROW RD	Fog Seal/Crack Seal	20	825.34	\$1,485.61	\$0.00	\$148.56	\$0.00	\$1,634.17
Project Totals:					1,460.21	\$2,628.37	\$0.00	\$262.84	\$0.00	\$2,891.21
CRESCENT TERRACE		0.10 Miles								
CRESCENT TERR	CRESCENT RD	CUL DE SAC	Fog Seal/Crack Seal	19	1,097.10	\$1,974.77	\$0.00	\$197.48	\$0.00	\$2,172.25
Project Totals:					1,097.10	\$1,974.77	\$0.00	\$197.48	\$0.00	\$2,172.25
HORIZON ISLAND ROAD		0.31 Miles								
HORIZON ISLAND RD	ISLAND RD	CUL DE SAC	Fog Seal/Crack Seal	18	3,233.49	\$5,820.28	\$0.00	\$582.03	\$0.00	\$6,402.31
Project Totals:					3,233.49	\$5,820.28	\$0.00	\$582.03	\$0.00	\$6,402.31
ISLAND ROAD		0.74 Miles								
ISLAND RD-01	SOUTH ROW RD	BEACHVIEW RD	Fog Seal/Crack Seal	16	690.54	\$1,242.96	\$0.00	\$124.30	\$0.00	\$1,367.26
ISLAND RD-02	BEACHVIEW RD	WILLIAMS DR	Fog Seal/Crack Seal	19	1,365.06	\$2,457.10	\$0.00	\$245.71	\$0.00	\$2,702.81
ISLAND RD-03	WILLIAMS DR	HORIZON ISLAND RD	Fog Seal/Crack Seal	19	1,569.94	\$2,825.89	\$0.00	\$282.59	\$0.00	\$3,108.48
ISLAND RD-04	HORIZON ISLAND RD	CUL DE SAC	Fog Seal/Crack Seal	19	4,496.87	\$8,094.36	\$0.00	\$809.44	\$0.00	\$8,903.79
Project Totals:					8,122.40	\$14,620.31	\$0.00	\$1,462.03	\$0.00	\$16,082.34
PENINSULA DRIVE		0.57 Miles								

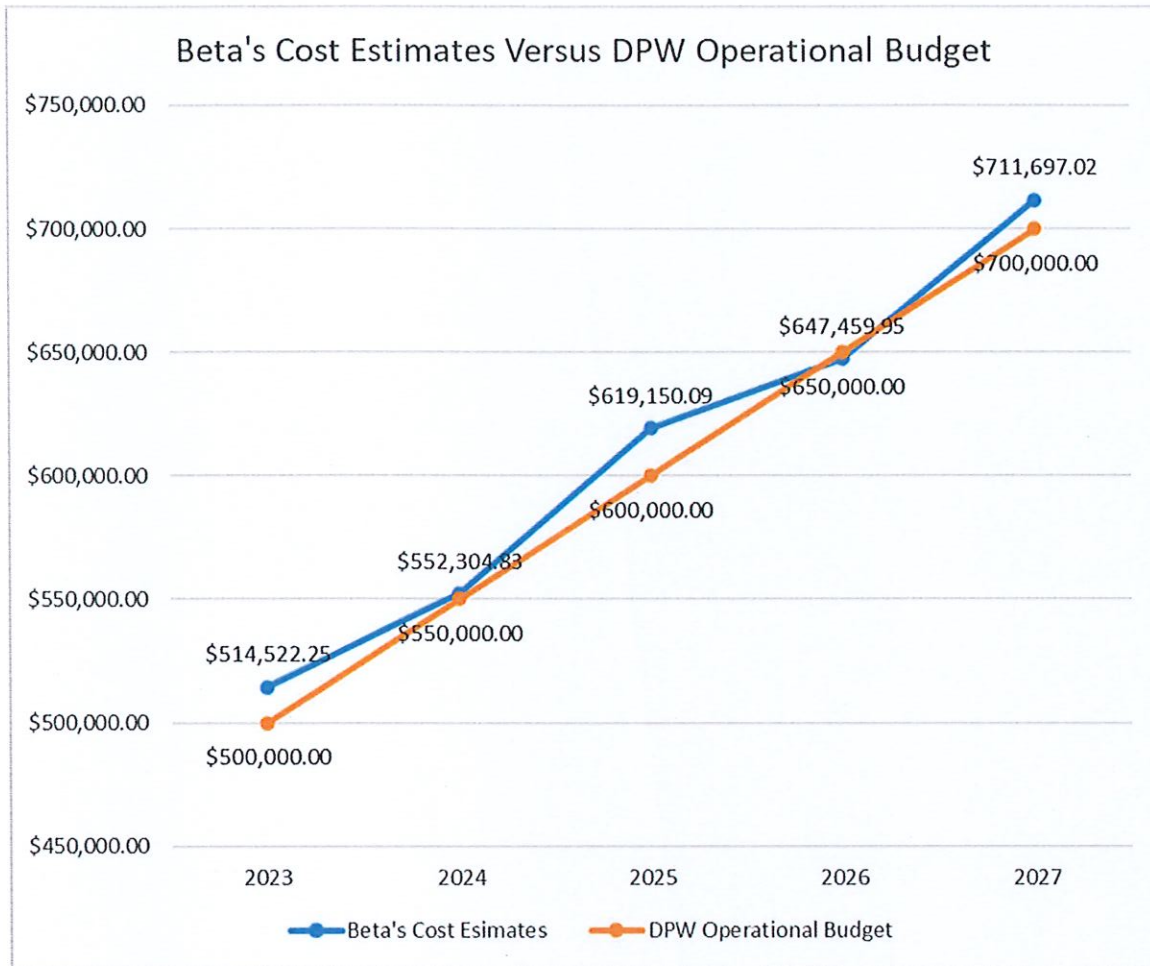
Preliminary DRAFT - 12/22/2022			Repair Type	Width	Square Yards	Repair	Police	Contingency	Supplemental	Total
PENINSULA DR	SOUTH ROW RD	CUL DE SAC	Fog Seal/Crack Seal	16	5,378.13	\$9,680.64	\$0.00	\$968.06	\$0.00	\$10,648.70
Project Totals:					5,378.13	\$9,680.64	\$0.00	\$968.06	\$0.00	\$10,648.70
SANDY COVE ROAD			0.35 Miles							
SANDY COVE RD-01	SOUTH ROW RD	COVE RD	Fog Seal/Crack Seal	22	1,710.33	\$3,078.59	\$0.00	\$307.86	\$0.00	\$3,386.45
SANDY COVE RD-02	COVE RD	COVE RD	Fog Seal/Crack Seal	22	2,808.51	\$5,055.32	\$0.00	\$505.53	\$0.00	\$5,560.85
Project Totals:					4,518.84	\$8,133.91	\$0.00	\$813.39	\$0.00	\$8,947.30
SOUTH ROW ROAD			0.72 Miles							
SOUTH ROW RD-01	TOWNSEND HARBOR RD	CRESCENT RD	Fog Seal/Crack Seal	22	1,584.84	\$2,852.71	\$0.00	\$285.27	\$0.00	\$3,137.98
SOUTH ROW RD-02	CRESCENT RD	SANDY COVE RD	Fog Seal/Crack Seal	22	1,649.27	\$2,968.69	\$0.00	\$296.87	\$0.00	\$3,265.56
SOUTH ROW RD-03	SANDY COVE RD	PENINSULA DR	Fog Seal/Crack Seal	22	779.38	\$1,402.89	\$0.00	\$140.29	\$0.00	\$1,543.17
SOUTH ROW RD-04	PENINSULA DR	ISLAND RD	Fog Seal/Crack Seal	22	1,018.30	\$1,832.94	\$0.00	\$183.29	\$0.00	\$2,016.23
SOUTH ROW RD-05	ISLAND RD	COVE RD	Fog Seal/Crack Seal	22	3,320.53	\$5,976.95	\$0.00	\$597.70	\$0.00	\$6,574.65
SOUTH ROW RD-06	COVE RD	WILDWOOD RD	Fog Seal/Crack Seal	22	362.16	\$651.88	\$0.00	\$65.19	\$0.00	\$717.07
SOUTH ROW RD-07	WILDWOOD RD	TOWNSEND TL	Fog Seal/Crack Seal	22	556.71	\$1,002.07	\$0.00	\$100.21	\$0.00	\$1,102.28
Project Totals:					9,271.18	\$16,688.13	\$0.00	\$1,668.81	\$0.00	\$18,356.94
WILDWOOD ROAD			0.34 Miles							
WILDWOOD RD-01	BEACHVIEW RD	BEACHVIEW RD	Fog Seal/Crack Seal	19	3,096.84	\$5,574.31	\$0.00	\$557.43	\$0.00	\$6,131.74
WILDWOOD RD-02	BEACHVIEW RD	SOUTH ROW RD	Fog Seal/Crack Seal	19	671.59	\$1,208.86	\$0.00	\$120.89	\$0.00	\$1,329.75
Project Totals:					3,768.43	\$6,783.17	\$0.00	\$678.32	\$0.00	\$7,461.49
WILLIAMS DRIVE			0.19 Miles							
WILLIAMS DR	ISLAND RD	CUL DE SAC	Fog Seal/Crack Seal	25	2,801.69	\$5,043.05	\$0.00	\$504.30	\$0.00	\$5,547.35
Project Totals:					2,801.69	\$5,043.05	\$0.00	\$504.30	\$0.00	\$5,547.35
FORT POND ROAD			0.27 Miles							
FORT POND RD	LEOMINSTER SHIRLEY RD	LANCASTER TL	Mill and Overlay	26	4,177.46	\$66,839.30	\$0.00	\$6,683.93	\$0.00	\$73,523.23
Project Totals:					4,177.46	\$66,839.30	\$0.00	\$6,683.93	\$0.00	\$73,523.23
LEOMINSTER SHIRLEY ROAD			1.31 Miles							
LEOM. SHIRLEY RD-07	BRIDGE	FORT POND RD	Mill and Overlay	32	4,413.32	\$70,613.15	\$0.00	\$7,061.31	\$0.00	\$77,674.46
LEOM. SHIRLEY RD-08	FORT POND RD	RESERVOIR RD	Mill and Overlay	24	5,923.28	\$94,772.47	\$0.00	\$9,477.25	\$0.00	\$104,249.71
LEOM. SHIRLEY RD-09	RESERVOIR RD	SHIRLEY TL	Mill and Overlay	24	9,229.73	\$147,675.62	\$0.00	\$14,767.56	\$0.00	\$162,443.18
Project Totals:					19,566.33	\$313,061.24	\$0.00	\$31,306.12	\$0.00	\$344,367.36
Year Total:					72,547.66	\$467,747.50	\$0.00	\$46,774.75	\$0.00	\$514,522.25

How is the Work Completed?

- Most of the work is completed by contractors.
 - The contracts include milling, paving, drainage structure adjustments, line painting and traffic controls.
- The DPW Crews patch potholes with hot mix asphalt or cold-patch, as needed.
 - Note: only 2 tons of cold-patch was used this winter. Some towns use over 2 tons of cold-patch per week.

Funding for the Pavement Management Plan





Year 5 of 5 and Beyond

- Following Beta's Capital Improvement Plan, the projected overall Road Surface Rating is predicted to drop by 4 points from 84.75 to 80.75, which is still well above our goal of 75.
- We could be more aggressive and use more Chapter 90 Funding.
- Beta recommends scanning the roads every 3-5 years.
- Since our roads are in good condition, I recommend scanning again in the 5th year and developing a new Capital Improvement Plan for the next 5 years.

What remains in the 2015 Pavement Management Plan?

- Holman Street – from Chase Road to Northfield Road – skipped in 2018
- Hillside Drive – Cul-de-sac – skipped in 2019
- Fairview Road - Cul-de-sac – skipped in 2019
- Easter Brook Road - Cul-de-sac – skipped in 2019
- Leominster-Shirley Road – skipped in 2020
- West Townsend Road – from Chase Road to Northfield Road – was scheduled for 2023

- Pioneer Drive – was scheduled for 2023
- Upland Avenue – was scheduled for 2023

Where do the remnants fall in the new Pavement Management Plan?

- Holman Street – Road Surface Rating of 46 – Reclamation in 2025
- Hillside Drive – Road Surface Rating of 61 – Not in 5 Year Plan
- Fairview Road – Road Surface Rating of 61 – Not in 5 Year Plan
- Easter Brook Road – Road Surface Rating of 62 – Not in 5 Year Plan
- Leominster-Shirley Road – Road Surface Rating of 46 – Mill and Pave in 2023 and 2024
- West Townsend Road – Road Surface Rating of 57 – Mill and Pave in 2027
- Pioneer Drive – Road Surface Rating of 44 – Not in 5 Year Plan
- Upland Avenue – Road Surface Rating of 46 – Mill and Pave in 2026

The board members agreed that it was a good presentation and thanked him for his presentation. Mr. Jeffreys asked if all the roads in the pavement management plan are public roads. Mr. Bernard confirmed they are all public roads.

Mr. Bernard stated the intent is to put together a comprehensive contract that will include all the milling, paving, line striping etc. with one prime contractor that would probably subcontract for some of these jobs. There will be wording in the contract that provides for deadlines for tasks, the Town will start assessing penalties until it is completed. Discussion about road quality and routine road maintenance. Mr. Bernard stated they try to clean 25 catch basins annually. They are not quite there yet but are in better shape as we now have tow heavy equipment operators in the department. We try to say on top of it the best we can.

Ms. Lemieux thanked Mr. Bernard for his presentation.

Presentation from Trash & Recycling Consultant on PAYT Program

Ms. Lemieux reported Jamie Toale was hired as a consultant for trash and recycling coordination and outreach. Tonight he will present what he has been working on.

Mr. Toale provided the following PowerPoint presentation:

This presentation will cover:

- Overall Program Objectives
- E L Harvey Contract
- Bags, Barrels and Stickers – Oh My!
- Communication & Social Media
- Discussion

Introduction: Program is intended to review current trash and recycling environment in Lunenburg, use data and stakeholder input to allow Town to make informed decisions about future objectives and suggest ways to communicate objectives to stakeholders.

What are the “real” Objectives?

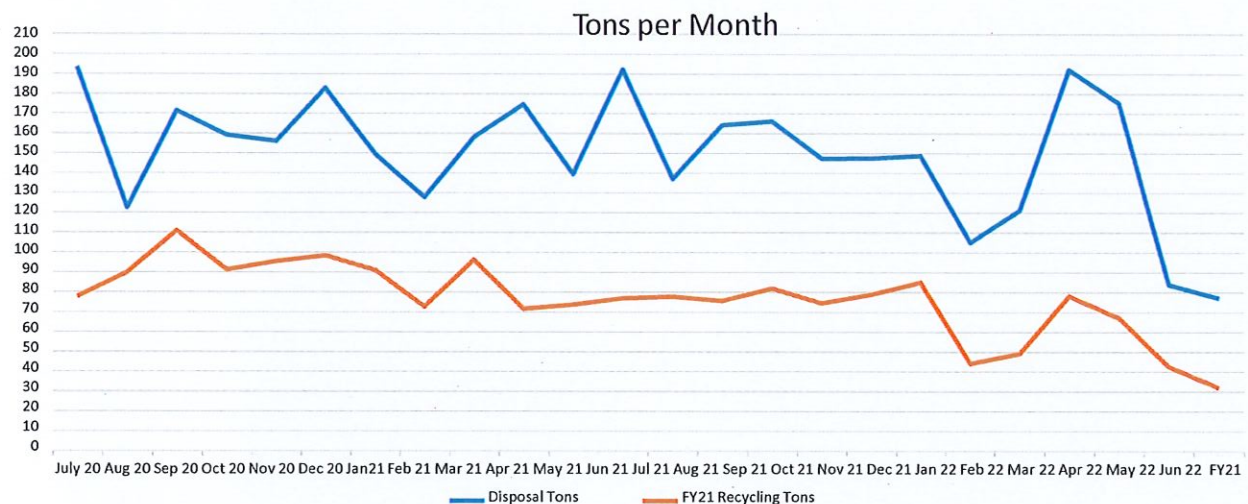
- Waste disposal at break-even?
- Increased recycling (at any cost)?
- Increased recycling (within an “acceptable” cost)?

- Resident Satisfaction (delight?) with waste disposal function?
- Some defined blending of these objectives

“Break-even” –After PAYT Bag Income

	Hauling Cost	PAYT Net Income	Delta
Jul 21-Jun 22	\$397,017	\$436,048	\$39,031
Jul 22 – Dec 22	\$216,339	\$200,913	(\$15,626)

Two Year Stats – Trash vs. Recycling – No Trend



What I am Hearing?

Bags, Barrels & Stickers

- Bag Quality and size has improved
- Should we go to stickers?
- Covered containers
- Harvey response to service problems December & January
- Reality vs. Perception
- CALL ME – 617 365 4612

Mr. Toale stated we have a pretty good relationship with the people at E. L. Harvey; they are taking several measures to improve their transfer station in Fitchburg. Their main facility is in the Westborough area, but they do have a transfer station in Fitchburg. They're moving to Leominster, I expect them to open their new facility, I expect them to have a grand opening in

early March. They have bought some new equipment, they've done some hiring and they seem to be past the dilemmas that we saw in January and February. Complaints have settled down quite a bit you know the weather the last two weeks has put us a little bit behind on a couple of days but the calls that my office has received and the DPW office has received are pretty minimal and easy to handle and we made sure we did callbacks and pickups on any missed areas. The other thing is there's a reality versus perception problem. There have been complaints on social media about Waste Management; we don't use Waste Management. Therefore it is probably a Fitchburg resident or a private contract.

Mr. Toale pointed out the below Mass DEP chart stating Lunenburg would fall under the second from the left trash bag. The average for the state is 1270 pounds per household. Lunenburg in that study averaged 864 pounds per household. Lunenburg currently is averaging 894 pounds per household. Considerably better than the average!

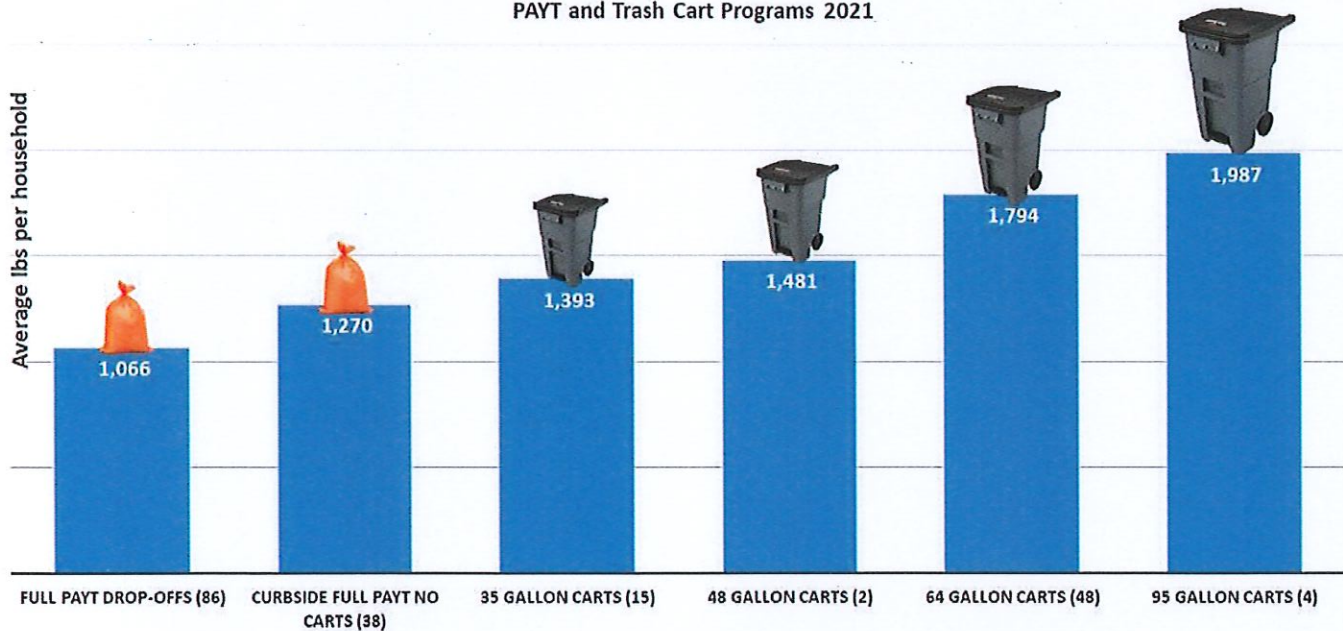
Lunenburg July 21 – June 22 = 894 pounds
(Chart Based on 2021 Data -Lunenburg 864)



Size Matters!

Trash Program Incentives Reduce Costs

Per Household Trash Disposed in
PAYT and Trash Cart Programs 2021



*Number in parenthesis indicates # of municipalities that reported trash tonnage
Source: 2021 MassDEP Municipal Solid Waste and Recycling Surveys.

He noted Townsend has the same PAYT program as Lunenburg and each household is allowed two bags per week for free and then each bag after that is assessed \$3.50 each.

Stakeholder's Points of View

Lunenburg

Town Employees
(DPW & FINANCE)

E L Harvey

Mike & Patrick

State/Regional Resources

Tessa David (Mass Toss)

MASS DEP, MassToss & Devens Household Hazardous Waste Program

- Recycling is the Goal!
- Pursue Grant Money for Recycling Efforts
- State Waste Bans – (i.e. Mattresses, Textiles)
- Strict oversight of Hauler – Audits, Contact Compliance, Review Logs, REJECT contaminated recycling
- Market Changing - for certain recycled materials it is strengthening

Peer Town Review & Feedback - W495 Group Statewide Data plus relationships with:

- Townsend
- Gardner
- Shirley
- Fitchburg
- Athol
- Lancaster
- Ashburnham

Mike Szczepan- Harvey & Glen Long – Waste Connections Municipal Managers

- Consolidation in Waste Hauling Industry – E.L Harvey is now part of Waste Connections
- Recycling Fee is \$105 per Ton – Could go as high as \$220/ton if contaminated
- Would prefer two cart system with quality carts (toters)
- Automated Trucks – less injury , faster more complete service
- Private Roads was a surprise (is still an issue)
- Engage in “shared goals” discussions prior to June 2024 Contract expiration

Lunenburg: Bill Bernard – DPW Director; Samantha Tucker – DPW Admin. Asst., Karen Brochu – Finance Director

- Harvey Invoices – Audits?
- Waste Zero Data (Detailed manual work to reconcile PDF invoices to spreadsheets)
- Missed pick-up and complaint logs
- Audit Recycling for contamination content
- Excellent financial tracking and follow-up by DPW and Town Finance Department

Outreach Activities

Social Media & Messaging

- Lunenburg Town Website and FB Page (outbound/push)
- Lunenburg Town Website and FB Page discussion groups (Future interactive/chat?)
- Other FB pages
 - Lunenburg, MA Uncensored
 - Lunenburg Loop

- Lunenburg Independent
- Rants and Raves

State & Regional Resources

- MassRecycles
- Devens Day Publicity
- Recycling Fair/Day in Lunenburg?
- Handouts
- Run State Programming on PAC Channel

Lunenburg Public Access Channel

- Created a 5 minute program explaining the Waste & Recycling Program
- Run regular messages on the "Scroll"

Lunenburg Adult Activity Center

- Request a special Event at Eagle House
- Provide "hand-outs" or "giveaways" for seniors
- Set up display at Eagle House
- Discuss Senior "special pricing" for bags
- Discuss "hotline" for pick-up difficulties

Outreach Possibilities

Will be determined based on "Real" Objectives

Lunenburg Public Schools

- Provide information and resources to include in regular curriculum
- Request presentations at school functions
- Discuss possibility of a "Recycle Day"
- Provide "hand-outs" or "giveaways" for students
- Connect with School athletic events

Lunenburg Public Library

- Request a special Event at Library
- Provide "hand-outs" or "giveaways" for library patrons
- Set up display at Library



Waste Pick-Up and Recycling Program



JAMIE TOALE

SUPPORTIVE BUSINESS ALTERNATIVES

jamie@jamietoale.com • 617-365-4612

Ms. Sroka asked how Townsend pays for their PAYT program and do they recycle? Mr. Toale stated they do recycle; they have a transfer station in town. We could work with them as an emergency source if we had a recycling issue. He believed the residents could put any kind of trash bag out for the first two bags, but if you put out more than two, you have to use a special one. He pointed out that for Lunenburg if you have to pay for whatever you throw away, it really makes you think about what is recyclable or not and that is what keeps the amount of trash low. The only towns that do better than us are the ones you have to pay for the bag AND bring it to the transfer station yourself. The other thing he noted was if you give someone a 65 gallon bag you have to make sure you charge enough to cover the cost of hauling that trash away. Another question asked was about the totes and the automatic lifts on trucks for them. E. L Harvey will replace a broken barrel if their truck breaks it, but first it has to be a relatively quality type barrel to begin with, not a very old broken down one. Ms. Sroka stated she was in favor of a recycle day in Lunenburg. Mr. Toale agreed but noted it was an incredible amount of work.

Mr. Dwyer thanked Mr. Toale for his presentation and the information provided. Mr. Franco did as well and wondered how you regulate the size of the bag in the sticker program. Mr. Toale noted it would still have to be regulated.

Mr. Jeffreys stated it would be great to work into the PAYT program for the senior center to provide seniors with 10 free bags per year. He would also like to bring youth into the fold of our community by having them participate in a student project for a recycle day. He was in favor of a town-wide cleanup around Earth Day. We will be having this discussion as part of our environmental policy. Ms. Lemieux thanked Mr. Toale for his presentation as this is always a hot topic on social media.

INTERVIEWS/APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

Appointment of Council on Aging member- Cathy Beale, 12 Horizon Island Road-term to expire June 30, 2024

Ms. Beale stated her 91 year old mother lives with her so it is very important to her to provide good things for the elderly. She had spoken to Jane Rabbitt, a COA member who invited her to join, so it sounded like a good idea.

Motion: L. Franco

2nd: T. Dwyer

To appoint Cathy Beale to the Council on Aging with a term to expire June 30, 2024

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

Ratification of the Town Manager's Appointment of IT Administrative Assistant

Ms. Lemieux reported this is a newly created position in the fiscal year 2023 budget. We received 11 applications and interviewed 5 applicants. The person I appointed was Kara McCarthy, she has a Bachelor of Science and Communication Media degree and has nine years of experience in marketing and design with experience in implementing and updating websites; experience with content management and utilizing social media. Her references were good and I can attest to her positive attitude and think she'll fit very well in the role and is very qualified for the position.

Mr. Jeffreys asked if this position would assist volunteers in getting their town email set up. Ms. Lemieux stated this position is strictly administrative. She will be pivotal when we transition to a new website and be processing related invoices. The IT support can assist people with any issues with their email. Ms. Lemieux stated this position is for 19 hours and non-benefitted.

Motion: T. Dwyer

2nd: M. Jeffreys

To ratify the Town Manager appointment of Kara McCarthy to IT Administrative Assistant

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

TOWN MANAGER REPORT

Announcement on Existing Vacancies

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

- 300th Anniversary Committee(5 vacancies)
- Agricultural Commission(2 vacancies)
- Council on Aging(1 vacancy)
- 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 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 Police(16 hours/week)
- Assistant Town Accountant(32 hours/week)
- Digital Services Staff Librarian(20 hours/week)
- Heavy Equipment Operator(40 hours/week)
- Library Assistant (19 hours/week)
- Tax Collector Principal Clerk(36 hours/week)
- Production Technician (20 hours/week)
- Recreation Director (19 hours/week)
- Seasonal Lifeguards(Seasonal)
- Beach Director (Seasonal)
- Videographer (2-10 hours/week)

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

Invitation for Bids:

The 30 School Street Hazardous Materials/Demolition bids were due February 16th and we received five bids. The low bid was from Costello Dismantling Company of Wareham in the amount of \$216,649 and the high bid was for \$398,845. Costello was determined to be the lowest, most responsible, responsive bidder and will be awarded the bid.

The Town Hall building envelope project bids were due February 23rd and we received only one bid in the amount of \$258,800, plus alternate one for the replacement of the two chimneys for \$43,000. This far exceeded our appropriation of \$75,000.

Meetings, Events and Other Announcements:

- 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 Citizens Party Caucus in Monday, March 27th at 7 PM at the MS/HS Auditorium.
- The Annual Town Meeting is Saturday, May 6, 2023 at 9 AM at the Lunenburg Middle/High School.
- The Annual Town Election is Saturday, May 20, 2023 7 AM-5 PM at TCP.

OLD BUSINESS**Presentation of Proposed Senior Tax Relief Program**

Mr. Franco presented the first draft of the proposed senior tax relief program which he and Select Board member Alonzo have been working on. The first step would have it presented as a warrant article on the Annual Town Meeting warrant. It would also require to be approved by the state legislature as special legislation following that vote.

Elements of a Proposed Senior Property Tax Relief Warrant Article

(As Presented by Select Board Members Alonzo and Franco 28 February 2023)

Summary: The purpose of the proposed senior property tax relief program is to provide to longtime residents of Lunenburg with demonstrated need relief from real estate taxes that present an unmanageable hardship.

Eligibility for the Lunenburg Senior Tax Relief program will require an applicant to meet at least the following criteria:

1. The Applicant must have applied for and been granted the State's Senior Circuit Breaker Tax Credit.
2. Each Applicant named in an application who has attained the eligibility age of 70 years for an elderly exemption in Lunenburg under M.G.L. Chapter 59, Section 5, Clause 41(C) must have applied for and been granted this exemption.
3. Each Applicant named in an application must have attained the age of 65 years by the close of the calendar year immediately preceding the year of application.
4. The Applicant must have owned and occupied a home in the Town of Lunenburg, as his or her primary residence, for at least 15 consecutive years pre-dating and including the date of application.
5. The Applicant must demonstrate to the satisfaction of the Lunenburg Board of Assessors that (s)he, and each co-applicant, owns no other significant assets such as, by way of non-limiting example, a second home, a trust fund, securities, equities, and bonds.
6. The Applicant must submit a timely application with the Board of Assessors
(Wakefield defined this as August 1 to September 30)
7. The Applicant must submit an application, and demonstrate eligibility, for each

year for which property tax relief is sought.

8. The amount of relief granted to each Applicant under this program shall not exceed 100 percent of the Circuit Breaker Tax Credit for which the Applicant qualified in the previous year.

Cap on Tax Relief Fund Tied to Levy

It is to be understood that any relief granted under this program will result in a reduction of the property tax bills to whom relief has been granted. The resulting reduction in revenue collected must be compensated for elsewhere. It is not envisioned that these funds will be drawn from the overlay. Rather, the total dollar value of relief granted under this program will be spread among all remaining tax payers, residential, commercial, and industrial, inclusive.

In arriving at the eligibility parameters, the number of eligible persons and associated impacts were modeled and estimated by our Principal Assessor. Accordingly, the final version of a Warrant Article placed before Town Meeting may include changes to the eligibility requirements outlined above. For instance, the eligibility age may be raised to 70 years and or the years of residency may be raised from 15 to 20, or to some number in between.

In addition to reducing funding exposure by adjusting age and residency requirements, Select Board members Alonzo and Franco are suggesting a cap on the total funds available to the relief program. As envisioned, the cap would be tied the levy. More specifically, for the purposes of discussion in the creation of a Warrant Article, Alonzo and Franco are suggesting that the total dollar value of relief granted in the aggregate not exceed 1% of the real property tax levy.

What Happens if Requests for Relief Exceed Available Funds?

Any senior tax relief program implemented must account for the possibility that the total dollar value of requests for relief will exceed the total funds available to the relief program, and how relief funds are to be distributed in such an event. It is envisioned and proposed by Select Board members Alonzo and Franco that a Warrant Article would provide for apportioned distribution of the total in the relief fund on the basis of the percentage that each Applicant's eligibility would represent if relief funds were unlimited. As an example:

Assume that 5 total applicants applied for relief with corresponding dollar values as follows:

Applicant A:	\$1,000.00	(20% of total request value)
Applicant B:	\$1,500.00	(30% of total request value)
Applicant C:	\$1,000.00	(20% of total request value)
Applicant D:	\$800.00	(16% of total request value)
<u>Applicant E:</u>	<u>\$700.00</u>	<u>(14% of total request value)</u>
Total in Requests: \$5,000.00		

Further assume now that the total value of the funds available for relief is \$4,000.00, which is insufficient to meet the full demand from relief. Accordingly, each of the 5 Applicants above

would receive in actual relief the percentage of \$4,000.00 corresponding to the percentage that his or her relief request/eligibility represented relative to the total request value. The resultant individual relief values granted to each of the 5 Applicants would therefore be as follows:

Applicant A:	\$800.00	(20% of total relief value)
Applicant B:	\$1,200.00	(30% of total relief value)
Applicant C:	\$800.00	(20% of total relief value)
Applicant D:	\$640.00	(16% of total relief value)

In other words, relative to the example, because the total funds available (\$4,000.00) is 80% of the total dollar value of relief requested (\$5,000.00), each Applicant would receive 80% of the relief that (s) he requested, and for which eligibility (in the absence of the cap tied to the levy) was established.

When asked, Mr. Franco stated the goal was between now and March 14th to draft a warrant article. Mr. Jeffreys suggested adding a requirement that eligibility should not include anyone living with a non-dependent adult. Further discussion ensued about this.

Ms. Sroka exited the meeting.

Ms. Lemieux noted that one consideration during this process is to not add too much administrative work to the process, which could be an added cost to the program for additional staff. Mr. Jeffreys thanked Mr. Franco, Mr. Alonzo, Ms. Lemieux, Finance Director Brochu and Principal Assessor Carroll for their contributions to this work. Mr. Franco will bring back some proposed wording and also get guidance from Town Counsel for a warrant article.

Review Budget and Legislative Priorities to Present to State Delegation

Ms. Lemieux presented some projects that she would like to bring forward to the legislators next week. They included security and fire alarm upgrades for Turkey Hill Elementary School; another was for three different projects in the Primary School, security upgrades at the Public Safety Building and monument and historic stone wall restoration and turf restoration at the North and South Cemeteries. Local aid should also be a main topic next week. Suggestion was also made to add Marshall Park to the list.

Minutes

Motion: L. Franco

2nd: T. Dwyer

To approve the minutes of January 31, 2023

Vote: Mr. Dwyer- aye, Mr. Franco-aye, Mr. Jeffreys-aye

Mr. Jeffreys noted this board meets again on March 7, March 14 and March 21.

Ms. Lemieux reported Planning Board Administrative Assistant Marjorie Boggio has submitted a letter that she will be retiring on June 2nd. Fire Captain Jim Ricci retired on February 24th.

There was no public comment at this time.

Motion: T. Dwyer
To adjourn the meeting

2nd: L. Franco

Vote: Mr. Dwyer- aye, Mr. Franco-aye, Mr. Jeffreys-aye

The meeting adjourned at 9:56 PM.

Respectfully submitted,



Elaine M. Peterson
Executive Assistant to the Town Manager