

AUG 16 2023

LUNENBURG TOWN
CLERK OFFICE**SELECT BOARD****MINUTES****May 2, 2023****Town Hall, 17 Main Street and via ZOOM**

Members present: Michael-Ray Jeffreys, Chairman; Tom Alonzo, Vice Chairman; Lou Franco, Clerk; Heather Sroka

Also Present: Heather Lemieux, Town Manager; Mary Wilson, Ana Lockwood, Jonathan Dickhaut, Brian Gingras

Chairman Jeffreys called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance. Mr. Jeffreys 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 will be uploaded to the Lunenburg public access YouTube channel within 24 hours after the meeting. He provided the ZOOM link for those who would like to participate remotely.

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. Alonzo thanked everyone who attended the Lunenburg Boys & Girls Club fundraiser last Friday. He thanked all the teams who participated and congratulated the winning team (Police Dept. & comfort dog Hank). Mr. Jeffreys stated it was great to be there and lauded Mr. Alonzo for hosting the event.

George Burden, 39 Cortland Circle, asked Mr. Jeffreys about a statement made at the January 17 meeting about tax increases/decreases in different areas of town. Mr. Jeffreys informed him he would have to review the video.

ANNOUNCEMENTS

- Ms. Lemieux noted the Eagle House Supporters clothing drive collected 1200 bags of clothing totaling 12,786 pounds from December to April. This raised \$2557 for the Lunenburg Adult Activity Center.
- Representative Margaret Scarsdale will be holding office hours in Lunenburg on May 10th at the public library from 5- 6 p.m.
- Yard waste days at Young's Road will be May 6, May 13 and May 20.
- The Lunenburg youth baseball and softball parade will be May 13th at 9 00 a.m. starting at Kids Kingdom
- The Annual Town Meeting is May 6th at 9:00 a.m. at the Middle/High School Auditorium
- The Annual Town Election is May 20th 7:00 a.m. to 5:00 p.m. at the TC Passios Building
- The Memorial Day ceremony will be on May 29th at 10:00 a.m. at Veteran's Park

COMMUNICATIONS FROM OTHER BOARDS

The Planning Board has begun their master planning process and they are seeking a representative from the Select Board to serve on the steering committee.

The Sewer Commission has informed us the intermunicipal agreement with the City of Leominster expires at the end of June of next year and Dave MacDonald and Mike Nault will be representing the sewer commission. They were reaching out to see if the Select Board also wishes to have a representative present.

Mary Wilson (Conservation Commissioner) and Ana Lockwood (Parks Commissioner) reported on the Earth Day 2023 Activities

4/2	Table Rock Property: Installing Red Trail Markers
4/2	Marshall Park: Spring Clean-up
4/8	Veterans Park: Spring Clean-up
4/8	Lane Property: Invasive Plant Removal
4/15	Town Pound: Spring Clean-up
4/15	Library: Sheet Mulching
4/22	Wallis Playground: Spring Clean-up
4/22	Pollinator Habitat: Spring Clean-up & Seed Starts
4/22	Library: Tree Planting
Various	Ad hocs: Chestnut St Neighborhood Cleanup, New West Townsend Rd Clean Up, Mass Ave Clean-Ups, Northfield Rd Clean-ups

SUMMARY REPORT:

Description	Metrics	Comments
Properties & Areas Supported	13	9 Properties + 4 Ad Hoc Areas
Volunteer Turnout	122	Volunteers at Events
Volunteer Hours	361	Man-hours
Equivalent Value Back to Lunenburg	\$11,180.00	used \$31/hr. consistent with MassTrails "In-Kind" metric

Special Thank you to:

- Lunenburg Ledger
 - Sponsored the initial ¼ Page Color Ad to Promote Visibility
- Lunenburg DPW & Facilities
 - Trash Pickups, dumpster support, etc.
- Event Coordinators
 - Coordinating with Volunteers, Leading Projects
- State Representative Support
 - Margaret Scarsdale
- Groups

- Girl Scouts of America, Boy Scouts of America, Lunenburg Youth Baseball & Softball Leagues, Aurora Lodge Freemasons, Turkey Hill Lion's Club, Salvation Army Disaster Relief Food Truck, LHS National Honor Society

Ms. Wilson and Ms. Lockwood will begin planning this fall for next year's activities.

Public Hearing for Transfer of All Alcohol License & Common Victualler License to Lakefront Beverage Inc. d/b/a On The Rocks, 96 Lakefront Ave. (including temporary extension of premises)

Mr. Franco read the public hearing notice:

The Lunenburg Licensing Authority/Select Board will hold a public hearing on May 2, 2023 at 7:15 PM in Town Hall, 17 Main St., Second Floor, Lunenburg, MA, on the application submitted by Lake Front Beverage Inc., d/b/a On the Rocks, for an All Alcohol Restaurant License located at 96 Lakefront Avenue, Lunenburg, MA. The premises is described as a one-story sports bar with a 29' x 12' sq. ft. outdoor patio; 1540 total sq. ft.

Jonathan Dickhaut, owner/manager, was present for the application. Mr. Dickhaut stated his family owns a business in Townsend, *Townsend House*, since 1974. He also owns Partners Pub in Fitchburg, which was in need of some serious attention when he bought it. We've remodeled/rebranded and had zero alcohol violations since we took over. When asked, Mr. Dickhaut stated none of the current management will be staying at On the Rocks but some of the staff will remain.

Discussion ensued about a liquor violation pending against the current owner of the business.

When asked, Mr. Dickhaut stated hours of operation will remain the same. There was a memo from the Land Use Director concerning the special permit for the outside seating area.

"It would be my belief that this would transfer as the business is continuing in the same manner as the new owner would be subject to all the conditions. The language that the ZBA often includes relative to the permit ceasing with the property transfer does not exist in this permit."

Mr. Alonzo asked if Mr. Dickhaut had read the Select Board policy regarding liquor licenses. Mr. Dickhaut stated he had. He stated he would be the manager and once this license is approved, he will be changing the manager at his other business in Fitchburg. We will be a hands-on management team and use the same policies we use in Fitchburg.

Discussion ensued about the pending violation against the current owner of On the Rocks and Mr. Dickhaut was advised that the hearing is next week for that. Also discussed were possible scenarios if the transfer is approved and possible results of the violation hearing next week.

Dave Rodgers, 82 Highland Street, stated his wife's mother and father lived next door to the Townsend House and there was only one time there was a problem and they fixed it immediately. He did not know Mr. Dickhaut personally, but he restated the family are nice people. Seeing no other public comments, Mr. Jeffreys closed the public hearing.

Motion: T. Alonzo

2nd: H. Sroka

To transfer the all alcohol license and approve the common victualler license for Lakefront Beverage Inc. d/b/a On the Rocks, 96 Lakefront Ave.

Vote: All in Favor

Mr. Dickhaut thanked the board and exited the meeting.

INTERVIEWS/APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

- **Ratification of the Town Manager's Appointment of Building Commissioner Brian Gingras**

Ms. Lemieux stated we advertised and got six applicants. Three out of four accepted an interview with us and Mr. Gingras was our top choice. He has 15 years of relatable municipal experience He's previously worked 10 years as a local inspector for Athol, Lowell and Woburn before becoming a Building Commissioner and he currently works for the Town of Lancaster where he gained two and a half years of experience as their Building Commissioner. He's a certified local building inspector and will be taking his final test for his certification later this month. Prior to municipal work he owned and operated a general contracting company for 17 years. He did extensive research on the community for his interview. He's very well versed and we look forward to bringing him on board.

Mr. Gingras stated he has a small 3 acre hobby farm in Pepperell. He was leaving Lancaster because of budget and staff cuts. When somebody calls or comes in, that's the most important thing to them when they show up and you need to stop and treat them that way.

Motion: M. Jeffreys

2nd: T. Alonzo

To ratify the Town Manager's appointment of Brian Gingras as Building Commissioner

Vote: All in Favor

- **Ratification of the Town Manager's Appointment of Police PT Administrative Assistant Gail Kemp**

Ms. Lemieux read the Police Chief's letter:

"As you are aware we have been looking to fill the new part time Administrative Assistant role for the Police Department since January of 2023. The position has been posted, and we have gone through two rounds of interviews with several candidates. During the second round of interviews, we identified a candidate who we believe will be a great fit for our Department and Community. I am pleased to recommend Gail Kemp for the part-time Administrative Assistant for the Police Department position. Gail is a resident of Fitchburg and has family in Lunenburg. She holds an Associate's Degree in Business Administration from Jamestown Community College and has extensive administrative assistant experience. In her previous roles, Gail has been responsible for maintaining payroll, accounts payable and receivable, and has familiarity with the Microsoft Office suite. Gail possesses the skills and knowledge to successfully fulfill this position. Gail has met all of the requirements for this position, which included passing a full background investigation. I request that Gail Kemp be appointed to the part time Administrative Assistant for the Police Department position to be effective May 3. Thank you for your consideration of my request."

Ms. Lemieux stated she had personally met her and felt she would be a good fit.

Motion: T. Alonzo

2nd: L. Franco

To ratify the Town Manager's appointment of Gail Kemp as Police Part-time Administrative Assistant

Vote: All in Favor

TOWN MANAGER REPORT

Announcement on Existing Vacancies

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

- Finance Committee (1 vacancy)
- Green Communities Committee (1 Associate vacancy)
- 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 for Conservation (10 hours/week)
- Administrative Assistant for Planning (36 hours/week)
- Assistant to the Sewer Business Manager (24 hours/week)
- Assistant Town Accountant (32 hours/week)
- Facilities Superintendent (40 hours/week)
- Finance Director (40 hours/week- contractual)
- Police Officer (40 hours/week)
- Veterans Services Agent (varies)
- Videographer (2-10 hours/week)

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

website.

Route 2A/Electric Ave/Lunenburg Crossing Entrance:

The DPW Director has been attempting to address the Route 2A/Electric Ave/Lunenburg crossing intersection with MA DOT for many months. Initially his conversations with MassDOT indicated they had also received complaints about the Route 2A/Electric Ave/Lunenburg crossing driveway. He was told their Traffic Section was planning to collect traffic volumes and review operations along the corridor, which is not a formal traffic study. With the updated traffic data, they would evaluate whether there are any opportunities to implement short-term measures to improve safety. If not, they will determine if a larger MassDOT project should be initiated to address safety concerns.

The Director had relayed to MassDOT that a major area of concern is cars coming off Chase Road onto Mass Ave where there is a yield sign, but there is free access onto Mass Ave. The speed limit on Chase Road is 45 MPH so these cars are moving fast and some of these cars stay in the right turn lane at Walmart and go straight through the lights. This then creates conflicts beyond Walmart where the two lanes merge. The Town's recommendation would be to control the movement coming off Chase Road.

MassDOT installed traffic counters at the Route 2A/Electric Ave/Lunenburg Crossing driveway intersection and at the Route 2A and Chase Road intersection the week ending 12/02/2022 and removed them week ending 12/09/2022.

In early March, the DPW Director asked Ann Sullivan of MassDOT for an update, and she had responded that they were still evaluating what they could do on this stretch between Chase Road and Electric Ave and the intersection and signal were designed as such that the outside lane is a shared through/right turn lane. As part of their evaluation, they are looking to determine if the outside lane on the WB approach at the signal can be modified to an exclusive right turn lane.

On April 28th the DPW Director spoke with Lori Shattuck, MassDOT District 3 Traffic Engineering. She stated the intersection is a Top 5% Intersection Crash Cluster and as such is eligible for funding under the Highway Safety Improvement Program (HSIP). She is going to find out if a Road Safety Audit can be started. She envisions a future project to make permanent changes to alleviate the traffic conflicts. She is also willing to meet with public safety officials in the field to discuss temporary measures that may help. Ms. Shattuck said she would get back to the Director soon.

Invitation for Bids/Request for Proposals:

- Bids for the Lunenburg Adult Activity Center Outdoor Patio project were initially due May 1st but will be extended to Monday, May 8th due to an addendum that needs to go out to address some changes to the bid specifications.
- The Assistant Town Manager is currently reviewing draft bids for the Five Year Assessors Revaluation, Page Street Culvert Construction project, Guardrail Repairs, Fog Sealing, and a RFP for Operation and Maintenance of the Wastewater Collection System. Also, the Assistant Town Manager will be re-bidding the Public Safety Building Carport project shortly.
- I am finalizing the Request for Proposals for the LED Streetlight Conversion and hope to have this advertised by next week.

30 School Street Hazardous Abatement and Demolition

Demolition of the building began on April 27th and is expected to be complete by town meeting. Site work and grading is expected to complete by May 19th.

Department Head Updates:

- **Facilities:** The Facilities Director reported that the architect will be wrapping up the plans for the Ritter Building Envelope project soon; the bid for the Adult Activity Center Generator will be going out soon; 30 School Street will be completed by the end of May; the Facilities Director is working with an architect on putting the PSB Carpet project bid together; the schematic design work for Marshall Park should be complete around mid-June.
- **Land Use:** We are currently in between Building Commissioners but our Alternate Building Commissioner is reviewing any permits in Viewpoint and available if needed until our next Building Commissioner starts; Master Plan; The Planning Board reviewed a draft charge for a Master Plan

Steering Committee and it will consist of a 15 member board to review and advise the consultant. The 39 Main Street project (the United Parish building) was approved and Shapiro Educational & Behavioral Consultants will be starting a program supporting children with Autism there in the fall.

- **Fire:** The Fire Chief reported that Rescue 2 is repaired and back on the road; another paramedic has achieved all their ride along hours so we now have paramedic coverage 70% of the time.
- **Police:** The Police Chief reported they will be hiring the part time Administrative Assistant that was in the FY23 budget; Sergeant Sean Connery will be retiring J and there is a vacant Police Officer position too so are currently in the process of interviews; Cruiser #2 sold for \$3,900 through Municibid; the new Hybrid Explorer will be on the road in about 3-4 weeks. Stats for 2023: Total Calls (includes dispatched/self-initiated): 8,779 (March: 2316, April 1985); MV Stops: 1276 (ytd) (March: 396, April: 229); Arrest: 114 (ytd) (March: 24, April: 30); Accidents: 82 (ytd) (March: 23, April: 10); Year to date officers have issued 603 Citations and have written 292 Reports not involving the above calls.
- **Finance:** The Finance Director will be sending out a purchase order memo for end of the year POs soon and after town meeting will set up FY24 budget so it is all set in MUNIS before she retires.
- The Finance Director will complete the next expenditure report for ARPA that is due April 30th.
- **COA:** The COA Director reported that the center has been busy with programming, including Memory Cafe, Zumba, Line Dancing, Yoga, Stitch & Chat, Reiki and more. COA Director is beginning to plan for the Memorial Day Ceremony which will be on May 29th at 10 am.
- **Library:** March 25th burglary \$400 in cash; June 2nd 2-7 June 3rd 9-2 pm Friends of Library Book Sale; partnered with Parks with tree planting and mulching project;
- **Assessors:** Principal Assessor reported the hired consultant has done about ½ of the cyclical inspections (not related to abatement inspections); working with the Assistant Town Manager on the RFP for Five Year Revaluation to be put out shortly.
- **Public Access:** The position of production technician was filled by an in-house videographer recently; Public Access will be getting ready for filming Are you Smarter than a Sixth Grader, Memorial Day Ceremonies, Graduation, and the ATM.
- **DPW:** The DPW Director relayed that after the last big snowstorm the crews are still cleaning up a lot of roadside debris from trees. The crews are also street sweeping, performing catch basin cleaning operations, cutting back excessive roadside plant growth, repairing road signs, addressing drainage issues, and picked up branches collected during the Earth Day cleanup. CEI spent 2 days collecting data from our storm water systems (catch basins, manholes, connecting pipes, etc.) this past week. The DPW Director has been trying to get the easements signed for the Flat Hill Road Bridge project; two of the four have been signed to date.
- **IT:** Fiber has been installed at the TC Passios and working with Comcast to schedule the fiber install at Town Hall; obtaining updated quotes for town building phone systems; MUNIS migration date is May 1st-5th and the go live date September 7th-8th; still waiting on a couple quotes from vendors for the camera system at the Public Safety Building.

Ms. Lemieux reported a resident sent an email "sending a big thank you to the DPW (regarding street sweeping/catch basin cleaning) especially the operator, the street sweeper I don't think I've ever seen anyone do a more thorough job." She commended the DPW for all the work that they do.

Ms. Lemieux read aloud a letter sent to Library Director Muir Haman.

"Dear Mr. Haman,

On behalf of the Statewide Massachusetts Teen Choice Book Award Selection Committee, I'm writing to express our sincere appreciation and gratitude for the outstanding work that Lunenburg Public Library Teen Librarian Susan Elbag has done as a founding member of our volunteer committee over the past two years. Being a part of the committee is a considerable undertaking. We require members to review at least 20 books and attend a series of meetings throughout the year totaling more than 15 hours of volunteer time. Their dedication and commitment to the committee's mission and fulfillment of these responsibilities has been truly remarkable. Her deep knowledge of adolescent development, library experience and professionalism have been invaluable as we work to curate an outstanding and diverse list of new young adult books for the youth of our state to vote on. Ms. Elbag's collaborative skills, commitment to literacy and attention to detail have helped us to create a welcoming and inclusive slate of books that serves our state's diverse needs. Additionally, as the

committee's marketing team co-chair, she volunteers extra time to promote this award to youth across the state. We have been truly lucky to have Ms. Elbag as a member of the Massachusetts Teen Choice Awards Selection Committee. Her enthusiasm creativity and passion for literature has inspired us all.
Sincerely, Susan Larson
Chair of the Mass Teen Choice Award Selection Committee “

OLD BUSINESS

Discussion on Fiscal Year 2024 Budget, FY 2024 Capital Plan, and Annual Town Meeting Warrant articles

Ms. Lemieux stated there is one warrant article that the board hasn't voted on, the Firefighters Union Collective Bargaining Agreement was reached, agreed on by the board and signed off the Memorandum of Agreement by the Lunenburg Professional Firefighters.

ARTICLE 8. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to fund the first year of the FY 24-FY 26 Collective Bargaining Agreement dated July 1, 2023 – June 30, 2026 with the Lunenburg Professional Firefighters, PFFM Local 5369; or take any other action relative thereto. (Submitted by the Town Manager)

Motion: T. Alonzo

2nd: M. Jeffreys

To recommend approval of Article #8 which is the Fire Union Bargaining Agreement

Vote: All in Favor

Ms. Lemieux reported the agreement included a 2½% increase for each year of the three-year agreement and a change in the shift differential between the top steps of Lieutenant to the first step of the Fire Captain position. That change in year 1 went from 3% to 5% differential; for year 2 an additional percent, and year 3 an additional percent. A fourth step for the Fire Captain position was added as well as a \$1000 annual stipend position for the SAFE Coordinator. Also added was an officer out of grade pay increase of \$2/hr. if there's not an officer on duty for a shift. The overall impact for fiscal 24 would be \$26,043.04; for fiscal year 25 the impact will be \$36,022.18 and for fiscal year 26 is \$25,320.14.

Mr. Alonzo noted there was a typo on Article 21 and there will be an amendment made on the meeting floor to remove the word “residential,” and replace with “all taxpayers.” The board reviewed the motion sheet for annual town meeting.

CURRENT BUSINESS

Approval of Minutes of February 28, 2023

Motion: M. Jeffreys

2nd: L. Franco

To approve the minutes of February 28, 2023 as presented

Vote: All in Favor

Action Items:

Mr. Jeffreys reported a resident sent a request to place no parking signs north or south of the intersection of Sunset Lane and Robb's Hill Road. The Police Chief will setting up some traffic monitors to study implications of doing so. Mr. Jeffreys stated a request for residents of Summer Street for a paved parking area in the Town Right of Way will be coming next week.

Mr. Alonzo asked about the town roads getting line painted as this poses a safety issue. Ms. Lemieux will follow up with the DPW Director.

Mr. Alonzo asked if the Assessors could provide this board reports of the abatements given out weekly.

Upcoming Meetings

Mr. Jeffreys reviewed the upcoming meetings: May 6 (Annual Town Meeting), May 9, May 16.

He noted the Town election is May 20th.

Mr. Jeffreys reviewed the schedule for the Town Manager evaluation process.

Committee Reports

Mr. Jeffreys reported the Municipal Building Design Committee met and we are looking to meet with the Select Board on the 16th to review the hybrid plan as well as some rough estimates for phasing and costs.

Mr. Franco reported the Economic Development Committee met last week and the idea was brought up that after the 30 School Street demolition that extra parking be put over there for access to these buildings. Also suggested was a painted crosswalk with flashing sign be placed from there across Mass Ave. Mr. Burney distributed an updated final draft of the Business Development guide at the meeting.

PUBLIC COMMENT:

Ms. Lemieux regarding an email from the (private) lake action committee about issuing a joint statement from the Select Board and the Assessors regarding the tax assessment investigation, stated this is strictly a Board of Assessors issue, not the Select Board's nor the Town Manager's. Any implication that the issuing of a statement related to this is tied to Town Meeting and the confidence of voters and voting on the budget; the presentation from the Auditors speaks volumes about the ability of the Town to be in a good financial position and what we've done as far as policy work and planning speaks for itself. I would hope that voters would see that as evidence that the Town is in a good position, that the budget being put forth is appropriate, meets the Town's needs and there was a lot of thought and process that went into it as well.

A gentleman who believed he had a peddler's license hearing for Sun Run Solar scheduled this evening stepped forward but his appointment was not listed on the agenda. He will be rescheduled for the next meeting.

Mr. Alonzo following up on Ms. Lemieux's statement regarding Town Meeting, stated this is an opportunity for people to voice their opinions. The audit we received last week is similar to the audit we received the year before that and years before that. The Town is run very well, I think the Finance Director and the Town Manager and their teams do an excellent job. This is the time to come and support the budget that serves the needs of the town. If you look at any individual article separately from all the rest, it is either self-explanatory or easily supported about why we need it. These are not "nice to haves," these are core things like passing the budget and putting things in stabilization fund, etc. I encourage people to come to participate.

Motion: L. Franco

2nd: H. Sroka

To enter into Executive Session and to adjourn immediately after exiting Executive Session: Pursuant to MGL c. 30, Section 21, Paragraph 3, to discuss strategy with respect to collective bargaining, where an open meeting may have a detrimental effect on the government's bargaining position and the Chair so declares. (Public Employee Agreement).

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

*****EXECUTIVE SESSION MINUTES ARE SEPARATE*****

The meeting adjourned at 9:12 p.m.

Respectfully submitted,



Elaine M. Peterson

Executive Assistant to the Town Manager