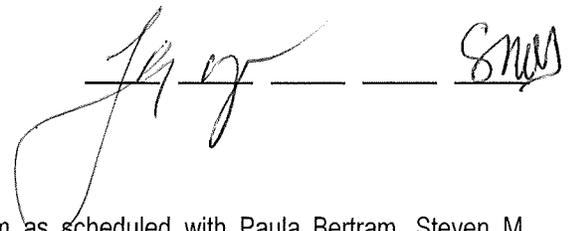


**BOARD OF SELECTMEN  
MEETING MINUTES  
9/6/11**



The Board of Selectmen met in the Town Hall, Joseph F. Bilotta Meeting Room as scheduled with Paula Bertram, Steven M. deBettencourt, Tom Alonzo, Dave Matthews and Town Manager Kerry Speidel present, Ernie Sund absent. Meeting opened at 7:00 P.M. with the Pledge of Allegiance

**PUBLIC COMMENT**

Chair expressed appreciation to all those that were involved in planning and being ready for Hurricane Irene.

Michelle Belez, Teen Center, and Doreen Noble Council on Aging Director presented the attached information regarding their traffic concerns on Memorial Drive and Main Street and suggested recommendations.

Tom agrees with their concerns and noted the congestion and that something should be done along these lines to increase the safety. Paula also agrees with these recommendations, suggested the possibility of designating parking for "town hall employees only" may be an option and need to follow up and look at all possible options.

Kerry noted that the parking in the back of this building is not a public lot, and therefore may be difficult to require using a public parking lot. Board will schedule for the first meeting in October.

Dave MacDonald presented the attached information on the intersection of Mulpus Road and Townsend Harbor Road.

Noted that there is a grant program that we may be able to access (SMART). Mass DOT recommends that we straighten out Townsend Harbor Road and install stop signs at the end of Mulpus Road and one on Townsend Harbor Road.

Michael Nault, 56 Brookview Terrace noted that many houses on Townsend Harbor Road are across the street from the waterfront and that this roadway is also a through road from Route 119 to 2A and recommends placing a stop sign from the Townsend side of Townsend Harbor at the intersection of Mulpus Road.

Bob Musack, 170 Townsend Harbor Road agrees with the recommendations as submitted, commented on the traffic issues that he has encountered and would like to see something done there.

Mario Angelo, 199 Island Road, Director of Hickory Hills Landowners Association, travels through this intersection several times a week and sure that many others do as well, submitted letter that was sent to DPW Director Jack Rodriquez.

Chair would like to have input from the DPW Director and Public Safety to include options and cost factors. Paula noted that this intersection is very near her home and has seen this safety concern first hand and that this number of crashes may be low as not all are reported to the Police Department. She shares the concern that the threat of something serious could happen here. Kerry has known about this situation for a couple of weeks and has spoken with Trish Domigan of VHB and she is not aware of a grant that would be applicable for this project, but will look at the SMART Grant to see if this may be eligible. She may be able to provide rough cost estimates, understanding that we are looking to try and fix this problem. She will meet with Jack and see if we can come back with a game plan. Steve would suggest that we use an engineer to determine the best alternative.

Paula would like to see if we could do something in a paired down approach and would like to look at all the options and see if there is a way to simplify this process and make this a safer situation.

Tom believes that there may be a simple solution and without engineering services; you could make this a three-way stop, which would be inexpensive to do and at least in this way we would have time to investigate alternative solutions.

Paula expressed appreciation to those that came forward as this is truly a dangerous situation. Jack, DPW Director concurred that this is a great idea, but doesn't believe that it's just as simple as installing stop signs. The plan here is a good one, he doesn't believe there is a land taking, but doesn't think that this would be exorbitantly expensive. Short money spent to have a conceptual plan in place to present to this board. He will speak with an engineer to get a price and a timeframe. Kerry will provide an update to this at the board's first meeting in October.

**ANNOUNCEMENTS**

Tom commented on the invitation that town officials received to attend the asphalt plant opening event that was held recently at P.J. Keatings facility and expressed appreciation to the company as they've always worked well with our departments and a good opening event.

**APPOINTMENTS**

1. 7:00 p.m. – Janice Barney, Captain John Joslin, Jr. Chapter, National Society of the Daughters of the American Revolution – presentation of flag – Janice Barney, representative of the National Society of the Daughters of the American Revolution presented the "Remember September 11, 2011" banner in honor of the lives that were lost and the sacrifices that were made as a result of the 9/11 incident and in commemoration of the ten year anniversary. Chair accepted and presented this banner to Chief Glenn.

## **CURRENT BUSINESS**

1. **Update from School Regionalization Committee** – Members of the Committee, Chair Brandon Grady and Dr. Berthiaume were present and reviewed the attached letter that was sent to Katherine Craven, Executive Director of the Massachusetts School Building Authority recommending that we withdraw from the discussions with North Middlesex Regional School System. They as a committee decided to communicate directly with the MSBA and worked closely with our counter parts in North Middlesex to communicate their decision to withdraw. They still need to write a formal response and are in a position to put this in writing and advised the Selectmen yhat they too would need to contact the MSBA to inform them that we, as a town, have completed all the requirements of the MSBA and request what are next steps would be at this point.

Paula questioned if there are any other reasons, other than financially and per Brandon it was made clear to them that politically it would not pass, so it was a political decision as well as a financial decision.

Dr. Berthiame doesn't believe that waiting another month would have been in the best interest of the students and the taxpayers and as such decided unanimously on withdrawing at this time.

Tom commends their work on this committee and is glad that their committee is the one to finally decide to make this decision and make the next step with the MSBA.

Brandon noted that the other representatives on the committee worked in the best interest of this town and thanks should also go out to them as well as Superintendent Calmes. He will get back to the board with regards to notifying the State and the board will follow up once this step has been completed. Dr. Berthiame noted that the School Committee will be meeting tomorrow night and they are trying to plan as far down the road as they can. Noted that they still may look at opportunities there may be with an alternative regional school system, Nashoba. He contacted Ms. Craven (MSBA) the night of the vote and sent off the letter and as of yet, have not heard back from the MSBA.

2. **Approval of Earth Removal Permits – Annual Review** – Kerry presented the attached requests for Earth Removal Permit renewals. All have been inspected by our Building Inspector and his notes are incorporated within. Earth Removal Permits are governed by Article IX, Section 9 of the Town's Bylaws. Earth Removal in excess often- (10) cubic yards may only be done upon issuance of a permit. Once granted, the permit is valid for a 1-year period. Attached, you will find a list of permits up for renewal, with their location, any restrictions and notes from a recent site visit attached. The Treasurer has verified that all applicants are current on Personal Property, Real Estate and! or Motor Vehicle Excise taxes. Staff recommends approval of the permit renewals with all restrictions noted.

Paula questioned permit #8, states restored 100%, her question is has the entire area been excavated or is the area that was excavated restored 100%. Kerry did have a conversation with Mike and there is material that is still available, this particular property owner has restored the area and would like to have this permit remain active for the possibility of sale. Kerry reveiwed the list as attached. Paula motion to approve permits as read, Tom seconded, voted unanimously.

3. **Review of Hurricane Irene EOC Activities; estimated cost** – Chief Glennly presented the attached update on the events leading up to Hurricane Irene incident. Noted that the preparation of this storm actually began after the 2008 ice storm and as a result of the Blackboard Connect System he was able to correspond to the residents while away in NY.

Tom commented that as it turns out we may have not needed, but just to pre-empt any questions believes that it was very prudent and only because of the change in path, in all likelihood what occurred in Vermont may have been us and that Chief Glennly as Emergency Management Director conducted themselves as was to be expected as we have learned from past experiences, lessons learned. Noted that by the end of Monday, all customers that were without power had it restored and overall thinks that Unitil did a good job.

Paula expressed appreciation for all that Scott did and the phone call is a valuable system and noted that it's critical that we be prepared and in the event that we have to activate the EOC again, we are prepared and should be proud of our personnel and all the work that they've done for this community.

4. **Review of FY11 Close Out; Final Year End Transfer Request** – tabled to next week.

5. **BOS Policies & Procedures** – Kerry forwarded packet to the board which is a compilation of the BOS Policies. Paula had updated policies based upon the notes from the March 8, 2007 work session minutes. Kerry noted that we also have a number of procedures that have been approved by the BOS of the years.

Paula has concern on the "procedure files" and believes that a number of these should be included in the various subsections of the policy manual. As such we may want to push this out a couple of weeks to give the staff time to accomplish incorporating into the document. Most of these documents will need to be scanned and will be provided to the board prior to their meeting for review.

6. **Minutes** – Board of Selectmen Regular session for 8/23/11 reviewed and signed.

**Warrants** - none

**Action File Issues** - none

## 7. Committee Updates –

➤ Dave MacDonald and DPW Director Jack Rodriquenz were present to provide an update on the DPW Building project, and Change Order #1. The Change Order is sizeable [\$25k +/-] due to a missed load-bearing structure. The architect has been notified of the issue. Dave M. presented the attached floor plan detail and noted that the demolition of the existing wall within the DPW facility resulted in a change order for \$27,428 as it was realized that the wall was in fact a load bearing wall.

Dave Matthews would have expected that this would have been determined with our architect and questioned whether this will be discussed at a future time. Which Dave MacDonald noted they absolutely would, but the Town needed to address this issue immediately. Jack is upset that here we are giving you a change order second day in on the project. Demolition goes very quickly and construction moves very slowly. They are doing what they can to facilitate the project and move it forward and he doesn't believe that this will be a big problem until they get into the winter operations and hopes that they will be able to meet the challenges to the board's satisfaction.

Tom questioned how much demolition is yet to be done and per Dave MacDonald the whole thing may take another week to get this portion of the project accomplished. Jack noted that the only hidden area yet to be discovered is the results of the borings in the area where the new building is to be installed.

Marion commented that in order to keep the Development Planning Review complete, the Planning Board will need a copy of this and any changes orders should be filed with their department as well. Noted that Janice Carrier, member of the DPW Building Committee will be documenting the financials on what's been expended and should be received by the Selectmen within the next week or so.

➤ Tom noted that the Finance Committee meets this Thursday with the Finance Committee at the Public Safety Complex.

## 8. Department Updates –

a. **Update on Planned Production/Affordable Housing – Marion Benson** – Marion provided an update on the Towns' Subsidized Housing Inventory (SHI) Report. DHCD Ch.40B Subsidized Housing Inventory lists the Town of Lunenburg with the credit of 132 units. This number included Pearl Brook Housing, DMR Group homes and Tri-Town currently has 66 completed units. She doesn't expect an answer on the third building to be built at Tri Town until they are able to get their funding (subsidy's) in place, later in the fall. Also noted that the 41 anticipated units to be built in the former Primary School will be applicable to be counted towards the town's affordable housing quota. According to the State Office, the Town can use the project entitled Lunenburg Village that was approved on June 9, 2010 for two years in our count. If they are not in construction by June 2, 2012, they will be removed. There are 64 units in the project and 25% of affordable will be an additional 16 units. Tri Town filled up immediately and Emerald Place is over 55 as they chose this over "affordable". Marion noted the change in our bylaws which now incorporates an affordable housing component, however the Planning Board has not been presented with any potential projects as we do now have set asides to attain our goal of affordable housing. A form will have to be submitted to put them on the inventory. (Planning Office has the form) Lunenburg has to document 272 units plus 2=274 units to fulfill their quota. The additional 2 units are due to latest census. The State is planning on making a change in the Group Home criteria. (The town has 12 units.) The Town has not had any Group Homes permitted in the past two years, or maybe longer. Chair noted that if we can achieve our quota, then the 40B projects would fall off the table.

## 9. Town Manager Updates

### OLD BUSINESS

### COMMITTEE APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

### EXECUTIVE SESSION

None

### UPCOMING MEETING SCHEDULE

September 13, 2011

September 20, 2011

Being no further business board voted unanimously to adjourn Regular Session at 8:45 P.M.

Respectfully submitted,

Laura Williams, Chief Administrative Assistant  
Board of Selectmen

## PROBLEMS

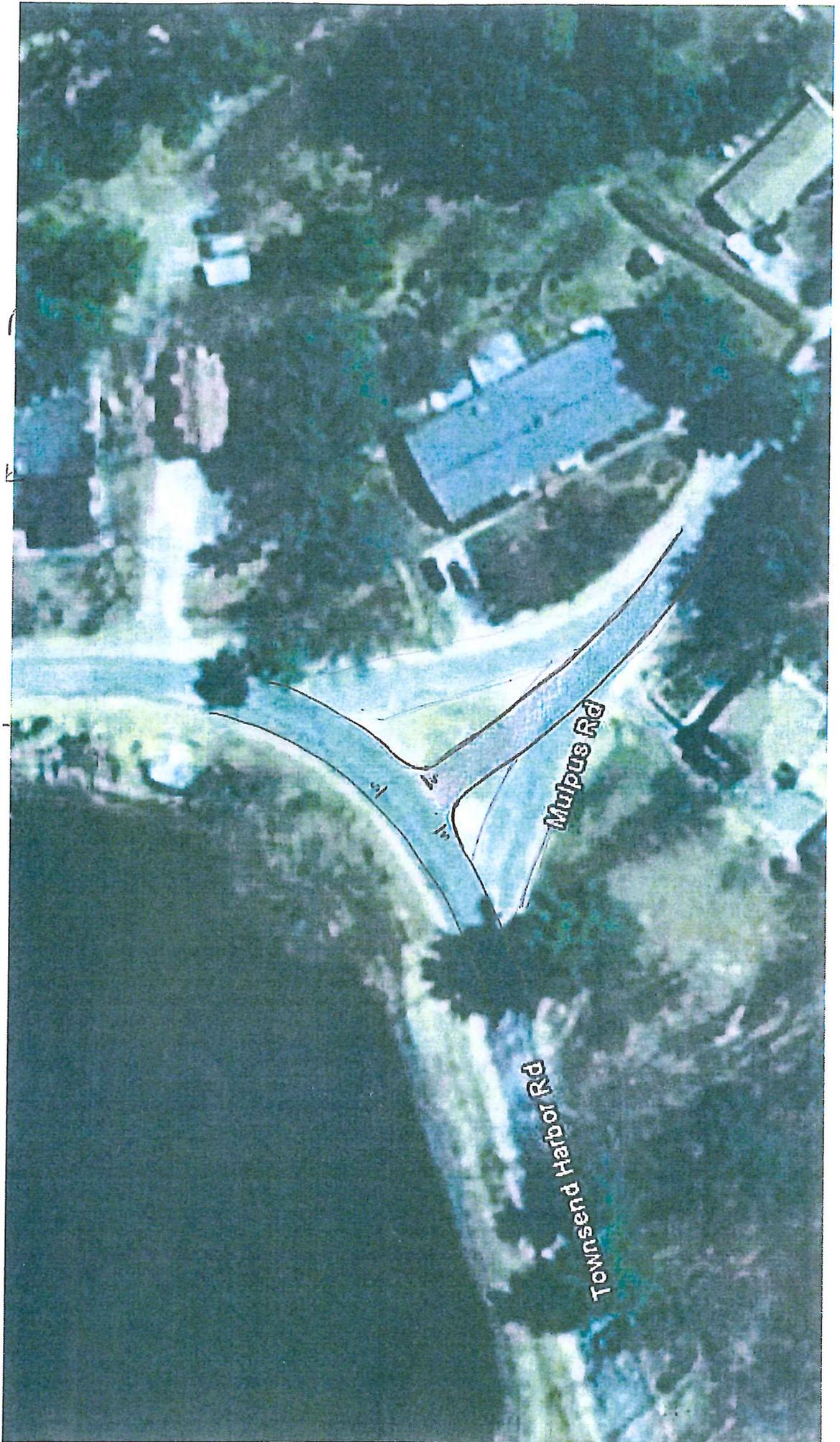
- Intersection of Main and Memorial unsafe
- Parking should be 20' from curb
- Can't see around parked cars until  $\frac{1}{2}$  into the intersection, this goes for both elderly and non elderly drivers
- The elderly van has trouble when making a left hand turn especially if large SUV's are parked on Main St.
- Elderly pedestrians have trouble in cross walk as it is not very visible.



## Suggestions

- Decrease congestion by having TH employees use lots
- Eliminate 1-2 parking spaces on Main St. thus conforming to the 20 ft. from intersection law.
- Make Memorial Drive a one way with exit only from Memorial Dr. to Mass Ave
- Place signage indicating elderly and youth in area so people are required to slow down
- Place cones in cross walk





# Town of Lunenburg, Massachusetts

## POLICE DEPARTMENT

**CHIEF**  
Daniel F. Bourgeois  
TEL: (978) 582-4150  
FAX: (978) 582-4159



655 Massachusetts Ave.  
Lunenburg, MA 01462

August 10, 2011

Kerry Speidel  
17 Main Street  
Lunenburg, MA. 01462

A citizen, David V. MacDonald, came into the Police Station and voiced his concerns to me about the intersection of Townsend Harbor Road and Mulpus Road. Mr. MacDonald pointed out that this intersection had been poorly designed and presented a serious concern to the safety of vehicular and pedestrian traffic. Mr. MacDonald, who is a commercial building contractor, had a traffic engineer design what he thought would be a much safer intersection. Mr. MacDonald said that he had already discussed the plan with the Highway superintendent, but wished to solicit the opinion of the Police Department as it relates to this issue.

In response to his proposal I would first point out that indeed, I agree this intersection can present some safety concerns and could be easily improved. I also concur with the design proposal which calls for the removal of some trees on the southbound shoulder of Townsend Harbor Rd near the intersection, and eliminates the two entrances and exits on Mulpus Road. This design, in contrast to the present intersection, provides for a better line of sight for vehicles negotiating a turn into Mulpus Rd., prevents traffic from entering Mulpus Rd. at unrestricted speeds, and eliminates the triangle that creates three intersecting points.

Townsend Harbor road has been the subject of many citizen complaints in past years regarding the excessive speed of vehicles. 162 speeding motor vehicles have been stopped by the police in the last 28 months. In that

time period the police department fielded 9 motor vehicle complaints, and responded to 28 motor vehicle crashes.

Although a traffic count is not available it would be an accurate presumption to say that Townsend Harbor Road is well traveled. A major contributing factor to the traffic volume is that Townsend Harbor Road is a connection between Rt. 2a and Rt. 119 creating easy passage to the border towns and New Hampshire destinations.

Mr. MacDonald's concerns are legitimate and if the resources are available the proposal would surely enhance the safety of travelers.

Thank you for consideration to this matter. If you need to discuss this further please do not hesitate to contact me.

Lt. James P. Marino

A handwritten signature in black ink, appearing to read "James P. Marino", with a long horizontal stroke extending to the right.

## Dave MacDonald

---

**From:** davebettymacdonald@comcast.net  
**Sent:** Tuesday, August 16, 2011 3:07 PM  
**To:** Dave MacDonald  
**Subject:** Fwd: Intersection at Townsend Harbor rd & Mulpus rd Lunenburg ma.

---

**From:** "Joseph Frawley (DOT)" <joseph.frawley@state.ma.us>  
**To:** "davebettymacdonald@comcast.net" <davebettymacdonald@comcast.net>  
**Sent:** Tuesday, August 16, 2011 2:59:45 PM  
**Subject:** RE: Intersection at Townsend Harbor rd & Mulpus rd Lunenburg ma.

Dave,

Thank you for your email regarding the intersection of Townsend Harbor Road and Mulpus Road in Lunenburg. As we discussed on the phone on Friday, both roadways are under Town jurisdiction. Therefore, any decisions regarding the geometry design of intersection improvements and/or traffic control changes rest with the Town of Lunenburg. If the Town feels that technical advice from MassDOT regarding changes to the intersection would be helpful, they can feel free to contact me by phone at (508)929-3916 or by email at [joseph.frawley@state.ma.us](mailto:joseph.frawley@state.ma.us).

### Joseph Frawley, P.E.

District 3 Traffic Engineer  
Massachusetts Department of Transportation, Highway Division  
T: 508.929.3916  
F: 508.799.9763  
[www.mass.gov/massdot](http://www.mass.gov/massdot)

---

**From:** davebettymacdonald@comcast.net [mailto:davebettymacdonald@comcast.net]  
**Sent:** Friday, August 12, 2011 5:16 PM  
**To:** Frawley, Joseph (DOT)  
**Subject:** Intersection at Townsend Harbor rd & Mulpus rd Lunenburg ma.

Good Evening Mr. Frawley,

It was a pleasure talking with you today in regards to the intersection @ Townsend harbor Rd. & Mulpus Rd in Lunenburg, MA.

As we discussed, I will give you an overview of our situation:

I have the police report on this intersection and as we discussed, it is pretty frightening, and I quote from the police logs.

***"Townsend Harbor road has been the subject of many citizen complaints in past years regarding the excessive speed of vehicles. 162 speeding motor vehicles have been stopped by the police in the past 28 months. In that time period the police department fielded 9 motor complaints and responded to 28 motor vehicle crashes."***

***"Although a traffic count is not available it would be an accurate presumption to say that Townsend Harbor road is well traveled. A major contributing factor to the traffic volume is that Townsend Harbor road is a connection between RT. 2A and RT. 119 creating easy passage to the border towns and New Hampshire."***

***quote by Lt. James P. Marino***

I want to thank you for your advice on this matter .  
I am planning on presenting my findings to the Lunenburg Board of Selectman, could you please give me any advice that *I may relay to the town?*  
Thank-you for your time on this matter .

Dave MacDonald  
155 Island rd  
Lunenburg Ma 01462

July 27, 2011

## MULPUS ROAD – TOWNSEND HARBOR ROAD

ONCE AGAIN WE HAVE A BAD SITUATION AND GREAT POTENTIAL FOR DISASTER! PEOPLE ARE SOOOOOOO STUPID!! AS YOU CAN SEE IN THIS ILLUSTRATION THE YIELD SIGN HAS BEEN REMOVED AND THE ISLAND IS BEING USED AS A PARKING LOT ON THE WEEKENDS OBSTRUCTING THE VIEW IN AN ALREADY DANGEROUS INTERSECTION. PLEASE DON'T WAIT UNTIL SOMEONE IS HURT OR KILLED BEFORE THIS IS TAKEN CARE OF AND THE ISSUE IS RESOLVED. I LOVE MY FAMILY AND FRIENDS AND DON'T WANT ANYONE TO BE A VICTIM AS A RESULT OF OTHER PEOPLE'S IGNORANCE AND POOR JUDGEMENT!





# Lunenburg Regional Planning Committee

Brendan Grady, Chair

Milree Keeling, Member

Greg Berthiaume, Member

August 26, 2011

Katherine Craven, Executive Director  
Massachusetts School Building Authority  
40 Broad Street, Suite 500  
Boston, MA 02109

COPY  
RECEIVED

AUG 30 2011

SELECTMEN'S OFFICE

Dear Ms. Craven:

The Lunenburg School Regionalization Committee met in public session on Tuesday, August 23, 2011. The Committee unanimously voted to withdraw from discussion with the North Middlesex Regional School District (NMRSD) School Committee about joining the district in a regional expansion.

The Committee has worked for 15 months with a sub-committee of the NMRSD School Committee. In July, at a joint meeting, a preliminary analysis of operational costs and benefits of an expanded region was presented by Mr. David Tobin, an independent consultant for the two school districts (attached). The analysis projected a positive economic impact for Lunenburg, but not for the NMRSD. At the NMRSD School Committee's meeting on August 22, their sub-committee unanimously recommended against taking the next step of entering into formal negotiations with Lunenburg for regional expansion, but the Committee deferred official action until their next meeting. Some members desire more information about the long-term capital impact of an expanded region on the NMRSD member towns, in order to satisfy the perceived requirements of the Massachusetts School Building Authority (MSBA). At their meeting, no member of the NMRSD School Committee spoke in favor of expanding the region, and a majority expressed opposition. It is abundantly clear to us that there is no appetite in the NMRSD for negotiation of a true merger of our school districts. It was our intent to include with this letter a video clip of the discussion at the meeting; however, the earliest we will be able to secure that video will be next week. Once we have the DVD in hand, we will mail a copy to you.

Lunenburg's Committee and the NMRSD sub-committee have worked well and in good faith, though the process has been challenging at times. The Lunenburg Committee has been committed to moving forward to negotiation of a Regional Agreement, as long as the entire Agreement could be negotiable. Despite the immense effort that would be required in all four towns to pass a new regional agreement as well as warrants for funding for a feasibility study for the NMRSD High School, we have attempted to work with all due haste toward a clear outcome. We have made the urgency of the determination about committing to formal negotiations clear to the NMRSD School Committee on multiple occasions, with mixed results. As you know, Lunenburg has critical facility needs at the Lunenburg High School and

1025 Massachusetts Avenue, Lunenburg, Massachusetts 01462  
978 582-4100 ~ fax 978 582-4103

for several years has been in the "pipeline" for project planning with the MSBA, pending sufficient vetting of all regional options.

We hope that the MSBA can appreciate that Lunenburg must not delay pressing forward in earnest for viable solutions to our issues, even for another month, as we enter budget and capital planning for FY 2013. We look forward to working as a community with the MSBA to take the next steps toward a solution for the Lunenburg High School.

Sincerely,



Brendan Grady, Chair  
Lunenburg School Regionalization Planning Committee

Enclosure

pc: Superintendent Loxi Jo Calmes  
Dave Matthews, Chair, Lunenburg Board of Selectmen  
Representative Jennifer Benson  
Senator Jennifer Flanagan

# EARTH REMOVAL PERMITS - TOWN OF LUNENBURG - EXPIRATION 8/31/2012

PERMIT	NAME	LOCATION	ACREAGE	RESTRICTIONS	SITE VISIT
1 PIC's 2 & 3	Ralph Montouri Const. Co.	186 Massachusetts Ave.	23.5	Standard Restrictions plus 25' buffer zone	08/29/11 Inactive, no visible signs of use
8 PIC's 4 & 5	William R. Proctor, Inc. (transferred from Szocik 4/74)	Off Mass. Ave. northerly	27.	Standard Restrictions plus no excavation below brook level.	restored 100%, no visible activity
14 PIC 19	P.J. Keating Company	W. side of Fort Pond Rd. adjacent to Lancaster	8.37	Standard Restrictions plus Conditions in Special Authorization by Board of Appeals (4/61) & reasonable effort to curtail noise, traffic, etc. and 15' Buffer Zone (see permit)	limited activity 2 blasts this year
15 PICs 20, 21 & 23	P.J. Keating Company	Northerly Leom.-Shirley & westerly of Reservoir Rd. both sides of B & M	165.	Standard Restrictions and subject to provision in lessee document plus 250' Buffer Zone	active office area, conveyors & stockpiles SAME AS LAST YEAR
16 PIC #22	P.J. Keating Company	Northerly Leom.-Shirley Rd. and easterly of Reservoir Rd. both sides Round Rd.	170.	Standard Restrictions and subject to provisions in lessee doc. plus 250' Buffer Zone	some stockpiles SAME AS LAST YEAR
17 PIC 25	P.J. Keating Company	Southerly Leom.-Shirley Rd. and easterly of Fort Pond Rd.	180.	Standard Restrictions and subject to provisions in lessee doc. plus 15' Buffer Zone	combination of active excavation & inactive areas SAME AS LAST YEAR
18 PIC 26???	P. J. Keating Company	Southerly Leom-Shirley Rd. & westerly of Fort Pond Rd.	6.8	Standard Restrictions and subject to provisions in lessee doc. plus 15' Buffer Zone	minor excavation
19	P.J. Keating Company	Easterly of Shirley Reservoir and Northerly B & M Railroad on Shirley Town Line	22.	Standard Restrictions and subject to provisions in lessee doc. plus 15' Buffer Zone	larger stockpiles of shingles & concrete & recycling area
27	P.J. Keating Company	Southeast corner of Lunenburg approx. 1,300' inland from Leom.-Shirley Rd.	84.	Standard Restrictions plus 50' Buffer Zone	active stockpiles & loam SAME AS LAST YEAR

28	P.J. Keating Company	Westerly side of Reservoir Road near Round Road	6.6	Standard Restrictions	stockpiles, grindings etc. active
29	P.J. Keating Company	Westerly side of Reservoir Rd. South & near Goodrich Street	12.5	Standard Restrictions	inactive, no restrictions SAME AS LAST YEAR
30	P.J. Keating Company	Southeast corner of Lunenburg approx. 2,200' inland from Rd. abutting the Shirley Town Line	28.	Standard Restrictions	stockpiles & processing gravel SAME AS LAST YEAR
42	P.J. Keating Company PIC #24	Leom-Shirley Rd.	30.	Standard Restrictions plus visual barrier of plants	Stockpiles/ no activity SAME AS LAST YEAR
32	Raymond A. Powell, Jr. PIC's #14-#17	Rear of 395 Goodrich St. approx. 1,150' inland from C. Nass	16.	Standard Restrictions plus 25' Buffer Zone	NO ACTIVITY THIS YEAR
5	A.C. Szocik, Inc.	Easterly side Reservoir 155 Reservoir Rd. (left side approx. 1,400' from Page Street)	32.8	Standard Restrictions	INACTIVE/WOODED LOT
31	A.C. Szocik, Inc. PIC #6	Off Arbor St. entrance from Rt. 2A approx. 800' inland	18.5	Standard Restrictions plus 50' Buffer Zone and primary entrance/exit to be on Rt.2A	NO ACTIVITY

\*\*\*Mike's Notes: .....

KEATINGS: MOST ACTIVITY THROUGHOUT THE SITE IS ABOUT THE SAME AS LAST YEAR WITH THE EXCEPTION OF LARGER STOCKPILES OF CONCRETE AND SHINGLES.

NEW ASPHALT SILOS INSTALLED

# TOWN OF LUNENBURG, MASSACHUSETTS FIRE DEPARTMENT

## CHIEF

Scott F. Glenny  
TEL: (978) 582-4155  
FAX: (978) 582-4033



655 Massachusetts Ave  
Lunenburg, MA 01462

To: Kerry Speidel, Town Manager  
From: Chief Scott F. Glenny  
RE: Hurricane Irene

Wednesday August 24<sup>th</sup>:  
(I was out of town)

Participated in a conference call with Mass Emergency Management Agency (MEMA) and the National Weather Service (NWS) Predictions that we would feel a significant impact from the storm. Call Town Manager, Police Chief, DPW Director, informed them of the information.

Contacted Fire Department staff to begin preparations. Station generator, spare generators tested, extra fuel on hand for small engines. Check on available personnel for station coverage.

Thursday August 25<sup>th</sup>

Participated in a conference call with MEMA and NWS again all indications of a significant impact for our area.

Contacted Town Manager, Police Chief, DPW Director advised of information received.

Recorded a notice for Emergency Notification System to be sent out at 6 PM.

Sent e-mail request for a department head meeting for preparations.

(began 6 hr ride home with limited cell service)

Friday August 26<sup>th</sup>

Department head meeting, all departments represented including water district. Discussions included emergency shelter, (both human and animal), checked on availability of school buses for evacuations and transport of non critical injuries if needed, DPW preparations and staffing, availability of private contractors, Use of Library for FEMA if needed, EOC opening and staffing discussed. Requested both Hickory Hills and Lake Shirley dams be opened in expectation of heavy rains. (predictions of 6 to 12 inches), reviewed Fire Dept. storm SOG as it pertained to others including when it was unsafe to be out and how to protect vehicles when possible, announced a conference call at 12:30 if anyone wanted to attend.

Chief Bourgeois and I participated in conference call. Gov. Patrick declared a pre land fall state of emergency. Our area was still expected to take a significant impact from the storm. Advice was to plan for a category 2 hurricane some time Sunday. Rain fall predictions from 5 to 10 inches with

total expenditures:

Fire \$ 6,472.42

DPW \$ 3,100.08

Police \$ 3,046.75

\$ 12,619.25

hurricane force winds. Spoke with Town Manager and Selectmen Chair Matthews declared a state of emergency. Checked dams.

Using storm SOG station staffing was planned beginning Saturday night at 6pm. (see attached) Station was staffed from Saturday night through Sunday night as predictions had winds increasing Sunday night.

Continued to monitor situation and participated in conference call at 6pm.

Saturday August 27<sup>th</sup>

9:00am Fire Department Work detail to fill sand bags. (200 bags filled, 150 placed in DPW truck 50 placed on pallets.)

Participated in conference call at 12 noon. Still predicting central mass as significant impact with heavy rains and wind however at this time the storm seems to be moving slightly west increasing the potential for tornado activity in the north east quadrant.

Sent e-mail and follow up phone call to do a partial opening of the EOC at 5:30 am Police, Fire, DPW, Town Manager, Secretary.

Checked Dams and water ways for obstructions and flow.

Checked with station, any calls from residents with questions or concerns.

Participated in conference call at 6 pm. Same track as 12 noon. Met with Fire officer detailed to station duty. While at station received a call from a resident requesting sand bags. DPW called resident would meet at DPW garage requested 15 bags.

President declared pre land fall state of emergency

Sunday August 28<sup>th</sup>

5:00 am at EOC beginning set up

5:30am EOC partial activation with Police Chief, Fire Chief, DPW Director, Town Manager, Secretary.

Notified MEMA EOC partial activation

Monitored situation, checked with dispatch for any issues, brought Deputy Chief Sullivan into EOC so I could leave to check road ways, water ways, dams, with Town Manager, Police Chief, and Selectmen Matthews.

The EOC was fielding very few call and most of them were tree down calls.

The EOC was closed at 4 pm.

Monday August 29<sup>th</sup>.

Review of incidents

Meeting with staff all went well no issues

10:00 am Chief Bourgeois and I participated in conference call with Unitil Only issue from my perspective was the need for outage updates on a regular basis including location.

Discussed EOC operation with Chief Bourgeois. No issues good operation. I did note that we opened the EOC to be pro active when in actuality the need for the EOC never developed. (although it did stream line or simplify the DPW response for dispatch when busy)

The town was prepared for the storm and the clean up aftermath. Fortunately we did not have to respond.

See attached documents for call breakdown and expenses.

I would like to thank all the departments for participating and preparing. The support and cooperation is appreciated.



# TOWN OF LUNENBURG, MASSACHUSETTS FIRE DEPARTMENT

## CHIEF

Scott F. Glenny  
TEL: (978) 582-4155  
FAX: (978) 582-4033



655 Massachusetts Ave  
Lunenburg, MA 01462

### ADDITIONAL PERSONNEL ASSIGNMENTS AND RELATED COSTS

- Seven additional personnel were assigned beginning at 1800 hr on Saturday, August 27<sup>th</sup>. One engine and one ambulance staffed. (4 on an engine and 3 on the ambulance)
- Four additional staff were brought on beginning at 0600 on Sunday, August 28<sup>th</sup>. Two engines and one ambulance staffed. (As most staff are EMTs we could staff a second ambulance if needed.)
- Staffing dropped to seven personnel beginning at 1800 hrs on Sunday, August 28<sup>th</sup> until 0600 hrs, Monday, August 29<sup>th</sup>.
- 
- Prior to the incident eight personnel were brought in to help with sandbag detail at the DPW on Saturday morning
- After the incident five additional personnel were brought in to help with sandbags on Monday.

Total payroll=\$6,472.42

### Breakdown of incidents reported to dispatch

A total of 8 incident related entries were logged during this 36hr. period as follows;

- Three ambulance calls
- Three powerline down
- One hazard removal
- One assist the public

## DPW

\$ 1,900.08 overtime  
Replacement of 2 chain saws \$1200.00



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# Town of Lunenburg Massachusetts Police Department



**Chief of Police**  
**Daniel F. Bourgeois**  
TEL: (978) 582-4150 x 224  
Office fax: (978) 582-9376  
Station fax: 978-582-4159

**Public Safety Complex**  
**655 Massachusetts Avenue**  
**Lunenburg, MA 01462**

*August 30, 2011*

*To: Kerry Speidel, Town Manager  
Fire Chief Scott Glenny, EMD*

*From: Chief Dan Bourgeois*

*Re: Storm preparation, operation and recap for August 28, 2011  
Hurricane Irene*

## **PREPARATION**

- 1) Police Department preparation for Hurricane Irene began on Thursday August 25<sup>th</sup> as weather experts predicted the storm to track directly over New England sometime on Sunday the 28<sup>th</sup>. The first order of business was to notify staff of pending event and that no vacation and personal time for Sunday and Monday August 28<sup>th</sup> and 29<sup>th</sup> will be granted. I also requested all officers advise me of their availability for the entire weekend of the storm in order to organize a response plan.*
- 2) Cruisers and equipment were checked for readiness and all outdoor equipment was brought inside. Garage space was cleaned and organized for potential cruiser storage.*
- 3) Worcester County Sherriff's Department made available their staff and equipment if needed. Emergency contact numbers noted.*
- 4) Station generator fuel checked for adequate emergency operations if needed.*
- 5) On August 26<sup>th</sup> I participated in a Department head meeting called by Chief Glenny EMD where additional Town wide resources/plan was discussed such as emergency shelter, DPW prep. Council on Aging, Water District, Library, dispatch, EOC (Emergency Operations Center) opening and staffing as well as other logistics and a 12:30 conference call with MEMA was announced.*

- 6) *At 12:30pm Chief Glenny and I participated in the conference call from MEMA where a State of Emergency was announced by Gov. Patrick. The forecast was for a direct hit in central Mass. and to prepare for the possibility of a Category 2 hurricane for some time Sunday. MEMA advised everyone to prepare for substantial winds and potential flooding with the possibility of 5 to 10 inches of rain and hurricane force winds.*
- 7) *I then prepared a supplemental schedule with additional coverage/staffing beginning early Sunday morning through Monday afternoon. I also advised my command staff as to the plan of operation. Attached to the schedule were safety reminders for the staff on patrol and at what time we would recall them to the station for safety reasons if the storm becomes a threat to their personal safety while on patrol. (overview of schedule and assignments below)*
- 8) *On Saturday the 27<sup>th</sup> I fielded numerous messages and e-mails from staff regarding the schedule as well as HHAN (Health and Homeland Advisory Network) alerts regarding emergency updates on the storm.*

### **STORM DAY August 28<sup>th</sup> overview.**

- 1) *5:30am: On duty in EOC. Preparation and briefing with Lt. Marino regarding the operational plan for the day. Dispatch advised of plan.*
- 2) *6:45am: Reviewed notices received from Unitil regarding their EOC operation and emergency contact numbers.*
- 3) *7:00am: Reviewed assignments with day shift officers and Sergeant.*
- 4) *9:00am: Reviewed police operational plan with Selectman Matthews.*
- 5) *11:30am: Checked roadways, Lake Shirley Dam, rivers and streams with Chief Glenny, Kerry Speidel and Dave Matthews.*
- 6) *2pm: Reviewed forecast, schedule and operations with Lt. Marino and Chief Glenny as storm passes. Began to reduce number of personnel beginning on the 3-11pm shift and cancelled remaining assignments for Monday.*
- 7) *3:30pm: Review EOC operations timeline, forecast and activity with Chief Glenny.*
- 8) *4:00pm: Conclude police operations in EOC.*

### **Operations review; Monday August 29<sup>th</sup>**

- 1) *Review of police incident logs and schedule.*
- 2) *10:00am: Conference call with Unitil. Chief Glenny and I participated. Chief Glenny advised Unitil that we would appreciate outage updates on a regular basis especially during emergency operations. All in agreement.*
- 3) *EOC review with Chief Glenny. No issues. Operation went well. All staff worked well together and operation considered successful (with a bit of help from Mother Nature for sparing us the worst of her furry.) We were prepared for a Cat. 2 storm and potential cleanup for Monday August 29<sup>th</sup>.*

## **ADDITIONAL PERSONNEL ASSIGNMENTS AND RELATED COSTS**

Summary of operational assignments; Utilizing both full time and reserve officers.

- Two additional patrol officers were assigned to the 11am to 7am shift on the eve of the storm.
- Four additional patrol officers were assigned to four sector patrols on the 7am to 3pm shift. I was operating in the EOC from 5:30am to 4pm, Lieutenant assigned to station/patrol operations from 5:30am to 3:30pm.
- Four additional patrol officers were scheduled for the 3pm to 11pm shift but as the storm passed it was decided to keep three officers until 7pm and only one additional until 11pm. (shifts reduced due to reduced storm intensity and its related affects weakening)
- Three officers scheduled for the 11am to 7am shift on Monday the 29<sup>th</sup> as well as two additional officers for the 7am to 3pm shift were cancelled. Originally posted for public safety related issues due to storm aftermath damage.
- Two reserves in training came in to assist during the operation at no cost.

Total payroll=\$3,046.75 (No additional costs or expenses)

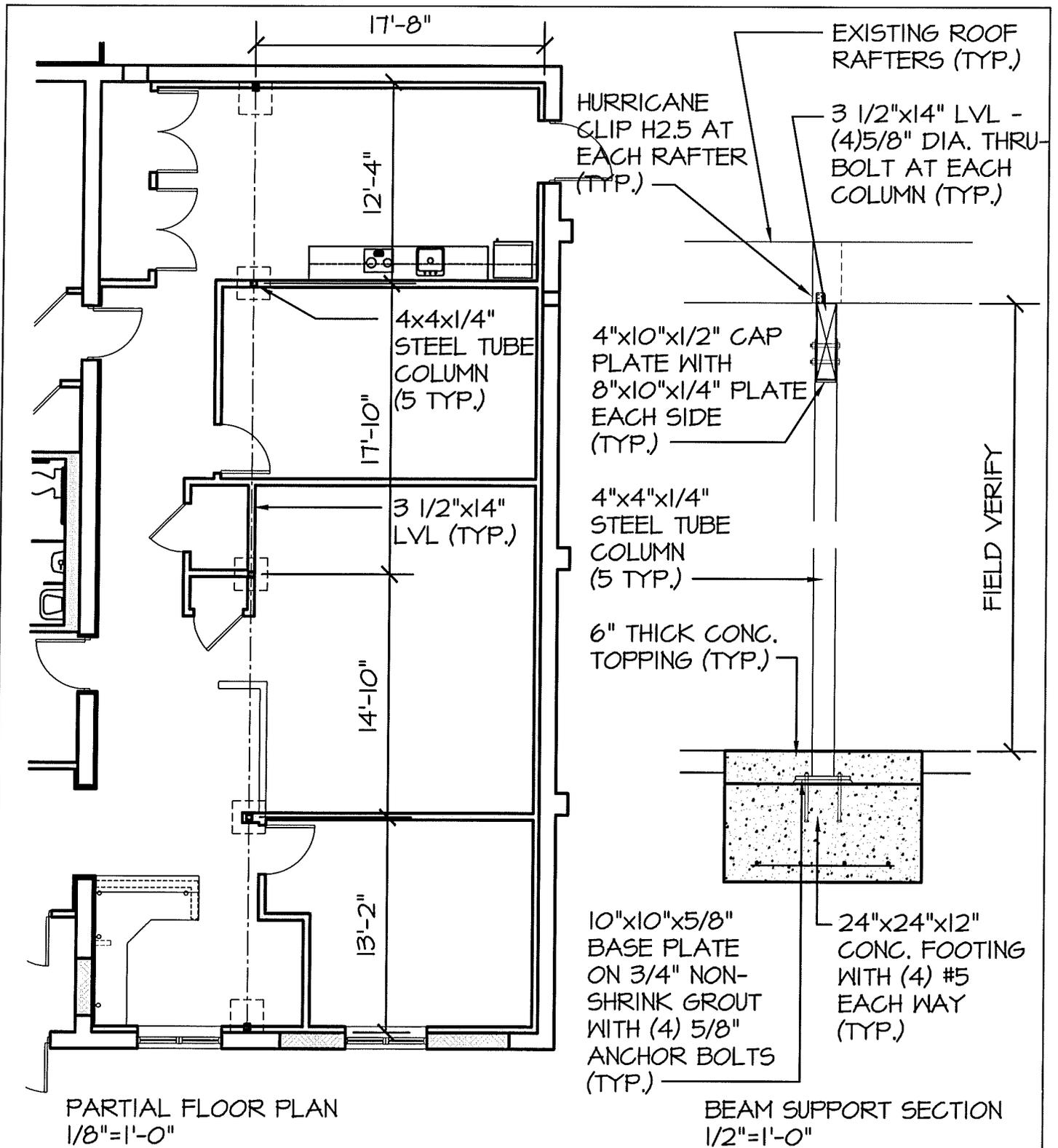
### **Breakdown of incidents reported to dispatch**

A total of 56 incident related entries were logged during this 24hr. period as follows; (Note; not all patrol initiated checks and assists were logged)

- Road hazard responses (trees, wires and large limbs down affecting traffic) 21
- High risk area checks (physical checks of gas plant and lines, railroad yard, bridges, power sub stations, government buildings etc.) 8
- Business area checks 5
- Motor vehicle stops 12
- Accidents 1
- Recreational vehicle complaint 1
- Assist other agency and citizen (Mutual aid) 2
- Suspicious activity 2
- Burglar alarms 1
- Assist rescue 2
- Found/lost property 1
- Numerous assists for local utility, tree and DPW crews not logged.

In closing I report that the operation went well and appreciate the support and cooperation from all Town Departments as well as Town Officials.

Chief Dan Bourgeois



PARTIAL FLOOR PLAN  
1/8" = 1'-0"

BEAM SUPPORT SECTION  
1/2" = 1'-0"

# PARTIAL FLOOR PLAN AND DETAIL

SCALE: AS NOTED

<p>HELENE • KARL Architects, Inc. 61 Skyfields Drive, Groton, MA 01450</p>	<p>PROJECT: DPW ADDITIONS / RENOVATIONS</p>	<p>DRAWING NUMBER:</p>
	<p>DRAWING TITLE: ROOF SUPPORT BEAM</p>	<p><b>SK-A1</b></p>
<p>PROJECT NUMBER: 10023</p>	<p>SCALE: AS NOTED</p>	<p>DATE: 8/26/11</p>

## Dave MacDonald

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**From:** HELENE KARL Architects, Inc. [hka@npv.com]  
**Sent:** Thursday, September 01, 2011 4:55 PM  
**To:** Kyle Annutto; Michael Cronin  
**Cc:** Dave MacDonald; Kerry Speidel; Jack Rodriquenz  
**Subject:** Lunenburg DPW - Field Directive PCO #1

Gentlemen,

Per our telephone conversations and review of the final PCO #1 in the amount of \$27,428, you are hereby **directed** to proceed with the work in accordance with SK-A1 dated 8/26/11 for the subject Project. HKA will prepare change order #1 for review and signature by all parties at the meeting on 9/6/11.

Please call if you have any questions.

Gregg