

**BOARD OF SELECTMEN  
MEETING MINUTES**

March 3, 2015

The Board of Selectmen met in the Joseph F. Bilotta Meeting Room, Town Hall, as scheduled with Thomas Alonzo, Chair; Paula Bertram, Vice Chair; Jamie Toale, Clerk, Robert Ebersole, Phyllis Luck and Town Manager Kerry Speidel present. The meeting opened at 7:00 PM with the Pledge of Allegiance.

**PUBLIC COMMENT**

**Board:** Ms. Bertram announced that at the February 23<sup>rd</sup> meeting, Planning Board member Nathan Lockwood announced he will not be seeking reelection. Last night, Chair Joanna Bilotta-Simeone announced she was resigning. Ms. Bertram noted their commitment and dedication to the community is greatly appreciated.

Mr. Alonzo announced the Boys and Girls Club of Lunenburg will be holding their ten year anniversary party on June 26, 2015 from 4- 7 pm. They also rescheduled *Are You Smarter than Our Sixth Grader?* to Friday, March 27<sup>th</sup> at 6:30 p.m. at the Lunenburg High School Auditorium. Sponsorship information is on the website at [www.bgcluboflunenburg.org](http://www.bgcluboflunenburg.org).

Ms. Bertram also announced it has been an honor for her to serve the town for the past nine years and will be seeking reelection this May. She asked for the support of Lunenburg citizens to serve another term. Ms. Bertram invited all interested persons to the Citizens Party Caucus on March 16<sup>th</sup> at 7:00 PM at the Turkey Hill Middle School. Mr. Alonzo thanked both Mr. Lockwood and Ms. Bilotta-Simeone for all their service and wished them good luck in their futures.

Mr. Alonzo announced the recent passing of a longtime resident of Lunenburg, Charles Deming Sr. Mr. Deming was a graduate of Lunenburg High Class of 1952 and was a firefighter and EMT for 49 years in town. He also served in the Lunenburg Athletic Hall of Fame, received the 2012 Lunenburg High School Alumnus Award, and served on the 275<sup>th</sup> Anniversary Committee. Mr. Alonzo stated Mr. Deming's service to the town is notable and worthy of thanks. Mr. Alonzo expressed his condolences to the family.

**Proclamation for Boys and Girls Club Week: March 22 to March 28, 2015**

Mr. Alonzo read the proclamation aloud:

WHEREAS, the young people of Lunenburg are tomorrow's leaders; and

WHEREAS, many such young people need professional youth services to help them reach their full potential; and WHEREAS, there is one Boys & Girls Club in Lunenburg providing services to more than 150 young people annually; and WHEREAS, Boys & Girls Clubs are places where great futures start, and they are at the forefront of efforts to encourage and develop academic success, healthy lifestyles, and good character and citizenship; and WHEREAS, The Boys and Girls Club of Lunenburg helps ensure that our young people have a place to go after school, offering them not only a safe and supportive place but also providing them with quality programs; and WHEREAS, The Boys & Girls of Lunenburg will celebrate National Boys & Girls Club Week, 2015 along with hundreds of Clubs and millions of young people nationwide; THEREFORE; the Board of Selectmen of Lunenburg do hereby proclaim March 22nd through March 28th, as Boys & Girls Club Week in Lunenburg. We call on all citizens to join with us in recognizing and commending the Boys & Girls Club of Lunenburg for providing comprehensive, effective services to the young people in our community.

**Motion: P. Bertram**

**2<sup>nd</sup>: J. Toale**

**To support the proclamation for Boys and Girls Club Week from March 22 to March 28, 2015**

**Vote: All in Favor**

**CURRENT BUSINESS**

**1. Review/Approve Domestic Violence Leave Policy & Workplace Violence Policy**

Ms. Speidel requested the Board approve two policies. The workplace violence policy is an update of our existing sexual harassment policy but more inclusive and in compliance with requirements set forth under state law and recommendations from our insurance carrier. The purpose of our workplace violence policy is to state the town is committed to providing an environment that is conducive to personal safety and security during all work related activities. The policy outlines prohibited activities and advises that violations will result in disciplinary measures. The second policy is the domestic violence leave act which provides all employees leave for domestic violence, subject to the Domestic Violence Leave Act, M.G.L. Chapter 149, § 52E. The policy outlines the conditions under which an employee may take leave and the procedure that must be followed in order for the leave to be granted. The policy also gives the Town Manager the ability to issue procedural rules and guidelines to carry out this policy. Both of these policies were drafted in house and reviewed by labor counsel. The drafts were based upon ones provided by MIIA, our insurance carrier. Ms. Speidel stated we are currently reviewing all of our policies and procedures against state law to ensure we remain in compliance. We will be bringing drafts, when needed, forward for board review and approval as part of the process. Ms. Speidel added updating and approving some of these policies will entitle the town to MIIA credits. Ms. Speidel stated on an annual basis, MIIA gives us the opportunity to receive credits to apply towards all of our insurance lines through inspections of buildings, vehicles, etc. or from participating in MIIA approved trainings. She added the total credit available to the town is \$11,000, of which the town would be eligible for at least half of this amount this year. She hopes to increase this for next fiscal year. Ms. Speidel reported the trainings are relevant and many are available to take online. She stated one thing we can do is to attend the citizen planner conference; many boards would find it beneficial.

**Motion: P. Bertram**

**2<sup>nd</sup>: J. Toale**

**To adopt the Domestic Violence Leave Policy & Workplace Violence Policy**

**Vote: All in Favor**

**2. Discuss/Review FY'16 Budget**

Mr. Ebersole stated he appreciated Ms. Speidel's and her staff's work on the budget. He requested an expenditure report that excludes prior years' encumbrances in order to show what was appropriated and what was expended. Ms. Luck suggested having a discussion regarding setting future budget goals. Mr. Alonzo stated the board did do this three or four years ago. The problem is there may not be funding to reach those budget goals. Discussion ensued about balancing the budget and meeting the needs of the departments/town with limited funding. Mr. Ebersole suggested designating new revenue to specific programs. He recommended starting goal setting in June for the next year and holding a charrette for residents. Mr. Alonzo stated the Board could also revisit those goals from three years ago. Ms. Bertram suggested meeting with department heads before meeting with citizens. Ms. Luck stated she had read the DPW has ceased providing sand and salt to residents due to the lack of availability of materials. She stated if this is unsustainable for the town to provide for next year, we need to inform the residents so they can plan accordingly. Ms. Bertram stated this issue merits further discussion and if the town terminates this service, residents need notice. She added if the town does continue it, it needs to be changed to avoid abuse.

**3. Set meeting time for workshop with Planning Board and identify topics for discussion**

Ms. Speidel confirmed the Planning Board is available on March 10<sup>th</sup>. Mr. Ebersole suggested discussing the draft village district bylaw and storm water management. Ms. Bertram agreed. She suggested inviting the Conservation Commission and DPW to the storm water management discussion as well. Ms. Speidel asked Mr. Burney to put together a memo outlining all of these issues such as timetable and who is doing what, expected costs, etc. Ms. Bertram stated the public hearing for the village district bylaw is on the 9<sup>th</sup>.

**4. Vote to Authorize Emergency Expenditure; M.G. L. Chapter 44, §31(d)**

Ms. Speidel reported the library suffered significant damage due to burst pipes on February 17<sup>th</sup>. A claim has been filed with our insurance carrier, MIA. Everything should be covered under insurance but the town needs to cover expenses until they are reimbursed. She requested the board declare an emergency and authorize deficit spending under M.G. L. Chapter 44, §31 (d). The heating system had 14, possibly 16, damaged heating coils replaced. The sprinkler system has been tested and is working. The claims adjuster and a contractor will be coming in to conduct a moisture content analysis to determine jointly what portions of drywall and carpeting need to be replaced. There is no date for full reopening of the Library. However residents can check out items through the online system. Those items can be picked up during a certain time at the Library. It may be possible to open up a portion of the Library for those who need to use the facility to read newspapers and magazines. The damage to Library materials due to the burst pipes totaled \$4,600.00.

Ms. Speidel reported there has been an ongoing issue with the Library's heating system. Ms. Speidel requested DPW obtain a comprehensive report on the system's issues and what DPW has done to date to maintain the current system. She also requested DPW obtain a quote for replacement.

**Motion: P. Bertram**

**2<sup>nd</sup>: J. Toale**

**To authorize the emergency expenditure/deficit spending as requested by the Town Manager**

**Vote: All in Favor**

### **5. Discuss Appointment of Committee to Negotiate Cable License**

Ms. Speidel reported it is time to begin the negotiation process with Comcast for renewal of the cable license agreement. Comcast has met its notification requirements. The town needs to begin by appointing a committee to conduct a public hearing. This is to identify any issues subscribers have with Comcast and to receive testimony on future cable--related needs and review past performance under the existing contract. This hearing should take place in March.

Mr. Ebersole requested reaching out to Verizon to see if they would consider placing FIOS in Lunenburg as well. Ms. Bertam suggested doing an online municipal survey via Survey Monkey. She also suggested obtaining the complaint reports from Comcast. The Board will act on this item at their next meeting.

Ms. Speidel will contact the Public Access Cable Committee to ascertain interest in serving on the committee.

### **6, Minutes/Warrants/ Action File Issues/Other Documents for Signature/ Action File Issues**

Minutes of September 16, 2014 were presented and approved.

Mr. Alonzo presented the accounts payable warrant in the amount of \$392,934.55. The Board signed the warrant. Ms. Bertram suggested Selectmen's goals be discussed. Mr. Alonzo will send out the draft goal list to the other members in advance of discussion. Mr. Ebersole announced March 16<sup>th</sup> is the Citizens' Party Caucus at Turkey Hill Middle School cafeteria. There is still an opening on the Finance Committee and two openings on the Public Access Cable Committee.

**7. Committee Reports- Board of Health-** Mr. Ebersole announced George Emond will not be running for reelection to the Board of Health after 24 years of service. Mr. Alonzo thanked Mr. Emond for his years of service. The Board of Health discussed the usual septic and well issues. They discussed the farmers market and the board does not have any jurisdiction over the market except for some of the items vendors may be selling. The Board will discuss this further with the Agricultural Commission at a future meeting.

**Building Reuse Committee-** Mr. Toale reported they will meet on March 18th. Dave Matthews has resigned from the committee. Mr. Alonzo thanked Mr. Matthews for his service. **Capital Planning**

**Committee-** no report; **Finance Committee-** Mr. Toale stated they have met twice. On February 24th, they approved the deficit spending in the snow and ice removal account at the request of Ms. Speidel and she presented the preliminary FY'16 budget. At the February 26 meeting, the Police and Fire Chiefs presented their preliminary budgets. At the next Finance Committee meeting the Council on Aging, Lunenburg Public Schools and the Library will make their budget presentations. **Library Board of**

**Trustees-** Mr. Ebersole stated one item being discussed is working with the Green Community Committee on upgrading lighting of the Library parking lot with led lights and other internal and external lighting needs. They briefly looked at a building systems management process. Two long term Library employees will be retiring this year; Kate McCarron at the end of this month and Karen Kemp in July. The trustees are conducting some comparison research to other communities to ensure they replace these staff in an

appropriate way and still provide the same services. **MMPO Planning Board**-Ms. Bertram reported their next meeting is March 11<sup>th</sup>.

**Planning Board**- they met twice since the last meeting; on February 23<sup>rd</sup> one item discussed was High Field Village. There were several abutters in attendance relative to this hearing and expressed numerous concerns; specifically property egress. The Planning Board reported Mass DOT objected to egress onto Mass Ave. due to traffic congestion. Emergency access to the site is proposed via Pope Road. If blasting is needed, pre-blast surveys will be required on adjacent properties. Many residents were concerned about traffic congestion on Northfield Road and potential safety issues. The project engineer reported there was a traffic study done for the project. At the intersection of Route 13 there will be a conduit installed for future traffic lights (if needed) and two turning lanes. A number of people expressed concern about the potential impact of more students on the school system and the infrastructure of town services. A final concern was the effect of the project on the water table and water systems and blasting, if needed, on private wells. The Planning Board explained if the subdivision plan meets existing regulations, they cannot deny by law. They are aware of a number of issues relative to the site and are taking all that information under advisement. They continued the hearing to April 13<sup>th</sup>.

Another agenda item was the village district bylaw. There was a lot of public discussion on it point by point.

They also discussed the architectural preservation bylaw. At last night's meeting there was a joint meeting with the Historical Commission and the Planning Board and they reviewed the bylaw. A key point discussed was that the proposed district consists of 78 parcels. Only a handful of those parcels can support the parking requirements associated with commercial and retail development and the number of required parking spaces. Multi-use buildings were discussed and the associated requirement of handicapped accessibility after four units is exceeded. The goal of the bylaw is to restore the historical aspect of the area and bring back vitality to the center. They did make a few changes to the draft. Glazing was reduced from the proposed 60% minimum to a range of 35% minimum to a maximum of 60%. They clarified residential uses for newly constructed building rather than existing homes.

All of the properties within the village district will fall under the architectural preservation bylaw. Design standards and enforcement issues were discussed. Further work needs to be done. Ms. Bertram stated Mr. Ebersole generously offered to work with Adam Burney and the Historical Commission on revisions. Ms. Bertram asked what has to be ready for the deadline for the warrant article for town meeting. Ms. Speidel stated the warrant is open until the 23<sup>rd</sup>. It goes to the printer at the beginning of April. Mr. Ebersole stated he believed the text will be substantially completed in time for the warrant. The public hearing on the village district bylaw is March 10<sup>th</sup>.

**PACC**-Mr. Ebersole reported the committee worked on policies and reviewed their budget. They held an open house recently. Two additional committee members are needed. **School Committee** – Ms. Luck reported the committee met on February 25<sup>th</sup>. School officials met during February break to plan the transition to the new school in the summer of 2016. Mr. Londa reported the high school roof is leaking in the same place as last year plus one new spot. Two classrooms had to be relocated. \$10,000 has been spent to mitigate these leaks so far with no success. They will try again this spring. The school calendar for next year was approved. February vacation has been reduced to two days in order for the students to get out earlier. A recommendation has come from the Department of Education to remove February and April vacations and replace with a March vacation week. The committee will meet again on March 4<sup>th</sup> and it has a joint meeting with the calendar advisory committee. **School Building Committee**- Mr. Alonzo reported he was unable to attend the last meeting on site. The weather has slowed progress. Work continues and the slack will be picked with the good weather. The next meeting is the 18<sup>th</sup>. **Sewer Commission**- Mr. Ebersole reported the sewer commission is meeting tonight. They had a workshop on improvements to the sewer extension policy. Pleasant View Avenue residents have been sent letters asking who would be interested in participating in the sewer extension project. The commission is going out to bid on the Pratt and Lakeview betterment project. There are two openings on the commission. Mr. Ebersole added he failed to note earlier that there are two openings on the Board of Library Trustees also. Jeanne Raboin and Robin Venezia will not be running for reelection.

**Town Manager Report-** Ms. Speidel reported Governor Baker will be releasing his budget tomorrow. In terms of local aid, Chapter 70 will receive an increase of 2.4% and Unrestricted General Government Aid will have a 3.6 % increase, more than anticipated.

Last Thursday Ms. Speidel attended a joint meeting of Bolton and Berlin Selectmen concerning feasibility of regionalizing dispatch services. Their consultant's recommendation was they join the regional district dispatch. Bolton is similar to Lunenburg in that they have a new public safety building with a dispatch center; Berlin needs all their equipment replaced in the amount of \$250,000 to \$400,000. The regionalization concept appeared to be well received by the public. If they were to move forward it would not be until December 2016. Ms. Speidel is hopeful they will join. Savings for Lunenburg would appear in fiscal 2017.

Ms. Speidel reported people are asking when the volunteer appreciation social is. A date of March 31<sup>st</sup> from 6:00 – 8:00 pm at the Eagle House Senior Center was confirmed.

Mr. Alonzo asked the board members to consider being a liaison to the Conservation Commission. They meet twice monthly on the first and third Wednesday.

### **APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS**

Ms. Speidel requested the Board appoint Jean Larkin, (citizen representative), Shelia Craigen (Board of Assessors representative) and Myleen Mallari (Treasurer/Collector) to the Senior Tax Work Off Committee.

**Motion: P. Bertram**

**2<sup>nd</sup>: J. Toale**

**To appoint Jean Larkin, Shelia Craigen and Myleen Mallari to the Senior Tax Work Off Committee with a term to expire June 30, 2015**

**Vote: All in Favor**

Mr. Alonzo asked for any final public comment before adjourning.

Mr. Ebersole wanted to follow up on several of the board's comments tonight regarding appointed or elected people leaving their terms for various reasons and to thank them for their service. He wanted to encourage others to step up or go from an existing committee to an elected position, It is hard work but rewarding. Mr. Alonzo agreed. He stated it truly is a citizen run community except for employees. All of it is overseen by elected officials who have other jobs. Mr. Toale wanted to echo Mr. Alonzo's statement and thank everyone. He also noted Ms. Bertram is seeking reelection and he is thrilled with this.

**Motion: P. Bertram**

**2<sup>nd</sup>: J. Toale**

**To adjourn the meeting**

**Vote: All in Favor**

Respectfully submitted,



Elaine M. Peterson

Executive Asst. to the Town Manager