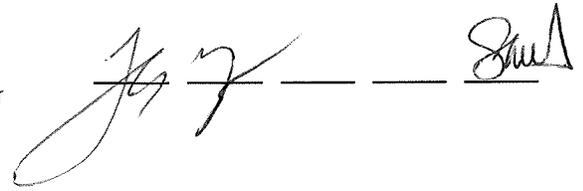


**BOARD OF SELECTMEN
MEETING MINUTES
10/4/11**



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

PUBLIC COMMENT

Ernie expressed appreciation to the DPW Director and the great job that was done by everybody on the paving of Lancaster Ave.

ANNOUNCEMENTS

Dave announced the Salvation Army is holding a benefit auction this Saturday afternoon, which will be telecast on radio station WPKZ 105.3 FM and on the internet. Also the MMA 2011 Calendar Photo contest, "The Heart of Your Community" is the theme for the MMA's ninth annual municipal calendar photography contest. The top prize will be selected for the front cover, with 13 runners-up chosen for each month of the year and the back cover. The contest is open to all who wish to participate. Each entry must include one to three sentences describing the photo. Digital entries **MUST** be sent as attachments to database@mma.org. Prints can be mailed to: Calendar Contest, MMA, One Winthrop Square, Boston, MA 02110. Entry deadline is Oct. 30.

APPOINTMENTS

1. **Damon McQuaid, applicant for Historical Commission** – of 30 Cushing Lane came before board for a brief interview. Also present was Commission member Patrick Slattery who introduced Damon to the board, Commission hopes to have another candidate for the board within the next few weeks. Kerry informed the board that Mr. McQuaid met with the Historical Commission in September and they endorse this appointment. There are currently two vacancies on this Commission (3-year terms). Damon was raised in Lunenburg and is a draftsman and holds a Masters degree in architecture from Wentworth Institute of Technology, wrote a thesis on bringing life back to small communities. Paula move to appoint, Steve seconded, voted unanimously to approve.

2. **Paul DeBenedetto, Applicant for Constable** – of 10 Portland Street, Fitchburg came before the board for a brief interview. Paul has previously served as Constable in a number of communities including Lunenburg and as Reserve Police Officer in Fitchburg for a number of years. Chief Bourgeois has no opposition to the appointment of Mr. DeBenedetto. Currently the town has 7 Constables, each appointed for a 1-year term. There is no limit to the number of Constables appointed. Constables generally serve in the capacity of legal "process servers". Tom move to appoint Paul, Ernie seconded, voted unanimously to approve. The appointment is contingent upon applicant providing a bond.

CURRENT BUSINESS

1. **One day liquor license, Linda Davis Jeha for event on 10/13/11** – Lynda Davis Jeha of 16 Henderson Street, Needham, has filed an application for a One Day License for the sale of Wines & Malt Beverages for an event to be held on Thursday, October 13, 2011. The event is an Artist Reception to be held in the George R. Wallace Community Room at the Lunenburg Public Library, from 6:30 — 8:30 p.m. The applicant expects approximately 40 persons in attendance. Chief Bourgeois has reviewed the application and had no objections to it being granted. Linda was present and informed the board that she is a practicing artist and is excited about presenting her work in her hometown. She will be serving wine and hor's doueves at the event as a complimentary service. Ernie questioned as he has been informed that you are not allowed to serve alcohol on public property and per Kerry it's a local option and this has been a standard practice. Paula motion to approve one day license, Tom seconded, voted unanimously to approve.

2. **Request for Abatement of Ambulance Fees** – According to Kerry, Chief Glenn is asking the board to abate the remainder of an ambulance bill for service rendered on February 14, 2011. The party is deceased and the estate is unable to pay the remainder of the bill. The original bill was \$918.00. The Medicare adjustment and payments total \$816.87, leaving a balance of \$101.13. Kerry recommends that the board grant the abatement in the amount of \$101.13. Tom motioned to abate, Paula seconded. Steve questioned that we had set our ambulance fees to what Medicare customarily bills, is that what is happening here? Kerry will have to defer the question to Chief Glenn. There isn't any reason why this request has to be abated this evening, but will bring it back before the board if the board wants an answer being considering this action. Dave's recollection is that the Chief is supposed to be bringing this information back to the board and we should get him back to discuss the fee schedule with the board. Paula questioned the possibility of a tiered rate and wants see if the Chief thinks that this may be a possibility. Board voted unanimously to abate the ambulance fee.

3. **Amendment to Building Permit Fee Schedule** – Building Commissioner, Michael Sauvageau provided the attached information for amendment to the building permit fees. According to Mike it has been about 4 / 5 years since the board has increased any fees. Kerry presented the attached two amendments that are different from what the board previously received.

Mike reviewed the Leominster and Bolton formulas for establishing fees. He is not requesting any fee increases for single family homes as we seem to be in line with what other communities are currently charging. He is proposing that we change the "Porch/Deck" fee from \$10.00 to \$25.00 up to 300 sq ft. and \$50.00 for any over 300 sq ft. Under "All Other Fees" he is proposing changing above ground pools from \$40.00 to \$50.00 and "Minor Repairs" increase from \$25.00 to \$50.00. By having a standard rate by the square foot cost, everyone is treated the same. Proposing increasing "Demolition" from \$25.00 to \$50.00, "Solar Collectors" from \$15.00 to \$50.00 (residential) and commercial would be based upon \$10.00 per thousand of construction. Noted that there is also a requirement for electrical inspection which is a separate fee schedule. Also asking to increase "Woodstove, Coal Stove & Pellet Stoves" from \$10.00 to \$25.00, Sheet Metal & Mechanical Permit for residential each @ \$25.00 and the commercial fee will be based on the fee structure of \$10.00 per thousand dollars of the amount of the construction costs.

Mike noted that in 2008, the International Building Code sent out a chart of what communities on standard charge and we fall within the set guidelines. Most cities and towns however, do choose to set their own fees and noted that we are very reasonable with our fees by comparison.

Kerry noted that this will represent approximately a couple of thousand of dollars and noted the amount of time that is required for Mike to make these inspections and vehicle costs and that these increases are really very reasonable. In most years the fees are either at the budget or exceed the budget. Ernie commented that he would like to see a basic fee of \$25.00 if we have to cover our actual overhead costs for most of these permits.

Mike noted that the number of the permits is down by about 1/3 but at some point in the future you may see this increase dependant upon the economic climate, don't want to burden the homeowners.

Tom noted that fees pay for the services of whatever the homeowner is trying to do, we're not charging these as a penalty and would seem to him that if you mention to cover the costs and if we're losing money then the fee's not right. Should be setting the fees correctly to what we believe will cover our costs and shouldn't be losing money. In so far as what you're requesting and if they are not covering what you are doing, we should relook at the fees. Paula commented that a number of communities have a "re-inspection fee" and would recommend that we look at this, particularly if you have to go back 2 or 3 times. Mike would recommend that when the larger projects in town drop off then we could relook at possibly doing a \$25.00 re-inspection fee.

Paula would recommend under the "Woodstove, Coal Stove and Pellet Stove" also include a \$25.00 reinspection fee and move to approve this as well as the presented fee schedule, Steve seconded, voted unanimously.

4. Minutes – none

Warrants - #19 12, 10/3/11 - \$185,409.97 reviewed and signed.

Action File Issues -

5. Committee Updates –

Tom - Finance Committee Appointing Authority Committee has appointed Scott Gile to the Finance Committee, noted that there is still one remaining vacancy on this Committee and would encourage anyone interested to fill out a Talent Bank Form.

Ernie – PACC met this evening and are still in need of volunteers/help with our televising, videoing.

Steve – DPW Building, is underway; foundation work on new building is being scheduled and expect to begin this phase near to the scheduled timeline. Dave commented that there is definitely steady progress and we are still on target to getting this done as scheduled. Jack noted that there was an issue with a nine day delay and the architect owes the contractor nine days on the back end, as a result, there may be some time of signifance near the end. The finished date won't be as per the contract, the reconstruction of the old building does seem to be right on schedule.

Dave - School Reorganization Committee has met a couple of times, and are trying to identify cost savings and ideas for potential solutions. Noted that the new projects have not impacted the enrollment numbers significantly as the overall enrollment has been dropping for the past few years. Steve commented that they are still building at Emerald Place and this may impact the number of students. We will see a large drop off of the Shirley students within the next two years and after that they will be "choice". Overall we've lost a large drop off of students in the past few years. Bottom line is we can't take one school off line right now.

Also, presented the attached letter for submittal to the MSBA, board approved and letter will be sent off.

Tom – commented that the Board of Selectmen and Finance Committee will be meeting this Thursday, in Town Hall on Nashoba Valley Regional Dispatch, meeting will be televised.

Ernie – Capital Planning Committee has received one request so far, and will continue to look at department requests as they are received.

Paula noted that we have to look at the road maintenance plan and this has to be a large component of our budget discussions this year as it's something we have to address and put something forward for the voters.

6. Department Updates

➤ **Request to eliminate some parking on Main Street & Memorial Drive** – Kerry noted that she received correspondance from Chief Bourgeois who met with DPW Director, Jack Rodriquez, Chief Glenny and traffic officer Robert Diconza and site visit and the group agreed upon the following actions that should take place as soon as possible.

1) Eliminate one parking space on Main St. closest to the intersection of Memorial Dr. to provide a better site view for vehicles exiting Memorial onto Main St.,

2) Erect a pedestrian crossing warning sign within the crosswalk on Main St. from Memorial Dr. and

3) Erect Pedestrian crossing warning signs on either side of the crosswalk as you approach the crossing on Main St.

She also noted that the parking lot in back of town hall is not "public parking" and would not recommend designating this area for Town Hall employees.

DPW Director Jack Rodriquenz commented that number 2, will be problematic due to the parking on Main Street as erecting a pedestrian crossing warning sign would require eliminating additional parking on Main Street. For item #1, we could install a sign "no parking from here to corner" and installing the warning signs under #3 should not be a problem.

Tom would like to revisit making Memorial Drive a "one-way" at some time as he feels this would makes the most sense and not have to give up parking spaces.

Paula motioned to move forward with recommendations 1 & 3, Steve seconded, voted unanimously.

- **Request for improvements to Townsend Harbor/Mulpus Road Intersection** – DPW Director, Jack Rodriquenz reviewed a proposal plan for the intersection of Townsend Harbor & Mulpus Road. He also presented the attached information from David E. Ross Associates, Inc. Noted that what was most impressive was the accident history, which is much more than what he had projected. What they are basically trying to achieve is to get as close to 90° angles for the intersection from both directions on Townsend Harbor Road and Mulpus Road. Paula commented that in the 25 years that she has lived in that area, she has witnessed an incredible number of accidents and that something needs to be done there. Steve concurred but commented that there needs to be more than just putting a three way stop, ideally before you do any design you have to have traffic counts as Townsend Harbor Road is classified as a main feeder road and thinks that it would be ludicrous to stop the vehicles on Townsend Harbor Road. Need to increase the sight distances on Townsend Harbor Road, how much traffic is on each road and design accordingly, not against some measures being done now, but wants to do the right thing. Paula thinks that having an expert look at this scenario makes sense. Tom concurred with Steve's concern and noted that Mulpus Road is a less traveled road than Townsend Road.

Ernie questioned if we could possibly put reduced speed limit in that area on Townsend Road and Jack noted that this may be a question of enforcement and may want to get the Police Chief input on this option.

Dave recapped for short term fix; reduce speed zones, brush clean up, and restrict the left turn onto Mulpus Road with "do not enter signs", basically "in-house" changes.

Kerry commented that we don't have funds set aside in the budget for engineering services, would say that we could agree to come up with \$5,000 but doesn't have any more money to do anything more at this time.

Jack will present a scope of work to the Town Manager for her review to ensure that it includes what the board is looking for before moving forward.

- **Pothole Program – Funding of Road Maintenance** – Jack presented the attached Asphalt Patching Program which was submitted to the board in 2010 which lays out the objectives, policies and responsibilities of the DPW. Noted that observations by the general public, the board, the police department and the DPW are what determines the patching (pothole) list. We do have a program, a protocol and a log of what has been and is being done. Kerry commented that in the near future, we do have the capability on our website for a citizen service request on our new website, which has not been activated yet, but perhaps it may be time to consider activating this module.

Jack also reviewed the Pavement Management Plan on the differences between "potholes" and "wheel ruts" which may extend 500 - 600 hundred feet and are a deterioration of the road surface itself; some of the roads are just beyond "potholes". Whole sections of roads need to be milled or overlaid and they are not potholes. Noted that until we appropriate about 1.3 million a year we're not going to keep up with the road conditions, need this amount just to keep up as they are not going to cure themselves.

Steve commented that somewhere there's a disconnect as somebody is not calling and not getting the information to you. Jack commented that he can't go places that there aren't potholes, when he gets the reports, they try to do these within 48 hours, but with the number of employees he has it's difficult to get these all addressed within that timeframe.

Tom commented that every time Jack presents this topic, it's presented very well and noted that this is something that the public needs to be aware of and we need to be persistent in presenting to the public as well.

Dave noted that we'll continue to improve the process and communication between the people involved.

- **Update on Streetlights** – Jack acquired an inventory of all the streetlights in Lunenburg and last week the staff of the DPW went out one evening and inventoried the streetlights that are out; approximately 39 or 10%. Kerry's recollection is that we are paying by fixture and not by actual usage. Board's concern is that if we're paying a flat rate, is it our responsibility to investigate which lights are working or the electric company; it's their responsibility for them to maintain their utility. Kerry will speak with John DiNapoli and discuss an adjustment with our bill and going forward ask what the utility company does with regards to a regular inspection. We certainly are not going to be able to inventory like this most of the time and wouldn't want to have this as a responsibility of our Police Department and/or the DPW given the limited staffing in both departments. Tom noted that if residents see street lights out, they need to be reporting to make this as efficient as possible. Jack noted that pole numbers are needed in order to clearly identify the lights and that having the DPW Department doing this twice annually at a cost of several hundred of dollars wouldn't be unrealistic. Dave would like to have a timetable from Unifit and verify that these are fixed and need to come up

with a plan on how we're going to manage this going forward. Kerry will work with Unutil to develop an ongoing plan to present to the board for the first meeting in November.

7. Town Manager Updates

- **iPads for Board of Selectmen Meetings** – Kerry presented the memo to consider the purchasing of iPads for the Board of Selectmen and whether or not it would be cost effective. One of the advantages on this would be that the board could take notes, but leaves this decision up to the board. Ernie as the member that brought this up, sees that this cost is probably cost prohibitive, but as we move farther down the line this may be a good tool for the town manager and her secretary. Tom's comment is that one of the benefit is that you could have multiple documents to go back to from prior meetings etc. Board concurred to keep this on the "back burner" for the time being.
- **Fall Special Town Meeting, Open Warrant** – Kerry presented the attached proposed schedule for a Special Town Meeting this fall. Noted that having any meeting in December is problematic if we were to have budget adjustments. She did have a conversation with the School Superintendant today on unemployment costs associated with the layoffs that occurred in 2011 and this really could be addressed in May and believes that you'd have a much better idea of what those costs would be at that time. We don't lose out by waiting until May for budget adjustments. Also, noted that the Chair of the Green Communities Task Force did recommend December as this would allow them more time to present their information to the public. Paula questioned if there is a compelling reason to have a special town meeting in the fall and questioned if there is sufficient time for presentations for the article for the Green Communities Act and if we're not having a special town meeting for budget reasons, then why are we doing this in November. Dave commented that the Annual Town Meeting is not going to be the place to include any article for the Green Community Act as he perceives that this (Annual Town Meeting) may be a two day affair. Kerry will check with the Green Community Task Force to ensure that they'll be ready should the board decide to have the special on November 21st.
Kerry has heard from Jon Juhl on the Eagle Heights project and he has been informed that this is currently being reviewed by HUD and that we have a good application and hopefully we'll also have a good evaluation on that application and should be hearing back from the federal office on this sometime next month.
Massachusetts Councils on Aging is having their annual conference and our "Gray Belts" was nominated as an innovative program and we have three Lunenburg residents that will be doing a demonstration of what they've learned from the program.

OLD BUSINESS

COMMITTEE APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

EXECUTIVE SESSION

1. **M.G.L. Chapter 39, §23B(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigation position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; to actually conduct collective bargaining and contract negotiations with non-union personnel.**

UPCOMING MEETING SCHEDULE

October 6, 2011 – Joint Session with Finance Committee, Regional Dispatch

October 11, 2011

October 18, 2011 – Joint Session with Finance Committee, Financial Forecast

Being no further business board voted unanimously to adjourn Regular Session at 9:53 P.M.

Respectfully submitted,

Laura Caron-Gustus, Chief Administrative Assistant
Board of Selectmen

Michael J. Sauvageau
Building Commissioner
Zoning Official



Ritter Memorial Building
960 Massachusetts Avenue
Lunenburg, MA 01462
Phone: 978 582 4146
Fax: 978 582 4148

Town of Lunenburg

Building Department

PERMIT FEE FOR THE CITY OF LEOMINSTER 2011

An average single family home per square foot construction cost comes to \$102.00 per square foot.

A custom single family home per square foot construction cost comes to \$107.00 per square foot.

On a per thousand dollar construction cost fee basis, \$22.00 is charged for the first thousand and \$7.00 per thousand is added to that.

IE: An average 2,000 sq ft home would fee out at: $2,000 \times \$102.00 = \$204,000$.

$$203 \times \$7.00 = \$1,421.00$$

$$1 \times \$22.00 = \$22.00$$

TOTAL FEE: \$1,443.00

PERMIT FEE FOR THE TOWN OF BOLTON 2011

\$80.00 per square foot construction cost @ \$10.00 per thousand.

A 2,000 square foot home building permit fee would be: $2,000 \times \$80.00 = \$160,000.00$ x \$10.00 per thousand = \$1,600.00.

TOTAL FEE: \$1,600.00

PERMIT FEE FOR THE TOWN OF LUNENBURG 2011

\$71.00 per thousand construction cost @ \$10.00 per thousand.

TOTAL FEE: \$1,420.00

Michael J. Sauvageau
 Building Commissioner
 Zoning Official



Ritter Memorial Building
 960 Massachusetts Avenue
 Lunenburg, MA 01462
 Phone: 978 582 4146
 Fax: 978 582 4353

Town of Lunenburg
 Building Department

RECEIVED

SEP 19 2011

Building Permit Fee Schedule

SELECTMEN'S OFFICE

Location in Building	Cost per Square Foot for one and two family dwellings	
First Floor	\$71.00	
Second Floor (finished)	\$71.00	
Second Floor (unfinished)	\$45.00	(Permit fee is \$10.00 per thousand of Estimated cost)
Basement (finished)	\$15.00	
Basement (unfinished)	\$10.00	
Garage (finished)	\$20.00	Proposed new fee
Garage (unfinished)	\$15.00	
Porch/Deck	\$10.00	\$25.00 up to 250 sq ft
Walk in Attics	\$10.00	
ALL OTHER FEES		
Municipal	exempt	
Swimming Pool (in ground)	\$100.00	
Swimming Pool (above ground)	\$ 40.00	\$50.00
Renovations		Based on percentage of new Construction cost
Minor Repairs (roofing, siding, exterior or interior renovations, windows)	\$ 25.00	\$50.00
Demolition	\$ 25.00	\$50.00
Move building	\$ 50.00	
Signs	\$ 25.00	
Solar Collectors	\$ 15.00	Residential \$50.00 Commercial: Based on commercial permit fee

Form of Intent	\$ 15.00
State Certificates of Inspection	\$ 50.00

	FEE	Proposed Fee
Woodstove, Coal Stoves & Pellet stoves	\$ 10.00	\$25.00
Sheet Metal Permit	Residential	\$25.00
	Commercial	Based on Commercial permit fee
Mechanical Permit	Residential	\$25.00
	Commercial	Based on Commercial permit fee

DAVID E. ROSS ASSOCIATES, INC.

Civil Engineers, Land Surveyors, Environmental Consultants

September 29, 2011

Mr. Jack Rodriquenz
Lunenburg Department of Public Works
520 Chase Road
Lunenburg, MA

Re: Mulpus Road / Townsend Harbor Road Intersection
Lunenburg, MA

Dear Mr. Rodriquenz:

At your request, we have done a cursory evaluation of the traffic conditions at the above referenced location. After speaking with you regarding accident history at the intersection, reviewing the site conditions, and weighing out the correction options, we have provided our findings and recommendations below.

Existing Conditions:

Mulpus Road intersects with Townsend Harbor Road at a sharp bend in Townsend Harbor Road. There are two intersection points on Townsend Harbor Road from Mulpus Road creating a triangular open space at the junction. This configuration creates a number of scenarios for turning onto or off of Mulpus Road. A roadway's geometric design will impact the safety of the roadway and sight distance requirements.

Sight distance criteria have impacts on virtually all elements of roadway and intersection design. Adequate stopping sight distance (SSD) must be provided so a driver can see an object with sufficient time to stop safely. Providing adequate SSD at the intersection appears to be the biggest problem. The SSD deficiencies are caused by the geometric design of the intersection and existing vegetation along the roadway shoulders.

The suggested speed limit for Townsend Harbor Road is 30 mph as posted on a nearby sign. The 2001 AASHTO Greenbook recommends a minimum stopping sight distance of 200 feet for this speed limit. This distance needs to be met for all potential queuing scenarios at the intersection. Exact SSD can not be determined without an on-the-ground survey, however direct observations at the site clearly show that this requirement is not met for at least three (3) queuing scenarios. They are: traveling southerly along Townsend Harbor Road turning left onto Mulpus Road at both locations and turning left onto Townsend Harbor Road from the southern most Mulpus Road intersection. In all three cases there does not appear to be adequate stopping sight distance along Townsend Harbor Road in both directions.

Potential Correction:

As mentioned above, the most important design element in traffic safety is stopping sight distance. In order to improve that condition at this intersection, you have to change the geometric design of the intersection. Initial observations suggest that creating a 3-way intersection with stop signs is the best case scenario. This could be accomplished by eliminating the triangle and creating a "T" configuration. The top of the "T" would be considered the existing layout of the northern most Mulpus Rd and Townsend Harbor Rd intersection. The stem of the new "T" would be the extension of Townsend Harbor Rd into that existing intersection. This would create a nearly 90 degree intersection and greatly improve sight lines. A 3-way stop could be created with warning signage installed prior to the intersection in each direction.

Conclusions:

In order to evaluate the best corrective action for the intersection, a survey will be needed. The survey will establish existing conditions at the intersection and the extent of the right-of-way. The survey should measure stopping sight distances from all the queuing locations and verify all deficiencies. The survey will serve as a base plan to evaluate current problems and determine the best reconfiguration.

A preliminary design of the correction mentioned above could then be drawn on the plan. The proposed design can then have stopping sight distances survey checked in the field and determined if they are adequate or if adjustments are needed. For budgeting purposes, we would estimate a cost of \$5,000 to get a survey base plan, measure existing and proposed sight distances, and get a preliminary design drafted for review and comment. A cost for final construction and installation can not be accurately estimated until after a design is completed.

If you have any questions or comments, please feel free to contact me at our office.

Very truly yours,
DAVID E. ROSS ASSOCIATES, INC.



Jesse Johnson, P.E.
Senior Project Manager

DAVID E. ROSS ASSOCIATES, INC.

111 Fitchburg Road P.O. Box 368 Ayer, Massachusetts 01432-0368
978-772-6232 978-368-1065 978-448-3916 FAX 978-772-6258

Inventory of Telephone Pole Lights Out - 9/29/11

Street	Pole #
Arbor St	12
Elm St	8
Groton Rd	159
Lancaster Ave	39, 89-1, 15-2, 15-9
Leominster Rd	3, 47
Mass Ave	113, 140, 166, 186, 207, 210, 221
New West Townsend Rd	3
Northfield Rd	23, 32
Oak Ave	12
Page St	26, 129-76
Pierce Ave	3
Prospect St	188
Reservoir Rd	60
Rolling Acres	2
Shirely-Leominster Rd	48
South Row Rd	4
Summer St	64
Townsend Harbor Rd	16, 46, 50
West St	33, 66
West St Terrace	7
West Townsend Rd	11
Whalom Rd	9
Youngs Rd	7, 12

Town of Lunenburg
Department of Public Works

Lunenburg, Massachusetts



ASPHALT PATCHING PROGRAM

Prepared By: The Department of Public Works
July, 2010

OVERVIEW

The Lunenburg Department of Public Works has developed an asphalt patching program to meet the needs of our community. Our desire is to provide and maintain the highest possible level of service with quality, efficiency, and safety in mind.

Our Town consists of approximately 86 miles of streets, and quality maintenance seems to be a never ending task. Patching of streets occurs for the following reasons: filling potholes, repairing failing drainage structures, repairing access cuts for underground utility replacement or repair, as well as preparing streets for crack sealing, overlays, etc.

With a solid work plan we feel we can improve our productivity, efficiency, and customer service.

OBJECTIVES

One of the objectives of the Department of Public Works is to provide a plan for the safe and orderly movement of emergency equipment, vehicle traffic and pedestrians through the Town.

The Asphalt Patching Program was developed to facilitate this objective.

The procedures presented in this program serve to outline the maintenance provided to the citizens.

POLICIES

It is the policy of the Department of Public Works to:

1. Inspect all roadway surface areas for cracking, potholing, or any other form of degradation. This inspection process shall be considered an on-going event, and all bad areas will be noted for replacement
2. Prior to each construction season a review of work zone safety will be required. New personnel shall also be trained in proper patching techniques. All equipment will be tested for proper operation and all supplies will be restocked to avoid shortages.
3. Every effort will be made to address pothole complaints within 48 hours after notification. All calls and responses will be logged.

RESPONSIBILITIES

ADMINISTRATIVE/SUPERVISORY RESPONSIBILITIES

- ◆ Supervisors spot check crew to see that quality and safety standards are being met.
- ◆ Supervisor shall maintain a good communication network with Director and other Departments concerning special requests, service cut patching, etc.
- ◆ Supervisor shall also assist crew with permit coordination if necessary, i.e., digsafe.
- ◆ Location as well as date of repair will be documented.

CREW RESPONSIBILITY

- ◆ Initiate work zone setup and patching in a safe and efficient manner.
- ◆ Assure that proper permits and paperwork are completed and logged.
- ◆ Traffic disruption should be minimized.
- ◆ Tools and equipment should be maintained to the highest standard practical.

PROCEDURES FOR UTILITY PATCHING

Proper permits and data sheets are generated within Town Departments. Permit locations are coordinated to maximize team productivity. High volume streets are patched as a priority.

Traffic control is set up with control devices in proper sequence. Visually inspect traffic flow.

Area to be patched is removed with the most efficient cutting tool for the job: jack hammer, or cutting saw.

Remove temporary or defective asphalt from area to be patched. Main streets are dug to a 4 inch dept. Apply asphalt bonding agent around edge of patch. If base under roadway is inadequate remove to depth where material becomes firm. Refill hole with proper road base and compact.

Lay 2 inches of asphalt in hole to be patched, rake level, then compact. Add another layer of asphalt to be raked level and compacted so that finished product is level with

existing asphalt. When patch is complete, it must be smooth and meet defined compaction standards.

Compaction standards are met with the use of a steel wheel roller. Edges of patches are trimmed to prevent damage and future potholing. Cleaned edges also present a much neater appearance.

Work area is swept so any loose material doesn't become a traffic hazard.

Remove traffic control devices in reverse order as was set up at start of job.

PROCEDURES FOR POTHOLE PATCHING

Pothole crews respond on an as needed basis. Potholes form in roadways after moisture has saturated asphalt surfaces causing a breakdown in asphalt.

The pothole must be clean of all debris, water, loose rock, and broken asphalt. A street broom is used to sweep out smaller particles and clean edges of hole to be patched.

Fill hole with asphalt, mix one to two inches higher than road surface. Asphalt mix is then wheel rolled with truck tire or compacted with vibratory compactor. Finished patch should be level with road surface.

On alligator cracks where asphalt breakdown is occurring, area is sprayed with a tack oil. Area is then covered completely with asphalt mix and compacted to grade. However, this procedure is only a temporary fix.

Larger cracks in roadways are filled one half of an inch higher than road surface and then compacted to grade.

Town of Lunenburg

BOARD OF SELECTMEN
17 Main Street P O Box 135
Lunenburg MA 01462-0135

David J. Matthews, Chairman
Thomas A. Alonzo, Vice-Chairman
Carl "Ernie" Sund, Clerk
Steven M. deBettencourt, Mbr.
Paula Bertram, Mbr.



978-582-4144, FAX 978-582-4148
Office Hours
Mon, Wed, Thu. 8:00 AM - 4:00 PM
Tues. 8:00 AM - 6:30 PM
Fri. 8:00 AM - 12:30 PM

Kerry A. Speidel
Town Manager

Laura Williams
Chief Admin. Asst.

MEMORANDUM

To: Board of Selectmen & Finance Committee

From: Kerry A. Speidel, Town Manager ^{KAS}

Date: October 1, 2011

Subject: Request to Consider Purchase of iPads

I have been asked to consider whether or not it is cost-effective to purchase iPads in lieu of distributing hard copies of agenda packets. As such, I have put together the following information.

\$0.0228	cost of each copy, all inclusive [paper, toner, etc.]
\$1.134	cost of average BOS agenda packet, assumes 50 pages, double-sided
40	estimate of the number of BOS meetings per year
\$45.36	annual cost of BOS agenda packets, per member
\$578	cost of iPad with 2-year service agreement [WiFi, not 3G]

I have not included the cost of any staff time in the above calculation for copying, as it is minimal.

There are a number of communities across the country that are purchasing iPads as a cost-savings mechanism. While I don't see this as a cost effective solution, neither is it a budget buster either. My main concern is moving in this direction is that while some may be comfortable in receiving only electronic packets, others may not, resulting in distribution of both electronic and paper copy agenda packets.

/kas

Fall Town Meeting, 2011

Actions:

Open Special Town Meeting Warrant	4-Oct-11	4-Oct-11	11-Oct-11	11-Oct-11
Close Special Town Meeting Warrant	14-Oct-11	14-Oct-11	28-Oct-11	28-Oct-11
Finalize Warrant	28-Oct-11	28-Oct-11	11-Nov-11	11-Nov-11
Send Warrant to Printer	31-Oct-11	31-Oct-11	14-Nov-11	14-Nov-11
Mail Warrant to Residents	4-Nov-11	4-Nov-11	18-Nov-11	18-Nov-11
Special Town Meeting	<i>BOA</i> Monday 21-Nov-11	<i>BOA</i> Tuesday 22-Nov-11	<i>Historical</i> BOA Monday 5-Dec-11	<i>BOA</i> BOA Tuesday 6-Dec-11
HS Auditorium Available	yes	yes	yes	yes
Moderator Available	yes	maybe	yes	maybe

Potential Warrant Articles:

1. Adoption of Green Communities Act
2. Summer Street Low Impact Development Bylaw
3. Rescind remaining authorization for Meadow Woods Water & Sewer Improvements, \$456,927.87
4. Amend Salary Administration Plan to incorporate new position Classifications
5. FY2012 Budget Adjustments
6. FY2012 Supplemental Budget Appropriation for Extraordinary Unemployment Costs, from Free Cash
7. New Revolving Fund, Off Road Vehicle Fines [must be done at an Annual Town Meeting]

Town of Lunenburg

BOARD OF SELECTMEN

17 Main Street P O Box 135
Lunenburg MA 01462-0135

David J. Matthews, Chairman
Thomas A. Alonzo, Vice-Chairman
Carl "Ernie" Sund, Clerk
Steven M. deBettencourt, Mbr.
Paula Bertram, Mbr.



978-582-4144, FAX 978-582-4175

Office Hours

Mon, Wed, Thu. 8:00 AM - 4:00 PM

Tues. 8:00 AM - 6:30 PM

Fri. 8:00 AM - 12:30 PM

Kerry A. Speidel
Town Manager

October 3, 2011

Laura Caron-Gustus
Chief Admin. Asst.

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

Dear Ms. Craven,

I am writing to inform you that the Lunenburg Board of Selectmen has accepted the report and recommendation of the Lunenburg School Regionalization Committee to withdraw from further discussions with the North Middlesex Regional School District regarding Lunenburg joining their district.

The Regionalization Committee has devoted 15 months to extensive study and investigation with a North Middlesex sub-committee into our joining with North Middlesex. Their efforts were aided by an independent consultant who presented an economic forecast which indicated increased costs for each of the existing member towns and savings to the Town of Lunenburg before legacy retirement and healthcare costs were accounted for. With all costs identified, costs also increased for Lunenburg.

Although Lunenburg has been put in the position of being the first to walk away, every member of the North Middlesex School Committee spoke against our joining, but then refused to take a vote and move on.

As you know, it has been over 5 years since Lunenburg began working toward addressing severe capital repair needs and educational shortcomings in our high school. We invested community resources and engaged Drummey Rosane Anderson Architects (DRA) to complete a preliminary Facility Study in anticipation of the start up of your Authority.

The resulting Statements of Interest have been in limbo as we have diligently studied Regionalizing first with Ayer-Shirley and now with North Middlesex. We have done our part. We have balanced short term facility needs against expected useful life while maintaining educational quality for our students. After five years, time is of the essence.

We are ready to work with the MSBA to resolve Lunenburg's pressing facility needs and respectfully request your consideration of our pending Statements of Interest.

Sincerely,

David J. Matthews
Chair, Lunenburg Board of Selectmen