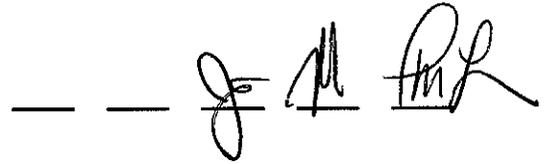


**BOARD OF SELECTMEN
MEETING MINUTES
7/1/2014**



The Board of Selectmen met in the Joseph F. Bilotta meeting room at Town Hall as scheduled with, Chair Tom Alonzo, Vice Chair Paula Bertram, Jamie Toale, Robert Ebersole, Phyllis Luck & Town Manager Kerry Speidel.

Regular Meeting opened at 7:00PM

7:00PM PUBLIC COMMENT: Mr. Alonzo thanked all who were involved with the Lunenburg Bon Fire and stated that it was a great evening that was very well attended. He added that this will be the last one held at this location and hopefully this event will find a new venue.

ANNOUNCEMENTS: Mr. Alonzo announced that there are three openings on the Finance Committee and anyone interested in joining should fill out a talent bank form.

APPOINTMENTS:

7:05PM – Receive update on Summer Street Project: Review Contract Amendment: Trish Domigan representative from the Engineering VHB Inc. came before the board to give an update on the Summer Street project which included the following:

- MPO voted approval for \$17.5M for the Summer St. Project in the 2017 TIP (Transportation Improvement Plan)
- The 25% Design Plan was submitted last December and most of the comments have been received back from MassDOT which need to be reviewed and responded to
- This will then go to Mass Hwy District 4 for further review
- New policies have been implemented by MassDOT which needs clarification such as “Complete Streets/Sidewalks” & “Guardrail/Crash worthiness” of the bridge over Baker Brook
- Environmental Permitting is on hold until the project is advanced some more
- Once the Public Hearing is held on the project it can be advanced to 75% Design
- A Public Hearing will be scheduled once all comments have been responded to
- The Process to schedule the Public Hearing takes approximately 6 weeks
- Fitchburg & Leominster will be following the same timeline as Lunenburg

Ms. Bertram mentioned that crash data will need to be gathered from all 3 communities in order to receive HSIP funding (Highway Safety Improvement Plan) and a meeting with the proper entities should be set to begin this process. She also mentioned that the 1st year of the TIP is set in stone and the projects will only fall off if they're not ready, but this does not mean that the outer years are set and we still need to keep the momentum behind this project going.

Ms. Speidel informed the board that the design money for this project has been included in State Transportation Bond Bill which is not available to us at this time. Although we don't have the contract amendment in front of us this evening, at some point this board is going to have to make a commitment to use Chapter 90 money if it needs to be used to keep the momentum going on this project.

CURRENT BUSINESS

1. Report: Committee on Diversity & Acceptance: Mr. Ebersole came before the board as the BOS representative to the Committee on Diversity & Acceptance explaining that his Committee was formed due to the unfortunate events which happened in the town and school last fall. The charge of this committee was to:

- Access the cultural climate, tolerance and diversity status in district and recommend changes and improvements to our program
- Improve tolerance respect & diversity in our district by making recommendations on personnel changes, programs and to make recommendations for policy changes that are necessary to ensure we have created an environment that is supportive of diversity
- Provide a ball park figure in March for any changes they recommend and to have the committee's charge completed by the end of the school year

Mr. Ebersole also reported on the following:

- The process of how this committee worked
- The various agencies/students/faculty that they had partnered with
- Student Goals/Achievements
- Proposed budget of \$30-38,000
- Committee Recommendations

Mr. Ebersole stated that this committee should be up and running again in the Fall.
Mr. Alonzo thanked Mr. Ebersole and the Committee for all of their efforts with this program.

RECEIVED & FILED

SEP 09 2014

**LUNENBURG TOWN
CLERK OFFICE**

2. FY2015 Annual Appointments and/ or Reappointments: Mr. Alonzo explained the process of the FY15 Annual Appointments/Reappointments. This included the new reapplying procedure which is required for outgoing incumbents who wish to be reappointed again which would entail filling out a brief questionnaire on why they would like to be reappointed.

Discussion ensued amongst the board members concerning the following:

- Concerns with incumbents whose terms had expired on 6/30/14 and have not received the questionnaire for reapplying
- Holding over any appointments until incumbents have a chance to return questionnaires
- Confirmation was received from Town Counsel that extending terms of incumbents is allowable without a vote
- Establishing a practice that in the future anyone seeking reappointment will need to fill out the questionnaire in a timely fashion
- Taking out of consideration individuals names from reappointment lists that do not return questionnaires (unless they have extenuating circumstances) and actively seek qualified new candidates who have submitted talent bank forms
- A BOS policy concerning incumbents seeking reappointment was adopted in 11/2013 but was not fully publicized and should be followed

Mr. Ebersole moved to adopt the implementation of the reappointment form for all persons who want to seek reappointment for their term ending 6/30/2014 and provide until 8/15/2014 for them to return the form to the Board of Selectmen's office through the Town Manager. Ms. Bertram seconded.

On vote, motion carried, 5 in favor, 0 opposed.

BOS will conduct interviews of potential candidates in the month of July with the goal of filling the vacancies in August.

Mr. Ebersole recognized Mr. Toale's efforts of setting up the Volunteer Recruitment Booth at the Town Bon Fire where 4 people had shown interest in volunteering.

Mr. Toale offered to "man" the booth again at any other Town function that may be held.

Mr. Alonzo announced that the Band Concerts will begin on July 7th.

Ms. Speidel informed the board that the Council on Aging (COA) has 2 existing board member vacancies along with 3 expired term vacancies. The COA had reviewed talent bank forms and sent their recommendations to the BOS. The COA was informed about the "hold over" of appointments and not to expect any appointments in July. The COA was concerned with this because 2 of the expired terms were of the Chair and the Vice Chair which they need in order to hold a meeting in July. They would like the BOS to consider making appointments before this meeting.

The COA has their own internal policies regarding term limits and this would affect at least 2 out of 3 people whose terms have expired and would be subject to the COA term limit policy. The Term Limit policy is not part of the Town Bylaws therefore the BOS are not bound by this. If these vacancies can be held over there will be no issue with quorum and Ms. Speidel will communicate this to the COA.

Mr. Alonzo mentioned that there were 10 applicants for the 5 positions. The COA term limit policies are their own and not the BOS policies, therefore it is not binding.

Mr. Alonzo recommended that the interviews that would be scheduled first would be for the PACC, Personnel Committee, and the COA.

Ms. Speidel presented the Town Manager 2015 Appointment/Re-Appointments to be ratified as follows:

Animal Control Officer	1 year	Kathleen M. Comeau			
Emergency Management Director	1 Year	Chief Patrick Sullivan			
"RACES" Control Officer	1 Year	Ralph Swick	Jeanne Swick		
Fence Viewer	1 Year	Robert H. Bowen			
Field Driver	1 Year	Kathleen M. Comeau			
Forest Warden	1 Year	Chief Patrick Sullivan			
Hazardous Waste Coordinator	1 Year	Kerry Speidel			
Hearings Officer	1 Year	Kerry Speidel			
Inspector of Animals	1 Year	Kathleen M. Comeau			
Inspector of Wires	1 Year	James Sharkey			
Asst. Inspector of Wires	1 Year	John Biery			
Inspector of Weights & Measures	1 Year	Stephen Cullinane			
Inspector of Plumbing & Gas Fittings	1 Year	Gary R. Williams			
Asst. Inspector of Plumbing & Gas Fittings	1 Year	Richard Kapenas			
Public Weighers	1 Year	Faye Silva	Eric Morin	Eric Ward	Jay Valier
		Brian Contois	Gary Savoie	Robert Pierce	
		Richard Reynolds			

Senior Citizen Property Tax Work-Off Program & Taxation Aid Committee	1 Year	Kathryn Herrick David Manzello Doreen Noble Shelly McCaie 1 Vacancy for a citizen at large
Technical Advisory committee	1 Year	Jack Rodriquenz 1 Vacancy (Planning Director)
Tree Warden	1 Year	Jack Rodriquenz
Veterans' Service Officer	1 Year	T.J. Blauser
Local Census Liaison	1 Year	Kathryn Herrick
Smart Growth Reporting Officer	1 Year	Vacancy (Planning Director)
Assistant Building Inspector Alternate Building Inspector	1 Year	Vacancy Vacancy
<u>Police Officers</u> Full Time	1 Year	Chief James P. Marino Sgt. Thomas L. Gammel Sgt. Jack A. Hebert Officer Jonathan J. Broc Officer Peter Lekaditis Officer Bradley McNamara Officer Sean Zrate Lt. Michael F. Luth Sgt. Sean J. Connery Det/Ptl. Jeffrey M. Thibodeau Officer Robert D. DiConza Officer Joshua M. Mathieu Officer Joshua B. Tocci
Reserves	1 Year	Officer Robert J. Ayles Officer Benjamin Campbell Officer Michael Connors Officer Walter C. Godfrey Officer Samantha Hudson Officer Lisa M. Melnicki Officer Quinn Smith Officer Stanley W. Barney Officer Linda C. Carrier Officer Robert R. Da Costa Officer Paul G. Grunditz Officer Donald A Letarte Officer Deven O'Brien
Special Police Officers Shirley MA	1 Year	Sergeant Peter Violette Sergeant Samuel Santiago Ptl. Everett W. Moody, Jr. Ptl. Brandon Bruin R.O. Robert Pacetti R.O. Lesley Hampson Sergeant Alfreda Cromwell Ptl. Craig K. LaPrade Ptl. Gregory Gushlaw Ptl. Jason Strniste R.O. Merkendrick Jackson R.O. Heather Swick
Special Police Officers Townsend MA	1 Year	Chief Erving M. Marshal, Jr Sergeant Cheryl M. Stevenson Sergeant John W. Johnson Officer Thaddeus G. Rochette Officer Kimberly J. Mattson Officer Mark Francis Officer James Landi R.O. Tony Brennon R.O. Austin Cody R.O. Michael Marchand Deputy Chief David A. Profit Sergeant Mark Giancotti Officer James P. Marchand Officer Randy S. Girard Officer George Reidy Officer David Phillips Officer Brent Davis R.O. Chris Van Voorhis R.O. Joseph Quinn R.O. Daniel Shultz

Mr. Ebersole moved to ratify the appointments of the Town Manager with the exception of the Animal Control Officer.
Discussion: Mr. Ebersole explained that there had been two circumstances over the past year that the BOS has dealt with the Animal Control Officer and he feels there are issues as follows:

- Many residents in town have spoken to him of their dissatisfaction of the services of the Animal Control Officer
- He believes that this is an important position and he is not ready to ratify this individual's service based on what he would expect an Animal Control Officer to do

Mr. Alonzo explained that in order to achieve what Mr. Ebersole is looking for, the BOS has veto power, and it could be done in two motions.

Mr. Toale seconded the motion.

Discussion: Ms. Bertram suggested that the Animal Control Officer be given the opportunity to come before the BOS before it gets to the point of not ratifying the appointment

Mr. Ebersole requested that the Town Manager implement the re-appointment form for many of these positions and agrees that the opportunity should be given to the Animal Control Officer to come to the BOS for discussion of this matter.

Mr. Toale spoke to say that his second was predicated to move the process to re-appoint everybody else and to make this a separate discussion.

Ms. Bertram questioned what a Technical Advisory Committee was. Ms. Speidel replied that she was not sure if this committee was different than the Tech group for all development plans and was unsure of its function.

Ms. Bertram would like to see this removed considering that both individuals, the Planning Director and the DPW Director, are full time employees of the Town.

Ms. Speidel added that she would also like to clarify who actually needs to be re-appointed annually and she would like to do some more work on the appointment process.

Ms. Speidel mentioned that she would like to put the appointment of the Animal Control Officer under the Police Dept.

As far as the ratification of this position this evening, this has become a personnel problem that is not properly noted on the agenda and she will need to review this further before meeting with this person to talk about any concerns.

Ms. Bertram requested that Mr. Ebersole amend his motion to include the non-ratification of the Technical Advisory Committee and the Field Driver.

Mr. Ebersole suggested that all of the re-appointments be postponed until 7/15/14.

After due and diligent discussion, Mr. Ebersole rescinded his previous motion.

Mr. Toale withdrew his previous second

Mr. Ebersole moved to defer action on the Town Manager's appointments until the 7/8/2014 BOS meeting.

Ms. Bertram seconded.

Discussion: The BOS would like the Town Manager to clarify the duties of the Field Driver, Technical Advisory Committee, and clarify who the appointing authority is for the Inspector of Animals.

No vote was taken by the board on Mr. Ebersole's motion.

All incumbents will be able to remain in their positions for 15 days after 6/30/2014 and if reappointments are not made at that time they will be able to remain indefinitely.

3. FY2015 Town Manager Goals: Tabled until the 7/8/2014 BOS Meeting.

Mr. Alonzo will not be at the next BOS meeting and noted that that the two most important goals to him were:

- Define and get settled with the Land Use Director
- Begin the process of the Economic Development Plan

4. FY2015 BOS Goals: The BOS discussed what needs to be done to complete the FY2015 Goals which included:

- Finish the policies manual
- List Town owned land and chapter properties
- Economic Development Plan
- Communication between committees and departments
- Town website/ appoint website committee
- Revision of Town Manager evaluation form
- Expand the role of the Personnel Committee
- Facilitate the recommendations of the Building Reuse Committee
- Storm Water Management

FY2015 BOS Goals will be discussed again at the 7/8/2014 BOS meeting.

5. Accept/ Adopt Energy Conservation Policy: Mr. Alonzo noted that this item was reviewed during the 6PM Workshop. There are some things that the BOS need to contact the Green Energy Community about concerning potential changes but overall the board thought this looked good. Once they have come to an agreement, the policy will be dispersed to the Facilities Directors on the town and school side to begin the next phase of developing energy policies for each building.

6. Minutes/Warrants/Action File Issues

Minutes: 6/17/2014

Ms. Speidel mentioned that the School Superintendent is looking to hire a minute recorder and hopefully the BOS will be able to utilize the same person to record their minutes

<u>Warrants:</u>	6/25/2014	W#69-14	\$231,871.84
	6/30/2014	W#1P15	\$553,331.17
	6/23/2014	W#FY-14LS	\$355,183.83
	6/24/2014	W#68-14	\$316,351.04
	6/26/2014	W#70-14	\$115,316.82
	7/2/2015	W#2-15	\$254,917.04
	7/1/2015	W#1-15	\$1,491,042.04

Action File Issues: Ms. Luck mentioned that she had attended a Storm Water Forum where communities were urged by the EPA New England Section Chief to establish performance standards for newly developed and redeveloped sites. There is an update to the "2008" permit that is scheduled to be released this October. Also discussed was the Chesapeake Bay storm water management program along with funding for storm water management.

Ms. Bertram reminded everyone that Storm Water Management needs to be a goal of this community.

6. Committee Report: Board of Health; Building Reuse Committee; Capital Planning Committee; Finance Committee; Library Board of Trustees; MPO; Planning Board; PACC; School Advisory Committee on Acceptance & Diversity; School Committee; School Building Committee; Sewer Commission; MA Broadband:

Board of Health: No Report

Building Reuse Committee: Mr. Toale reported that this committee met jointly with the Planning Board on 6/18/2014 which proved to be a great beginning meeting between the two committees along with the Historical Commission to begin working together on the future building reuse projects in town. All committees involved are currently involved in outreach programs to keep the public informed. The Historical Commission also held a meeting last evening to look "backward" at the town in a historical aspect. On 7/30/2014 the Planning Board will be sponsoring a "charrette" which is an extensive planning session involving citizens, designers, and others to collaborate on a vision for development of the town. Building reuse committee will have an open meeting on 7/7/2014.

Capital Planning Committee: No Report, on hiatus.

Finance Committee: Mr. Toale reported this committee is completing the work on their rules and regulations and will meet again on 7/10/2014.

Library Board of Trustees: Mr. Ebersole reported that this board met in June. Their book & bake sale raised approximately \$3600 which goes towards programming beyond what their budget provides for. Friends of the Library will meet again on 7/26/2014.

New board members have added additional charges such as "what do they want to look like as a library in 5 years".

MPO: Ms. Bertram reported that the MPO voted to endorse the 2017 TIP funding for Summer St. She suggested that the Town may want to participate in the "Safe Routes to School" program and if the town signs on to this program it will open up funding opportunities for sidewalks & bicycle lanes etc.

Planning Board: Ms. Bertram reported that the Planning Board met on 6/23/2014 and the majority of the meeting focused on the school building project concerning "100" points that the engineer had, which many have been addressed.

A resident of the town was concerned with some aspects of the projects and they reviewed the engineer's "100" points again. There are still some issues remaining which have been tabled until the modifications of the plan are reviewed.

The school building project will be looking for a waiver regarding height and soil testing will be done regarding the drainage, which people are very concerned with.

Planning Board is still waiting on more information regarding Highfield Village

PACC: No Report

School Advisory Committee on Acceptance & Diversity: Presentation given earlier in the meeting

School Building Committee: Mr. Alonzo reported that there was an abutter's meeting last Wednesday where they discussed site work and approximately 20 people were in attendance. Parking, bus traffic, pickups/drop offs, construction, all were discussed. Overall the meeting went very well. There will be more abutters meetings scheduled to keep people informed of the progress and there will be a ground breaking ceremony in September.

The committee also met on Thursday where they approved the 60% construction design and everything is on track.

Engineers reviewed the road next to the Passios building and it does meet all of the setback requirements.

Road access was not discussed.

Mr. Ebersole mentioned that abutters are concerned about how and who to communicate with concerning any issues they may have with the project and would like that to be clarified. Also of concern was the possibility of people thinking that the driveway from Mass Ave to Oak Ave would be used as a "cut through" although there will be speed "platforms" installed. Abutters would also like written documentation regarding the "100" points to keep them updated on the progress and resolutions to whatever may arise.

Mr. Alonzo replied that the School Committee has requested that all documentation/final report be posted as soon as it is available. He also suggested that information be made available on the Town of Lunenburg's website.

School Committee: Ms. Luck reported that this committee met on 6/18/2014 and the focus of the meeting was on the report from the School Advisory Committee on Acceptance & Diversity. They also approved school handbooks for FY15.

Sewer Commission: Mr. Ebersole reported that this commission is working on two policies; Capacity Feed Policy & Privately Funded Extension Policy Update. They are also in the process of interacting with the ZBA and the developer for the building project in Whalom concerning the developer's requests for waivers of many of the fees. The Sewer Commission has officially declared that they are against the waiving of any fees. He also commended the ZBA on their due diligence during the fee waiver discussions.

MA Broadband: No Report

7. Town Manager Reports or Department Reports: Ms. Speidel mentioned that the BOS had previously approved a Transfer of License for Hadwin Market and it has come back from the ABCC for a request for a signature. Document was signed.

APPOINTMENTS/ RE-APPOINTMENTS/ RESIGNATIONS

- 1. Appoint: Ken Chenis, Representative to Montachusett Joint Transportation Committee:** Mr. Ebersole moved to appoint Ken Chenis as Representative to the Montachusett Joint Transportation Committee. Ms. Bertram seconded. On vote, motion carried, 5 in favor, 0 opposed.
- 2. Resignation: Sheila Lumi, Lunenburg Housing Authority:** Mr. Alonzo announced the resignation of Sheila Lumi from the Lunenburg Housing Authority and requested that a letter of thanks be signed by the BOS and sent to Ms. Lumi.

ADJOURNMENT: Being no further business Ms. Bertram moved to adjourn the meeting. Mr. Toale seconded. On vote, motion carried, 5 in favor, 0 opposed.

EXECUTIVE SESSION: None

Meeting adjourned at 9:04PM

UPCOMING MEETING SCHEDULE

July 8, 2014 July 15, 2014 July 22, 2014

Respectfully Submitted,
Susan Doherty, Recording Secretary
Board of Selectmen