

Approved: 10-5-2020

**TOWN OF WINCHENDON
BOARD OF SELECTMEN MEETING
MONDAY, SEPTEMBER 14, 2020**

-- Conducted by Remote Zoom Meeting --

Present:

Michael Barbaro, Chairman
Rick Ward, Vice-Chairman
Barbara Anderson
Audrey LaBrie
Amy Salter

Keith R. Hickey, Town Manager
Linda Daigle, Executive Assistant
Taylor Tower, Administrative Assistant
Don O'Neil, IT Director

List of Documents Presented at Meeting:

- Introduction to Remote Meeting (filed)
- Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20 (filed)
- Screenshot of Winchendon Fire Department Post Regarding their EMS Service Organization of 2020 Award (filed)
- National Grid's Hall Road Pole Petition No. 29831550 (filed)
 - September 10, 2020 Memo from DPW Director to BOS Regarding Pole Petition (filed)
 - September 2, 2020 Abutter's Notice
- IT Department's Annual Update (attached)
- Draft Warrant for STM & ATM With Finance Committee Votes (attached)
 - September 9, 2020 Memo from Planning Director to Town Manager Regarding Mellen Road (attached)
 - September 10, 2020 Memo from Town Manager to BOS Regarding Possible Mellen Road Repair Options (attached)
- September 14, 2020 Town Manager's Report (attached)
- Minutes to be Approved:
 - August 24, 2020 Joint Meeting with Finance Committee
 - September 2, 2020 Joint Meeting with Finance Committee
 - January 8, 2018 EXECUTIVE SESSION Redacted
 - July 13, 2020 EXECUTIVE SESSION (Not Released)
 - Public Records Request dated August 31, 2020 from Mellen Road Action Committee

Due to Governor Baker's recent Executive Order and state of emergency declaration with the outbreak of the Coronavirus (COVID-19), this Tri-Board meeting was conducted remotely through Zoom Meeting. The public was notified how to join the meeting through instructions noted on the agenda.

Chairman Michael Barbaro called the meeting to order at 6:30 p.m.

Barbaro confirmed members present and persons anticipating to speak by calling their name and asking for a response in the affirmative: Ward, yes, Salter, yes, Anderson, yes and Barbaro, yes. Staff members present and responding in the affirmative were Town Manager Keith Hickey, Executive Assistant Linda Daigle, IT Director Don O'Neil, and Administrative Assistant Taylor Tower.

Barbaro read the "Introduction for Remotely Conducted Open Meetings" which noted Governor Baker's Executive order of March 12, 2020 and outlined the guidelines and ground rules for the meeting this evening.

All rose for the Pledge of Allegiance.

Barbaro advised all participants that the meeting was being recorded and cautioned screen sharing. When asked if anyone besides the Town was video or audio recording the meeting, there was no response.

*Board of Selectmen Minutes
September 14, 2020*

1. SELECTMEN'S COMMENTS AND ANNOUNCEMENTS: Ward thanked the Fire Department for their moving ceremony in memory of the lives lost on 9/11.

- 1.1. Winchendon Fire Department EMS Service Award – Anderson said that on September 1st, the Winchendon Fire Department was honored to receive the EMS Service Organization of 2020 for the Central Massachusetts Region. This award was from the Central Massachusetts Emergency Medical Systems Corporation. The award stemmed from the exemplary patient care conducted during an ice rescue where a neighboring responder taking part in the training suffered a cardiac event. With everyone's efforts this responder not only lived to talk about it but has also returned to work in public safety. Throughout 2020 our responders have faced pandemics, fire station inadequacies, injuries and many other challenges. Barbaro thank them and appreciate the gravity of their work.

LaBrie noted recent concerns expressed on social media about the upcoming Special and Annual Town Meeting, and steps taken as far as spacing and safety measures. Town Meeting will be held in the High School gymnasium, seats will be marked and distanced to allow proper social distancing. There will be 150 seats in the gymnasium with overflow in the cafeteria. Air quality has also been a concern of some people, LaBrie said the Board is aware and will address those issues.

- 1.2. Special and Annual Town Meeting at MMHS Gymnasium, Monday, Sept. 28th, 2020 – Barbaro reminded folks that the Town's Special and Annual Town Meeting that was to have occurred in May 2020 has finally been rescheduled to Monday, Sept. 28, 2020 at 7:00pm and will be held in the MMHS Gymnasium in order to practice social distancing for those in attendance. Masks are required and all are encouraged to participate and thanked in advance in assisting the Town in carrying out its necessary business. Barbaro assured the public that the air quality had been tested in the gym and all is fine.

2. PUBLIC COMMENTS AND ANNOUNCEMENTS:

Marc Dorwart of 245 Mellen Road expressed concern on the location of Annual Town Meeting. He wishes to see Town Meeting be held outside.

Anderson asked if the meeting could be held on the football field; weather permitting. Hickey said it could be done if the Board wishes, but that decision would have to be made tonight so the location can be published on the warrant and meet state timeline requirements. He explained there would be some logistics to consider, and that he could work with the school administration to comply with the Board's wishes. LaBrie asked if the range on the clickers would be compatible with voting outside; Don O'Neil, IT Director, said they have a considerable range but he would have to research to be sure that they would work. In the case of the clickers not being suitable for outdoor use, Hickey asked if the Board would be comfortable counting votes by way of "yea or nay". Ward said he believes electronics need to be used. Salter was concerned that the football field is not accessible to all; and she would vote against moving the location from the gymnasium. LaBrie stated that she understands concerns about using an inside space, and as long as it can be accessible to all, she has no problem moving the Town Meeting to the football field. If electronic clickers were not available, she suggested "stand up" votes, to which Salter objected, citing that not everyone is able to stand. Barbaro expressed concerns with logistics and weather, and noted significant steps taken to ensure safety at Town Meeting in the form of masks, hand sanitizer, measured seating, and bleachers available for additional seating.

3. PUBLIC HEARINGS:

- 3.1. National Grid Pole Petition – Hall Road – Plan No. 29831550 – LaBrie read the public hearing pole petition into the record. Mr. Robert Louis Williams was present to represent the pole petition. National Grid is looking to install one Single Owned (SO) pole on Hall Road. DPW Director, Al Gallant, has no reservation with them installing a new pole and has included a memo for the Board. Abutters were notified and no opposition was heard.

Ward moved to open the Pole Petition Public Hearing, seconded by LaBrie. With a roll call vote of all aye, the motion carried unanimously.

Robert Williams introduced himself to the Board. DPW Director, Al Gallant stated he was fine with this pole petition as presented.

Ward moved to close the Pole Petition Public Hearing, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Salter, aye, Anderson, aye and Barbaro, aye, the motion carried unanimously.

Ward moved to approve the Pole Petition for Single Owned pole on Hall Road as presented this evening and authorize the Town Manager to execute the Order on behalf of the Selectboard, seconded by LaBrie. With a roll call vote of all aye, the motion carried unanimously.

4. APPOINTMENTS/RESIGNATIONS: There were no appointments or resignations to consider this evening.

5. PERMIT/LICENSE APPLICATIONS: There were no permit/license applications to consider this evening.

6. BOARDS/COMMISSIONS/COMMITTEES/DEPARTMENT:

- 6.1. Information Technology Dept. Update with Don O'Neil, IT Director – IT Director, Don O'Neil, was present tonight to update the Board on the progress and updates made in the past year. He noted an exciting and different time in the IT world due to the pandemic. The Town received a COVID-19 grant intended to alleviate the burden of COVID-related costs, which allowed the Town to replace a lot of equipment that would have had to be budgeted for otherwise. Laptops were purchased for each employee in the Town Hall, Fire Department and Police Department to allow the technology to work remotely. That equipment will be prepared and at the ready for future use, although that will hopefully not be necessary. Mr. O'Neil replaced the email server as the current one was a 2010, certainly outdated. A new machine was purchased which will be its whole separate server, making it easier to do upgrades, maintenance and repair. The file server is five years old, short on space and nearing the end of its life. A new one will be implemented in the next month or so. Due to the pandemic, a new server was set up which allows all Town Hall employees to remote into the server and have access to Munis and all their files. This is readily available to log into from those working at home, which was instrumental in April and March when several employees were working from home. O'Neil noted that when employees are working on files, it is a natural tendency to save to the desktop. This is not the best practice, as if these files are lost, they are almost irrecoverable. As such, he has implemented file redirection in an effort to protect these files. Due to a grant received, O'Neil will begin digitizing files in each department. This is an exciting project, allowing files to be more accessible, and making the process as efficient as possible. All desktops in Town Hall have been upgraded to Windows 10, and an independent data server has been installed in police cruisers. Videos of all board and committee meetings from the past two years have been added to the website, another exciting project allowing residents to be more engaged and have better access to the meetings. Lastly, O'Neil has been working on equipment upgrades at the Library, due to opportunities provided by the COVID-19 grant. The Library Director has been creating videos of online book readings, and new equipment has been purchased to facilitate this as well as allow editing and posting.

Ward asked about the archived meeting minutes, O'Neil answered that minutes can go back pretty much endless, but due to server space, we can only fit two years of meeting videos. Ward said as far back as minutes can go is helpful; O'Neil noted that is part of the digitization of files project. LaBrie noted the updated recording videos for when meetings resume being held in person; O'Neil said the cameras are all HD and in good shape right now. Barbaro thanked O'Neil for his hard work, noting that we are fortunate to have this generous COVID-19 grant to help us upgrade important equipment.

7. NEW BUSINESS:

- 7.1. Review and Vote to Finalize Special and Annual Town Meeting Warrant of Sept. 28, 2020 – LaBrie asked Hickey if anything on the warrant had been changed or updated, to which Hickey responded that there is another alternative article for Mellen Road under Article 15. Other than that, no changes have been made.

After some discussion amongst the Board on the procedure, it was decided that the Board would review each article on the warrant.

Anderson reminded the Board that every year that ends in a 0 or a 5; the Town is supposed to have their bylaws looked at by a committee. Barbaro confirmed that a committee will be solicited and created. In regards to Article 5, a proposed \$25,000 raised and appropriated for the Community Action Committee Non-Profit Support, Anderson asked if there is a reserve fund should they need additional funding. Hickey answered no, they have heavily benefitted from state and federal funding. If there was a need for additional support, there is a contingency amount in the Finance Committee budget that the Board could ask a portion of to be released.

Referring to Article 11, LaBrie asked how many Winchendon students will be sent to Monty Tech; to which Maureen Ward, the Town's representative on the Monty Tech Regional School Board, answered 22 students will be sent. Anderson was concerned that there would be an additional request for money from Monty Tech, which should not be included in the warrant article. Hickey said a warrant article cannot be increased on the floor.

Anderson wished to clarify that Article 14, Issuance of Long Term Debt for Senior Center Repairs, is a three-phase article. Hickey agreed, and said the \$3.7 million amount on the warrant represents the first two of these phases, and that phase 3 has been deferred to sometime in the future when capital improvement plans can be budgeted to finalize the repairs and maintenance on that building.

Anderson motioned to amend the warrant article to clearly indicate that this is just Phase 1 and 2, seconded by Salter. Hickey clarified that the verbiage will state "to see if the Town will vote to appropriate the sum of \$3 million, making the engineering report as phase 1 and phase 2 of the Old Murdock Senior Center. Anderson wants to see it say Phase 1 and 2 of 3. **With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion passed unanimously.**

Hickey reminded the Board that Article 15, addressing repairs on Mellen Road, has a new option submitted proposing that the Board consider spending \$76,126 paving with a 2" layer of asphalt. A typically paved road will show 4", 2" of which is a wearing coat and the other 2" is a binding coat. The Public Works Director believes this will last at least ten years with proper maintenance, and that it is very similar to what was done thirty years ago. This amendment was proposed after residents expressed displeasure with the proposed dirt road article presented at the last meeting. Hickey explained the proposed articles could be reduced by \$20,000 as they had reached out to Mr. Szoc who previously surveyed the road and received an estimated cost \$20,000 less than what has been proposed for the metes and bounds. Instead of \$86,165 to create the dirt road, it would be \$56,165; instead of \$126,125 for the 2" paved asphalt it would be \$106,125. LaBrie referred to the contention displayed by residents and suggested the dirt road article be removed entirely. She likes the idea of the 2" paving, citing that it will improve the road to the point where it is a potentially usable road and in the interim, allow the Town to continue finding the logistics of who owns the road and how to proceed. Ward said he is against it, and prefers to fill potholes as originally intended. He referred to a section of the general bylaws that states emergency repairs can be made to unaccepted roadways, he feels 2" of pavement far exceeds the intent. Referring to that same bylaw, LaBrie said it does authorize the Town Manager and the DPW Director to make emergency repairs. She isn't sure if Mellen Road falls into this category, as it is an ongoing situation. Anderson said she believes that the Board has the power to recognize the road by prescription, which she believes would eliminate a substantial amount of money in Article 15, but it can be challenged. Hickey said that Town Meeting has the authority to appropriate funds for this unaccepted road, and funds can be expended if approved. Town Counsel does not recommend taking this road by prescription, as it can be challenged and it presents a liability. Salter asked about the impact to free cash, Hickey said after funding the wastewater deficit, temporary easements for Central Street, and Mellen Road construction, it is an estimation that there will be just over \$1.6 million in free cash. He introduced attorney Jon Eichman, who works for KP Law as town counsel. Eichman advised the Board that using the word "take" by prescription is not correct, as prescription itself is an action. With respect to the public way, it would mean that the general public has used the road in the past twenty years in a manner that is adverse to the property owners along that road. In his communications with Mr. Hickey, he has said that the Board does have the discretion to examine evidence about whether said use has

taken place, and make its own determination that the use is sufficient to create a public way. While the Board does have that right, it can be challenged by any resident of the Town, and the burden of proof would fall on the Town to prove it by evidence. He also clarified that Mellen Road has not been a through way for travel purposes, as the definition of “through way” entails travel from one town to another. Hickey asked Eichman to expand upon “adverse use”, as what he gathers from his discussions and research is that it has to be adverse use or use by people or persons other than property owners along that roadway. Some things discussed at recent meetings was logging trucks causing potential damage as they access the State forest. Eichman responded that it is difficult to prove, and that travel would be deemed permissive if the use is to visit one of these properties. Barbaro stated his support of the 2” pavement. LaBrie respects that residents do not wish to have a dirt road, but she is not comfortable with prescription. Salter has no issue with this amendment either, and just wishes to see this resolved legally and so that it does not happen again. She reminded the Board that Town Counsel should be listened to, as we pay them for their advice and input and they do specialize in municipal law.

Barbaro sought a motion to amend the proposed new Article 15 to repave the unaccepted portion of Mellen Road and to reduce the amount from \$126,125 to \$106,125. Hickey added also that the Board modify the article by removing “These repairs will upgrade this portion of Mellen Road to the Town’s dirt standard” and add after that “A portion of the costs included in this article are” in front of the verbiage in the article “in preparation for acceptance of a town road at a future Town Meeting.” Atty. Eichman advised removing the word “permanent” from the motion in which the Board agreed.

Anderson moved to accept Article 15 as amended and presented with the changes, seconded by Salter. With a roll call vote of Ward, no, LaBrie, yes, Anderson, yes, Salter, yes and Barbaro, yes, the motion carried 4-1.

Anderson asked if this work would be able to be done before winter, Hickey said yes. In regards to Bayberry Circle, Anderson was concerned that there is a boulder in the road. She would like this removed before winter to avoid an accident with a plow truck. After some discussion, it was decided that the road will be regraded, the boulder will be removed, and signs will be put up to discourage the road being used as a shortcut, as its primary intent is emergency vehicle access.

LaBrie moved the Board finalize the Special Town Meeting / Annual Town Meeting warrant as amended for Monday, September 28, 2020, seconded by Ward. With a roll call vote of all aye, the motion carried unanimously.

7.1.1. Board Vote Recommendations of STM-ATM Warrant Articles –

Article 1 of STM – Committee Reports:

LaBrie moved to recommend this article, seconded by Ward. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 2 of STM – Payment of Prior Year Bills:

Ward moved to recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

ANNUAL TOWN MEETING

Article 1 – Committee Reports:

LaBrie moved to recommend this article, seconded by Ward. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 2 – Establish/Discharge Committees:

Ward moved to recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 3 – Authorize New Revolving Fund:

Ward moved to recommend this article. LaBrie noted her abstention. **With a roll call vote of Ward, aye, LaBrie, abstain, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 4-0-1.**

Article 4 – Senior Tax Work-Off Program:

LaBrie moved to recommend this article, seconded by Ward. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 5 – Community Action Committee Non-Profit Support:

Ward moved to recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 6 – FY’21 General Government Budget:

LaBrie moved to recommend this article, seconded by Ward. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 7 – FY’21 Water Dept. Enterprise Budget:

LaBrie moved to recommend this article, seconded by Ward. With a roll call vote of Salter, aye, Anderson, no, LaBrie, aye, Ward, aye and Barbaro, aye, the motion carried 4-1.

Article 8 – FY’21 Wastewater Enterprise Budget:

LaBrie moved to recommend this article, seconded by Ward. With a roll call vote of Salter, aye, Anderson, no, LaBrie, aye, Ward, aye and Barbaro, aye, the motion carried 4-1.

Article 9 – FY’21 Transfer Station Enterprise Budget:

Ward moved to recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 10 – FY’21 School Budget:

Ward moved to recommend this article. LaBrie noted her abstention. **With a roll call vote of Ward, aye, LaBrie, abstain, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 4-0-1.**

Article 11 – FY’21 Monty Tech’s Assessment:

LaBrie moved to recommend this article, seconded by Ward. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, no, Salter, aye, and Barbaro, aye, the motion carried 4-1.

Article 12 – Acceptance of the Layout of a Portion of Central Street:

LaBrie moved to recommend this article, seconded by Ward. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 13 – Authorization to allow Selectmen to Acquire Temporary and Permanent Easements for Central Street Reconstruction:

Ward moved to recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 14 – Issuance of Long Term Debt for Senior Center Repairs:

Ward moved to recommend this article, seconded by LaBrie. Salter noted that she fully supports the senior center, however, she cannot support a capital cost at a time like this. She is concerned for the taxpayers and does not want to raise taxes further unless it is absolutely necessary. Anderson said she is not voting to close the senior center, but she thinks this article is poorly planned. She said the fire station is in dire need, and these things need to be planned better and be more inclusive. Ward wished to point out that it is a critical situation, and with each year of inaction, the costs of repair will increase \$180,000. Barbaro said that the Town entered into agreement with the State to maintain the building and it is much loved. **With a roll call vote of Ward, aye, LaBrie, aye, Anderson, no, Salter, no, and Barbaro, aye, the motion carried 3-2.**

Article 15 – Permanent Repairs to a Portion of Mellen Road:

Anderson moved to recommend this article as amended this evening, seconded by Salter. With a roll call vote of LaBrie, aye, Ward, no, Anderson, aye, Salter, aye and Barbaro, aye, the motion carried 4-1.

Article 16 – Temporary Repairs to a Portion of Mellen Road:

Anderson confirmed that if Article 15 passes, this article will be passed over.

Anderson moved to recommend this article, seconded by Salter. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 17 – Fund Wastewater Deficit:

LaBrie moved to recommend this article, seconded by Ward. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 18 – FY'21 Budget – Capital Items:

Ward moved to recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 19 – FY'21 Budget – Withdrawal of Deficit Reserve:

Ward moved to recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0. LaBrie thanked Hickey for thinking of this money as it could certainly be used.

Article 20 – Transfer of Remaining Funds from Capital Accounts to General Fund to Offset Long Term Debt Costs:

LaBrie moved to recommend this article, seconded by Ward. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 21 – Transfer Sale of Town Property Reserve to General Fund to Offset Long Term Debt Costs:

Ward moved to recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 22 – Acceptance of Bayberry Circle and Pinewood Drive:

Ward moved to recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, no, Salter, aye, and Barbaro, aye, the motion carried 4-1.

Article 23 – Authorize Board of Selectmen to Accept Parcel of Land Known as Grout Park Map 5C4, Parcel 5:

LaBrie moved to recommend this article, seconded by Ward. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 24 – Sale of Property on Summer Drive Map 5B3, Parcel 160:

Ward moved to recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 25 – Sale of Property on Summer Drive Map 5B3, Parcel 158:

Ward moved to recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 26 – Consideration of Funding Gold Star Property Tax Exemption:

Ward moved to recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, aye, Salter, aye, and Barbaro, aye, the motion carried 5-0.

Article 27 – Citizen Petition for the Maintenance and Repair of a Portion of Mellen Road:

Ward moved to not recommend this article, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Anderson, no, Salter, aye, and Barbaro, aye, the motion carried 4-1.

7.1.2. Assignment of Town Meeting Warrant Articles to be presented by Board Members on Sept. 28, 2020 - The Board discussed and assigned warrant articles to each Selectmen to present at Town Meeting.

8. **OLD BUSINESS:** There was no old business this evening.

9. **TOWN MANAGER'S REPORT:**

1. **9.1 Financial Updates-**

- The FY20 audit will begin on September 14th.

2. **Personnel Updates-**

- There are no personnel updates this week.

3. **Project Updates-**

- Below is a summary of the road work planned for this summer.
 - The road work Kemp Street, Lower Hale from Rte. 202 to River Street, River Street and Brown Street has been completed. Monadnock Ave. has had the leveler coat of asphalt installed. Manhole covers will be adjusted and a second coat of asphalt will then be installed. Once all the roads are paved, they will be scheduled for striping.
 - The Notices of Intent for wetlands impact have been filed with DEP for the Robbins Road bridge project.
 - Whitney Pond Dam also has had a permit approved from the Army Corps of Engineers. This project will be funded from the state. Work will include clearing vegetation of the dam banking, installing geocloth and installing rip rap along the river banking.
 - The Highway Department has installed over 50 tons of patch on roads in the past month.
 - Brandywine has notified the Town they have received approval from DEP to begin the breaching of the private dam on their property. Al Gallant has been working with Brandywine's engineering firm to coordinate the dam breach with the lowering of Lake Monomonic.

4. **Miscellaneous Updates -**

- The School Department is meeting with the in town bus company regarding bus costs during the COVID opening delay. The contract provides a 22% discount on the bus costs for each day the schools are closed during the COVID pandemic.
- I met with members of the School Department to discuss the setup for Town Meeting. School staff believes at least 125 chairs can be set up on the gym floor that are at least six feet apart. School staff plans on setting up the gym on September 14th to verify the seating capacity. If necessary, an overflow room could be set up across the hall in the cafeteria.

Anderson asked for clarification on the logistics of Town Meeting, as the gymnasium is in the middle of the school and she feels there is no way to get fresh air. Hickey understands her concerns, noting nearby exit doors that will be open and the HVAC system will be circulating fresh air into both rooms. A test was done independently that states using those two rooms for two or three hour periods will not jeopardize anyone's health, as opposed to expecting students to sit in the building all day, every day.

Barbaro asked if Brandywine has caught up on their past-due taxes; Hickey said no, he anticipates them approaching the Board at some point to discuss future use of property and negotiate another payment plan.

10. **MINUTES:**

10.1 Monday, August 24, 2020 Joint Meeting with Finance Committee – Ward moved to approve the Monday, August 24, 2020 Joint Meeting with Finance Committee minutes, seconded by Anderson. With a roll call vote of Salter, abstaining, Anderson, aye, LaBrie abstaining, Ward, aye, and Barbaro, aye, the motion carried 3-0-0.

10.2 Wednesday, September 2, 2020 Joint Meeting with Finance Committee – Ward wished to correct page 3, under section 4.2, where it refers to the Finance Committee Public Hearing of September 14th, when the hearing was held on September 8th. Ward moved to approve the Wednesday, September 2, 2020 Joint Meeting with Finance Committee minutes as amended, seconded by LaBrie. With a roll call vote of Anderson, aye, LaBrie, aye, Ward, aye, Salter, abstain, and Barbaro, aye, the motion carried 4-0-1.

Executive Session Minutes for Release:

10.3 Monday, January 8, 2018 EXECUTIVE SESSION Redacted – Ward moved to release the Executive Session Redacted Minutes of January 8, 2018 as presented this evening, seconded by LaBrie. With a roll call vote of Salter, aye, Anderson, aye, LaBrie, aye, Ward, aye, and Barbaro, aye, the motion carried unanimously.

10.4 Monday, July 13, 2020 EXECUTIVE SESSION - Public Records Request for Release of Minutes - Ward moved the Executive Session Minutes of July 13, 2020 continues to warrant confidentiality, seconded by Barbaro. LaBrie questioned client / attorney privilege, to which Hickey answered that the Board is not obligated to release any conversations had between legal counsel and their client. With a roll call vote of LaBrie, aye, Salter, aye, Barbaro, aye, and Ward, aye, the motion carried 4-0 with Anderson abstaining due to technical difficulties.

Ward moved the Executive Session Minutes of July 13, 2020 continues to enjoy Executive Session privilege under the attorney-client privilege, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Salter, aye, and Barbaro, aye, the motion carried 4-0 with Anderson still absent.

Ward moved the Executive Session Documents pertaining to the Minutes of July 13, 2020 continues to enjoy Executive Session privilege under the attorney-client privilege, seconded by LaBrie. With a roll call vote of Ward, aye, LaBrie, aye, Salter, aye, and Barbaro, aye, the motion carried 4-0 with Anderson still absent.

11. **COMMUNICATIONS:**

12. **AGENDA ITEMS:** Barbaro noted that the next scheduled meeting is September 28th, prior to the Special and Annual Town Meeting.

13. **EXECUTIVE SESSION:** There was no Executive Session scheduled for this evening.

14. **ADJOURNMENT:** Ward moved to adjourn, seconded by Salter. With a roll call vote of Salter, aye, Ward, aye, LaBrie, aye, Anderson, aye, and Barbaro, aye, the meeting adjourned at 8:43 p.m.

Respectfully submitted,

Taylor C. Tower

Taylor Tower
Administrative Assistant