

**Select Board Minutes**  
**Tuesday, May 19, 2020**  
**7:00pm**

**The Select Board Regular Meeting was held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20.**

**Select Board participants:**

**Chair Alice von Loesecke, Rich Maiore, Kara Minar, Stu Sklar, Lucy Wallace**

**Town Staff participants:**

**Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro,  
Executive Assistant Julie Doucet**

**Other Participants**

**National Grid Representative Autumn Kubiak & Building Inspector Jeff Hayes**

**National Grid pole petition hearing**

Representative from National Grid Autumn Kubiak explained the new pole is being placed to provide service for a new home on 62 Old Littleton Road. Executive Assistant Julie Doucet shared the request with DPW Director Tim Kilhart who approved of the pole placement. By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, the board voted unanimously to approve the pole as presented.

Kara Minar asked Kubiak if she would be able to assist the town in having a dangerous pole removed that is near the Bromfield School. She offered to inform her supervisor.

**Minutes**

By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, the board voted unanimously to approve the minutes of 4/21 & 5/5.

**Introduction of Jeff Hayes to the Building Department**

Jeff Hayes was present to officially meet the Select Board members as he begins his work in the Building Department. Hayes will serve also as the Facilities Manager. He is currently working toward his Massachusetts certification as a Building Commissioner. Hayes grew up in neighboring Bolton and has thirty years of experience in the building trades. The board members happily welcomed Hayes to the position and are looking forward to working with him.

**Transfer Station Committee resignation and appointment**

Von Loesecke reported Libby Levison has decided to resign from this committee as her other commitments are keeping her very busy. Luckily, resident Jane Biering has offered to fill this vacancy and has experience from when she helped early on with the SMART program. Sklar agreed Biering will be a great asset on the committee. The board members noticed Biering also expressed interest in the Planning Board. Executive Assistant Julie Doucet will follow up with her on that. By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, to recognize Levison resignation and send letter of thanks. By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, the board voted unanimously to appoint Jane Biering to the Transfer station committee.

**Annual Town Meeting (ATM) planning**

Bragan and Sobalvarro have been investigating alternate indoor locations that could hold a larger group for the June 20<sup>th</sup> ATM. They are looking at locations in Devens and the hotel in Boxborough. They will continue their efforts to make the

school gymnasium compliant with Covid-19 regulations. Bragan said the state is allowing meetings to be held in other communities however a virtual option is not permissible.

### **Budget Working Group**

Von Loesecke confirmed the committee members:

Susan Mary Reddinger & Sharlene Cronin from the School Committee

Jennifer Finch & Dick Fellows from the Finance Committee

Alice von Loesecke & Rich Maiore from the Select Board

Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Superintendent Linda Dwight.

The first meeting began with an overview of the FY20 budget and potential deficits due to the Covid-19 pandemic. Bragan reported revenues through March are positive and expects the state to utilize the rainy day fund for shortfalls in April, May and June.

Bragan explained the subcommittee will focus their efforts on:

- Thoughtful development of the FY21 budget by planning and developing different scenarios/strategies
- Emphasis on areas within the budget where significant adjustments can be made with minimal impact
- Revisit the potential override question; impacts if it passes and impacts if it does not
- Determining the best approaches to addressing potential budget shortfalls
- How best to provide explanation to taxpayers; understating impacts

Wallace and Sklar recommended the committee consider utilizing OPEB (Other Post-Employment Benefits) and/or Stabilization funds to assist the town in navigating through this unprecedented and difficult time.

### **Various Covid 19**

Bragan reported on the process for reimbursements through the CARES Act and FEMA. He explained legislation is being proposed to broaden the use of funding from the CARES Act. He is hopeful to learn more on that soon.

Bragan said the updated Transfer Station rules and regulations have been finalized. He reported residential bulky waste will open this week and he is meeting with the bag distribution company and Irene Congdon from the state. They will determine if bags can be purchased online and if additional locations can be added to our distribution list. This would include Donelans Market in Littleton, Market Basket in Littleton and Roche Brothers in Acton.

Bragan reported playing fields, parks, playgrounds, tennis courts and the overlook on Prospect Hill Road will begin a limited opening on May 25<sup>th</sup>. Guidelines will be posted on the town website with enforcement by the local Board of Health. He indicated playing fields and playgrounds. He is working with the Park & Recreation Commission to finalize details for the town beach.

Bragan will open the Town Hall on a limited basis starting on Tuesday, March 26<sup>th</sup>. Guidelines will also be posted on the town website. He plans to open from 8:30am to 1:30pm and hold a meeting with the staff later in the week to discuss what worked and what did not. Residents will be encouraged to only enter Town Hall if necessary trying to conduct most of their business online. All safety precautions required are in place. Based on how the Town Hall opening goes will determine when and how the library and Council on Aging will open. He does expect virtual Zoom meetings to continue through the summer if not into the fall. The board members expressed their appreciation for the staff efforts during this time. Bragan too is pleased with the team we have.

Kara Minar asked when the next meeting will be regarding the Ayer Road reconstruction project. Bragan said the DPW Director Tim Kilhart is ready to move forward however when the pandemic occurred it did slow the process. The board members were in agreement to move the process forward. They discussed how this public meeting and the one on June

9<sup>th</sup> regarding the marijuana may be a learning process depending on how many attend. Both topics are of high interest to residents in town. Maiore does not want meetings with such topics held over the summer months.

The meeting was adjourned at 8:30pm.

Documents referenced:

National Grid pole petition request – dated 4.24.2020

Levison resignation letter – dated 4.24.2020

Biering volunteer form – dated 2.11.2020