

Town of Auburn, Massachusetts
Board of Selectmen Meeting
Remote Participation Only
September 28, 2020 – 5:00 P.M.

Present Remotely: Doreen M. Goodrich, Tristan J. Laliberte, Daniel S. Carpenter, Lionel R. Berthiaume, and Scott C. Wrenn, Town Manager Julie A. Jacobson, CFO/Assistant Town Manager Ed Kazanovicz

Chairman Doreen Goodrich called the meeting to order at 5:00 P.M.

The Chair stated that this Open Meeting of the Town of Auburn Board of Selectmen is being conducted remotely, consistent with Governor Baker's Executive Order of March 12, 2020, which suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely as long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

For the public to join the meeting remotely by telephone, call 1-408-650-3123 and enter Access Code 235-235-861. Or, the public can join via computer at gotomeeting.com/join/235235861.

As a preliminary matter, she identified herself as Doreen Goodrich the Chair of the Board and confirmed that all members and persons participating in the agenda were present and could hear her:

- Lionel Berthiaume - Yes
- Daniel Carpenter - Yes
- Tristan Laliberte - Present
- Scott Wrenn - Yes

Also,

- Town Manager Julie Jacobson - Yes
- CFO/Assistant Town Manager Ed Kazanovicz - Yes
- Administrative Assistant Sharon Kwiatkowski

The Chair also noted that the meeting was being recorded by Auburn Cable Television and she stated that all votes to be taken in this meeting will be conducted by roll call vote.

The Board of Selectmen voted to go into executive session, in accordance with MGL Chapter 30A, Section 21 (a) (3), to deliberate upon matters, which if done in an open meeting could detrimentally affect the position of the town regarding strategy with respect to litigation, to come out of executive session and reconvene in an open meeting (Motion made by Mr. Berthiaume; motion seconded by Mr. Wrenn) roll call vote: Mr. Carpenter, Yes; Mr. Berthiaume, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; and Mrs. Goodrich, Yes – passed 5 to 0.

The Chair then declared that an open meeting may have a detrimental effect on the negotiating position of the public body relative to litigation and that the Board will come out of executive session and reconvene in open session.

The Board came out of executive session and reconvened in open session at 5:40 P.M.

The Chair stated that this Open Meeting of the Town of Auburn Board of Selectmen is being conducted remotely, consistent with Governor Baker's Executive Order of March 12, 2020, which suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely as long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

For the public to join the meeting remotely by telephone, call 1-408-650-3123 and enter Access Code 235-235-861. Or, the public can join via computer at gotomeeting.com/join/235235861.

The Chair also noted that the meeting is being recorded by local public access.

Public Hearings/Presentations

There were no items.

Communications

There were no items.

Board of Selectmen General Items

Century Sportsman's Club Outdoor Entertainment License for Haunted Hayride and Spooky Walk 531 Rochdale Street.

Mr. Frank Hight of Century Sportsman's Club was participating remotely, but he lost connection and had to log back in.

The Board of Selectmen voted to move forward agenda item 6c) Discussion and Potential Vote on Appointment of Town Resident Member of the Press to the John E. and Ethel E. Riley Outstanding Citizenship Award Committee (Motion made by Mr. Laliberte; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Laliberte, Yes; Mr. Carpenter, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Town Clerk Debra Gremo was participating remotely and she explained the requirement to appoint one media person living in Auburn to the committee. She stated that Jeff Labonte was the only individual that met the requirement and he has said that he would be willing to serve. Ms. Gremo also discussed the timeline for the committee to meet and select this year's recipient.

The Board of Selectmen then voted to appoint Jeff Labonte to the John E. and Ethel E. Riley Outstanding Citizenship Award Committee (Motion made by Mr. Berthiaume; motion seconded by Mr. Wrenn) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

The Town Clerk described the grant she was seeking under agenda item 7f) Vote to authorize the Town to accept and expend a grant in the amount of \$5,230.00 from the Center for Tech and Civic Life's COVID-19 Response Grant to support election activities.

The Board of Selectmen voted to authorize the Town to accept and expend funds in the amount of \$5,230.00 from the Center for Tech and Civic Life's COVID-19 Response Grant to support election activities (Motion made by Mr. Berthiaume; motion seconded by Mr. Laliberte) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Mr. Frank Hight of Century Sportsman's Club then resumed his remote connection to the meeting and could hear and be heard by the attendees. He described the annual event. Mr. Hight advised that he has worked with the Board of Health on changes this year due to the COVID-19 guidance from the State. He informed the Board of Selectmen that there would be no spooky walk or food or beverages this year. There would be a limit to the number of tickets that would be purchased on-line for designated time slots. Participants would wait in their vehicles until called to the event. They would adhere to all social distancing and sanitation protocols. The hayrides would be held on just three weekends due to the late start.

The Board received the following comments dated September 16, 2020 from the Development Coordinating Group (DCG):

- The applicant shall obtain all necessary permits and inspections from Town Departments, Boards or Commissions prior to the start of any scheduled event;
- An inspection from the Building Department is required for any structures that have been assembled for this event;
- All tickets must be purchased online for designated time slots;
- The applicant shall provide additional information as needed to the Auburn Board of Health and comply with any Board of Health requirements;
- Clear signage regarding safety protocols shall be in place at all times;
- There shall be no open flames and the Club shall have fire extinguishers readily accessible;
- All handicapped parking spaces shall be marked and all exits/entrances shall be clearly identified;
- All vehicles that are utilized for towing the wagons must be registered and insured.
- The applicant shall ensure Public Safety officials have appropriate access to the event at all times.

Mrs. Goodrich asked Mr. Hight to clarify how the time blocks would run in light of his stated number of customers at 100 per hour.

Mr. Hight advised that the wagons would be at no greater than 50% capacity, 10-12 people per wagon or 33 passengers per trip. The hayrides would be 15 minutes each with 3 rides per hour and time in between to sanitize the wagons. This would be about 100 per hour and 300 per night as the event would run from 7:00 P.M. to 10:00 P.M.

He responded that masks would be mandatory and violators would be turned away with their entire groups. There would also be temperature screenings, hand sanitizers available on the way in and a way out and a sign-in book for contact tracings as requested by the Board of Health.

Mrs. Goodrich asked if there had been other events at the club since the governor's executive order for COVID regulations. Mr. Hight replied that there were a couple of political events held outdoors with all the protocols in place for them. Nothing has been held inside since March and the bar and kitchen have been closed. Mrs. Goodrich asked if he had worked with the Board of Health for those events. Mr. Hight replied that he had not, because the events were under the 50 person guidelines.

Mrs. Goodrich raised the point about advertising the event before the permit was issued.

Mr. Hight responded that they had started this process with their application in August and the application was delayed because of all the restrictions and they needed to get the word out.

Ms. Eileen Alexander of the Public Health Division said that they have been working with Mr. Hight for well over a month based on the requirements currently in place. Ms. Alexander gave a description of the COVID-19 plan provided by the Century Sportsman's Club. She said that if there were changes to the guidelines before the event they might need to adjust their conditions.

Mr. Berthiaume thanked Mr. Hight for his work with the Board of Health and it was a positive to get things going even if it was in a limited way. He raised the question if people could get refunds from the company making the reservations if any of the hayrides had to be cancelled since the people have to pre-register.

Mr. Hight answered that the company does have the ability to issue refunds due to rain or other unexpected reasons for cancellations.

In accordance with the Outdoor Entertainment License Policy, abutters had been notified. There were no abutters participating remotely to comment on the license application.

The Board of Selectmen voted to approve the license for the hayrides only, provided that all application requirements of the state and town and any of its departments, boards and commissions have been fulfilled. Said license is subject to all the conditions stated upon it. Failure to comply with any and all the conditions shall invalidate the license and render it null and void and with the conditions of the DCG to be placed on the license, and that the event complies with the current orders of the governor, and be able to adjust to those orders accordingly, and that all staff have COVID training (Motion made by Mr. Berthiaume; motion seconded by Mr. Wrenn) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Discussion and potential vote to reduce the Town Meeting Quorum per Section 7 of Chapter 92 of the Acts of 2020, which authorizes "the Board of Selectmen, in consultation and with the approval of the town moderator, to prescribe the number of voters necessary to constitute a quorum at any town meeting held during the governor's March 10, 2020 declaration of a state of

emergency at a number that is less than the number that would otherwise be required by law, town by-law or town charter; provided, however, that the number of voters necessary to constitute a quorum shall not be less than 10 per cent of the number that would otherwise be required.” Under Section 5.03 of the Town Charter, as Amended in May 2009, Town Meeting Quorum is two-thirds (2/3) of the members. As there are 120 Town Meeting members, the quorum under Section 5.03 of the Charter is 80 members. Chapter 92, Section 7 of the Acts of 2020 authorize the Board of Selectmen to reduce that quorum for all Representative Town Meetings held during the Governor’s Covid-19 state of emergency to not less than 10% of the 80 required, or not less than 8. The Town Moderator has recommended and would approve reducing the quorum to 40 members.

Town Manager Julie Jacobson presented the item. She said that, as requested by the Board at the last meeting, there was a letter from the Town Moderator Chester Stencil regarding the proposal that the Board of Selectmen vote to reduce the Town Meeting Quorum. The Town Moderator did not recommend that the Board of Selectmen vote to conduct the town meeting by remote participation due to the complexity of the process. For the reasons Mr. Stencil stated in his letter to the Board, he did affirm that he supported and approved a vote by the Board of Selectmen in accordance with Section 7 of Chapter 92 of the Acts of 2020 to reduce the Town Meeting Quorum to 40 members.

Town Manager Jacobson discussed plans for the fall town meeting at the Auburn High School, with participation in various spaces located throughout the building to adhere to all social distancing and public health guidelines. The plan would also enable town meeting members to stay in their vehicles if they preferred. She advised that, as with the annual town meeting, the only presentation at the meeting will be provided by Chief Financial Officer Ed Kazanovicz.

Town Manager Julie Jacobson reminded the Board that their vote on the reduction in the Town Meeting Quorum is only for those town meetings that are held during the state of emergency for COVID-19.

The Board of Selectmen voted to reduce the Town Meeting Quorum, per Section 7 of Chapter 92 of the Acts of 2020, which authorizes the Board of Selectmen, in consultation and with the approval of the town moderator, to go from 80 to 40 Town Meeting Members for a quorum (Motion made by Mr. Berthiaume; motion seconded by Mr. Laliberte) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

October 27, 2020 Special Town Meeting Warrant – Vote to Approve subject to final Review by Town Counsel.

Mr. Carpenter asked if the administration would be giving a presentation to the Board on the warrant, particularly on the budget amendment articles, before the Board of Selectmen takes positions on the articles. The Town Manager agreed to provide the presentation at the next meeting.

CFO Ed Kazanovicz gave an overall update on Articles 2 and 3 and discussed various impacts of the budget amendments that total \$947,150.00 in total reductions and \$170,000.00 in total increases.

- Final School Department actual increase over FY20 is \$300,000.00 or 2% from the \$741,898.00 increase from the annual town meeting.
- Increase to Clerical/Part Time line item in the General Services Department to accommodate kiosk staff coverage. Ed Kazanovicz advised that there was a reduction in clerical hours from the Senior Center closure and hours added to the General Services budget for staffing the kiosk.
- Other Post-Employment Benefits (OPEB) funding through Free Cash instead of through tax levy (Free Cash certification of \$9 million over prior fiscal year).
- Total impact on the budget is \$1,342,150.00 in reductions to the FY21 budget with Articles 2 and 3.
- Reductions in the Library Division and Senior Center/Elder Affairs Division due to COVID-19 closures. Two positions were eliminated from the Library Division in consultation with the Library Director due to lack of work that could be done remotely and the facility being closed. There was a reduction in the hours for the Asst. Director at the Senior Center in consultation with the Executive Director as no programs or activities are taking place. The individual has been assisting in the town hall kiosk.
- OPEB and Stabilization - The recommended appropriations are pending because notification about the Free Cash certification has just been received.

The Board of Selectmen voted to approve the October 27, 2020 Special Town Meeting Warrant, subject to final review by Town Counsel (Motion made by Mr. Carpenter; motion seconded by Mr. Wrenn) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Annual Vote to Reaffirm Board of Selectmen Code of Conduct Policy per the policy.

The Board of Selectmen voted to reaffirm the Board of Selectmen Code of Conduct Policy per the policy (Motion made by Mr. Laliberte; motion seconded by Mr. Wrenn) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, No; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 4 to 1.

Gift Acceptances in Accordance with MGL Chapter 44, Section 53A –

The Board of Selectmen voted to approve a gift acceptance to the Police Department from a resident – L.D.P. in the amount of \$100.00 for Personal Protective Equipment (PPE) or meals (Motion made by Mr. Berthiaume; motion seconded by Mr. Wrenn) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Proclamations and Recognitions

There were no items.

Town Manager Items

Discussion and potential vote to extend the period for outdoor table service by licensees licensed for on-premises consumption from November 1, 2020 up to and until sixty (60) days after the end of the state of emergency as allowed under Governor Baker's Order Making Certain Phase III Adjustments (COVID-19 Order No. 50).

Town Manager Julie Jacobson discussed Governor Baker's Order (COVID-19 Order No. 50) issued on September 10, 2020 making certain Phase III adjustments, which extends the period for outdoor table service by holders of liquor licenses licensed for on-premises consumption.

The Board of Selectmen voted to extend the period for outdoor table service by holders of liquor licenses licensed for on-premises consumption from November 1, 2020 up to and until sixty (60) days after the end of the state of emergency as allowed under Governor Baker's Order Making Certain Phase III Adjustments (COVID-19 Order No. 50), conditional upon review by the Public Health Director and the Building Commissioner – motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume – roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Discussion and potential vote to extend the period for outdoor table service of food and outdoor dining by holders of Common Victualer Licenses from November 1, 2020 up to and until sixty (60) days after the end of the state of emergency as allowed under Governor Baker's Order Making Certain Phase III Adjustments (COVID-19 Order No. 50).

The Town Manager further explained that Governor Baker's Order (COVID-19 Order No. 50) issued on September 10, 2020 making certain Phase III adjustments, also extends the period for outdoor table service of food and outdoor dining by holders of Common Victualer Licenses.

The Board of Selectmen voted to extend the period for outdoor table service of food and outdoor dining by holders of Common Victualer Licenses from November 1, 2020 up to and until sixty (60) days after the end of the state of emergency as allowed under Governor Baker's Order Making Certain Phase III Adjustments (COVID-19 Order No. 50), subject to review and approval by the Public Health Director and the Building Commissioner – motion made by Mr. Carpenter; motion seconded by Mr. Laliberte – roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Discussion and Vote on Tax Increment Financing Policy

Town Manager Jacobson described the “Town of Auburn's Tax Increment Financing (TIF) Policy” and “TIF Application for Internal Review” and additional information from the state that was provided to the Board members prior to the meeting. She said that the Town's Economic Development Coordinator and the Town Administration have created the policy and internal application to help existing businesses to expand and provide economic incentives for new businesses desiring to locate in Auburn. Ms. Jacobson advised that a TIF is a common tool that many communities use to promote economic development. The Town Administration recommends that the Board of Selectmen adopt the policy.

Mr. Carpenter said that he needed more time to review the document.

Mr. Berthiaume asked Mr. Kazanovicz if it was possible for him to provide, even if it was at a future meeting, a few scenarios in layman's terms on how the process would work.

Ms. Jacobson said that they could provide a model. She said that it's a complicated procedure and she gave a verbal description summarizing how the process works.

Mr. Berthiaume asked if the manager has contacted the Chamber of Commerce to get some input. Ms. Jacobson replied that she has not, but that the Economic Development Coordinator Shannon Regan, who is on the Chamber board, could reach out and request them to review and comment on the document.

Mr. Carpenter then made a motion to table the item to the next meeting for a vote. Mr. Berthiaume seconded the motion and the Board voted in favor by roll call: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Police Department Request to Declare Surplus Property

The Board of Selectmen reviewed a letter from Lt. Harrigan to declare police cruisers as described in her correspondence as surplus property for disposal purposes:

- Cruiser 1 (444BT5) 2011 Crown Victoria (VIN-2FABP7BV2BX148280)
- Cruiser 28 (348EV9) 2009 Crown Victoria (VIN-2FAHP71V29X112482)

The Board of Selectmen voted to declare the Police Department cruisers as surplus as outlined in the letter from Lt. Harrigan (Motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume) - roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Report on currently available business assistance/programs

Town Manager Julie Jacobson detailed the report that describes relief programs available to businesses, some as a result of the CARES Act. The report stated that a number of surrounding communities have been contacted to see if they were considering any local grants or reducing any license/permit fees. Of the towns that were contacted, none were considering using municipal funds for any grant programs and no town had committed to reducing fees.

The Town Manager said that the town administration would continue to explore potential options to help local businesses while keeping financial impacts in mind. Ms. Jacobson discussed the possible impact on revenue of waiving or reducing fees and she said that she would get a fuller analysis for the Board of Selectmen.

Mr. Berthiaume asked if the fees could be paid over a period of time. Ms. Jacobson answered that it wasn't possible because the fee has to be paid before the applications is submitted to the Alcoholic Beverages Control Commission (ABCC). She said that it might have to be done legislatively.

Mr. Carpenter thanked the Town Manager for the report and he said that he wanted to continue discussion on the subject.

Ed Kazanovicz discussed the real estate tax question Mr. Carpenter raised at the last meeting. He talked about hardship deferrals (up to five years) based on meeting certain criteria. Mr. Kazanovicz added that he is looking into other hardship clauses and he will get back to the Board with more information.

The Chair noted that Board of Selectmen goals and sub-committees would be on the next agenda.

The Police Chief provided a letter explaining two grant funding opportunities:

1) Vote to authorize Police Department to apply for up to \$20,000.00 from the Municipal Road Safety Grant offered through the Office of Grants and Research/Highway Safety Division in the Executive Office of Public Safety for FY 2021 for equipment and enhanced traffic enforcement activities. Town Manager Jacobson advised that there was no match required for this grant.

The Board of Selectmen voted to authorize the Police Department to apply for up to \$20,000.00 from the Municipal Road Safety Grant offered through the Office of Grants and Research/Highway Safety Division in the Executive Office of Public Safety for FY2020 for equipment and enhanced traffic enforcement activities (Motion made by Mr. Laliberte; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

2) Vote to authorize the Police Department to apply for up to \$40,000.00 from Edward J. Byrne Memorial Justice Grant (JAG) Program through the Executive Office of Public Safety & Security/Office of Grants and Research in support of initiatives for officer wellness, community policing, training and equipment.

The Board of Selectmen voted to authorize the Police Department to apply for up to \$40,000.00 from Edward J. Byrne Memorial Justice Grant (JAG) Program through the Executive Office of Public Safety & Security/Office of Grants and Research in support of initiatives for officer wellness, community policing, training and equipment (Motion made by Mr. Laliberte; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

The Town Manager noted that there have been inquiries recently about Halloween. She said that it was too early for the Town to make a decision, pending guidelines from the State, but as soon as possible we will get the information out to the public.

Mr. Berthiaume commented on the work of the Police Department and Fire/Rescue Department members and thanked them for all the services they provide to the town and its residents.

Tabled Items

There were no items.

Board of Selectmen Member Items

There were no items.

The Chairman asked if there were any corrections or omissions to the minutes of September 8, 2020. There being none, the Chair accepted the minutes of September 8, 2020.

At 7:25 P.M. the meeting was adjourned (Motion made by Mr. Laliberte; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Submitted: Sharon A. Kwiatkowski
Adm. Assistant to the Town Manager

The following documents were part of the Board of Selectmen's Meeting of September 28, 2020 and are retained in the Executive Office of the Town Manager:

- September 28, 2020 Agenda.
- Application Documents - Century Sportsman's Club Outdoor Entertainment License for Haunted Hayride and Spooky Walk at 531 Rochdale Street, Auburn, MA.; Memorandum (dated September 16, 2020) from Development Coordinating Group (DCG).
- Letter from Town Moderator Chester Stencil dated September 18, 2020 stating Support and Approval for Board of Selectmen to Vote to Reduce the Town Meeting Quorum to 40 Members, in accordance with Section 7 of Chapter 92 of the Acts of 2020.
- Letter from Town Clerk Debra Gremo dated September 14, 2020 Request the Board of Selectmen Vote to Appoint a Member of the News Media Resident of Auburn to the John E. and Ethel E. Riley Outstanding Citizenship Award Committee.
- October 27, 2020 Special Town Meeting Warrant.
- Auburn Board of Selectmen Code of Conduct for Annual Vote of Reaffirmation.
- Gift Acceptance Form – Police Department from Resident, L.D.P. in the amount of \$100.00 for PPE or Meal.
- Letter from Town Manager Julie A. Jacobson to the Board of Selectmen on Governor Baker's Order (COVID-19 Order No. 50) Making Certain Phase III Adjustments and extending the period for outdoor table service by licensees licensed for on-premises consumption; Copy of Order Making Certain Phase III Adjustments COVID-19 Order No. 50.
- Town of Auburn Tax Increment Financing (TIF) Policy and TIF Application for Internal Review; Information from Massachusetts Office of Business Development (September 25, 2018).
- Letter of Request (August 22, 2020) from Police Department for Board Vote to Declare Surplus Property (Cruiser 1 and Cruiser 28).
- Report (September 22, 2020) from the Town Manager on Currently Available Business Assistance Programs for Businesses Impacted by the Lockdown due to COVID -19.
- Letter (September 21, 2020) from Police Chief on Grant Funding Opportunities – Municipal Road Safety Grant through the Office of Grants and Research/Highway Safety Division in the Executive Office of Public Safety for FY2021 and Edward J. Byrne Memorial Justice Grant (JAG) Program through Executive Office of Public Safety & Security/Office of Grants and Research.

- Minutes of September 8, 2020