

Board of Selectmen – Minutes of Meeting

BOARD OF SELECTMEN
MINUTES OF MEETING – May 5, 2020

Present: Thomas Wickham, Chairman, Patty Carlino and David Consolati, Chairman, Board of Selectmen and Christopher Ketchen, Chief Administrative Officer (CAO).

Thomas Wickham called the meeting to order at 7:00 PM.

1. **Approval of Minutes:** *Upon a motion duly made and seconded, the Board members voted unanimously to approve the Open Session Minutes of April 23, 2020.*

2. **Public Hearings:** None.

3. **General Business:** a) Berkshire Gas Permit - *Upon a motion duly made and seconded, the Board members voted unanimously to grant a permit to Berkshire Gas to add anodes to an existing gas main station at East Street (near #772)*

b) Notification of District 2 Town Representative Appointments - *Upon motions duly made and seconded, the Board members voted to appoint Kathleen DeVarennnes (term expires 2022) and Lisa Sloan (term expires 2021) as District 2 Representatives.*

c) Board of Registrars Appointment - *Patty Carlino recused herself from the vote as Jennifer Carlino is her daughter-in-law and the Board would have to vote out of necessity as Jennifer Carlino is David's cousin. Recognizing these relationships, the Board members, David Consolati and Thomas Wickham both voted to appoint Jennifer Carlino to the Board of Registrars.*

d) Discussion regarding the existing special permit at 701 Greylock Street - *Maureen Corcoran, the Project Manager of Spiritos Global (buyer of Zipbox, Inc.) came before the Board to discuss the new owner of Zipbox, Inc., and its intention of applying for the Special Permit that Zipbox had procured from the Cannabis Control Commission (CCC). David Consolati asked if there would be significant changes and Maureen responded that the changes or minimal and 95% of the project is the same. David also asked about the seriousness of this new company and Maureen said they are very serious and well-funded. They are ready to go. She had submitted a 15-page document about the Company. David asked if they would wait for the permit or start the renovations right away. She replied that the Company wants to start simultaneously with their application. They are ready to move and start making plans. Patty asked if she (Maureen) is preparing the State application also to which Maureen replied she was. and upon receiving a permit, they will be ready to start the renovations immediately.*

e) Authorization to apply for a DEP Grant - *Upon a motion duly made and seconded, the Board members voted unanimously to approve the authorization of the Board to apply and sign off on the Small Scale Initiative Grant in the amount of \$750.00 which is applied for every year by the Greener Gateway Committee.*

4. Pending Business: None

5. Chief Administrative Officer: a) The Revenue and Expense reports for the period ended April 30, 2020 are available on the Selectmen's table for their review.

b) Recommended revisions to the FY 2021 Budget – CAO, Christopher Ketchen, submitted to the Board the revised FY 21 Budget recommendations. He stated that a lot has changed in the last two months. The Covid-19 virus has had wide-ranging consequences. During this period Chris commended the first responders (Police Department, Fire and EMTS) and the staff and school for stepping up. Thank you to everyone for adapting.

He stated that there have been financial consequences and therefore, the Budget needs to be revised. The revenue that is now anticipated won't support the Town so we need to make adjustments to reduce the tax levy. The local revenue from rooms and meal taxes will suffer profound impacts and state aid will suffer a 10% reduction in Chapter 70 & General Government. There have been no recommendations to reduce or eliminate Chapter 90 support. We will be offsetting with free cash to lower the tax levy. We will need to schedule a Special Town Meeting immediately before we set the tax rate. Our strategy will require three steps: 1) with services closed we are not spending money 2) requires a September Town Meeting immediately before the tax rate is set and 3) an aggressive closure of the books before July 15th. Patty commented that the Project FY 21 budget presented is what we're going to Town Meeting with and Chris replied that it is. We will use Chapter 90 money for roads and water and waste water projects will also get done. He briefed the Finance Committee last week on the revenue portion and the picture is complete. We are prepared to move forward with staff to do what we need to do.

6. Public Comments: Janet Warner, Vice Chair of the Lee Youth Commission (LYC) came before the Board to announce the resignation of Thomas Fraser and they are always looking for more representatives. *Upon a motion duly made and seconded the Board members voted unanimously to accept the resignation of Thomas Fraser from the Youth Commission and thanked him for his service.*

Janet also commented that the LYC is aware of Covid-19 and budgets are being reviewed and changing, so there is a huge pause on the prospect of a Community Center, but they are hopeful that the tennis courts would be maintained as it costs less to maintain them than to fix and repair them. They also would appreciate any help in getting mulch at the Athletic Field. She hopes the Board will consider helping them and thanked the Board for their support.

Janet also reminded everyone that the playgrounds are closed and urges people to be patient and wait.

David Consolati thanked the teachers for all their continued work with the children through on-line teaching. He also thanked the nurses and everyone who continues to work every day.

Patty Carlino commented that she had spoken with Mr. Curtin regarding the annual Memorial Day Parade and the consensus is there will be no parade. She will be getting in touch with Mr. Curtin and maybe he can read the names at the cemetery, have the gun salute and CTSB has agreed they would tape it. The Board members agreed that Patty would follow-up on this.

Patty also reminded the other Board members about a letter received regrading property on Leonard Avenue.

Patty commented that they will check with Jeremia regarding who is in charge of street lights. We used to have a Traffic Commission who would oversee this and she has received some questions regarding street lights. David Consolati and Chris Ketchen both stated that they believed this would fall to the DPW, but would check with Jeremia to confirm.

Chairman, Thomas Wickham stated that he has enjoyed being chairman, but at their next meeting the Board would reorganize.

7. Next Regular Meeting: The next regular meeting is scheduled for Tuesday, May 19, 2020 at 7:00 PM.

8. Motion to Adjourn: *Upon a motion duly made and seconded, the Board members voted unanimously to adjourn the meeting at 7:55 PM.*

Respectfully submitted,



Cindy L. Bigelow,
Administrative Assistant

Notice of Website Posting Sent to:

Board of Selectmen
Town Administrator
Town Clerk
Town Collector
Planning Board

Board of Assessors
Board of Health
Conservation Commission
Police Chief
Building Inspector

Dept. of Public Works
Town Treasurer
Town Reps. District Chair
Superintendent of Schools
Town Accountant