

Town of Lunenburg  
Select Board Meeting Minutes  
Town Hall, 17 Main Street and via Zoom  
Tuesday, October 6, 2026

**Members Present:** Chair Renee Emkey, Vice-Chair Brian Lehtinen (joined at 8:11 pm) Clerk Glenn McLeod, Member Damon McQuaid, and Member Tom Alonzo

**Members Absent:** None.

**Also Present:** Jennifer Warren-Dyment, Town Manager

Public Comment Participants are listed in the minutes

### **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chair Renee Emkey called the meeting to order at 7:02 PM and led the Pledge of Allegiance. Chair Emkey informed attendees that the meeting was being recorded and broadcast live and would be uploaded to YouTube after the meeting. She explained that the agenda listed topics that may be discussed, but not all items may be addressed and other items not listed could be brought up as permitted by open meeting law.

### **ANNOUNCEMENTS**

Chair Emkey offered the following announcements:

- The Cultural Council is accepting grant applications through October 15th for 2027.
- The Finance Committee Public Hearing for the November 17th Special Town Meeting will be held on Thursday, October 22nd at 7:00 PM at Town Hall.
- Yard waste drop-off days begin October 17th and run through December 5th, with the Saturday of Thanksgiving weekend (November 28th) closed.

### **PUBLIC COMMENT**

#### **PUBLIC**

None.

#### **BOARD**

Member Tom Alonzo offered remarks memorializing Perry Jewell, a Lunenburg resident of Lake Shirley who had recently passed away. Member Alonzo noted that Mr. Jewell had served for many years on the Board of Health, including as Vice Chair and Chair, and was a frequent voice at Town Meeting. He also served the country in the Army for six years as an electronic intelligence analyst instructor at Fort Devens and Fort Meade, and went on to a career in electrical engineering, most recently with the Ethos Energy Group in Leominster and Shirley. Member Alonzo expressed that he was proud to call Mr. Jewell his friend and extended condolences to his wife, Sue, and their children and grandchildren.

Chair Emkey echoed those sentiments and offered her own heartfelt condolences to Mr. Jewell's family and friends.

### **PUBLIC HEARINGS AND SCHEDULED MEETINGS**

#### **Common Victualler License for Kiku, Inc. d/b/a Kiku Asian Cuisine located at 50 Massachusetts Avenue**

Chair Emkey invited the applicants to come forward. Co-owners Xiumei Lin (Jenny) and Xiaomin Lin (Peggy) appeared before the Board to present their application for a Common Victualler License for Kiku Asian Cuisine, located at 50 Massachusetts Avenue. The applicants described the restaurant as serving Chinese and Japanese food. Peggy Lin stated the hours of operation would be Monday through Thursday 11:00 AM to 9:30

PM, Friday and Saturday 11:00 AM to 11:00 PM, and Sunday 12:00 PM to 9:30 PM.

Chair Emkey noted that a public hearing for a liquor license was scheduled for October 20th. Member Alonzo confirmed that all items on the checklist were in order and noted that the owners also operate Crazy Crab restaurant in Fitchburg, which has been open for seven years. Clerk Glenn McLeod welcomed the applicants and thanked them for opening a business in Lunenburg.

**Member Alonzo moved to approve the Common Victualler license for Kiku Asian Cuisine located at 50 Massachusetts Avenue. Seconded by Member Damon McQuaid. Call for the vote: Four-aye. The motion passed unanimously (4-0-0).**

## **APPOINTMENTS, RATIFICATIONS, AND RESIGNATIONS**

No formal appointments or ratifications were brought before the Board. Town Manager Jennifer Warren-Dymont indicated that two resignations would be addressed under the Town Manager's report and would be placed on the face of the next agenda.

## **TOWN MANAGER'S REPORT**

Town Manager Jennifer Warren-Dymont provided a brief update on current recruitments and personnel matters:

- The Data Collector position in the Assessor's Office (19 hours/week) has been posted.
- The Assistant Library Director position (37 hours/week) has been posted.
- The Assistant Town Manager has resigned. This 40-hour-per-week position has not yet been reposted.
- Reference checks are pending for two Videographer hires.
- A member of the Sewer Commission (Arthur Katis) has also resigned. As this is an elected board, the process for filling the vacancy by appointment will need to be posted.

## **NEW BUSINESS**

### **Discussion on September 30th Select Board Chat Session and Schedule October Chat Session**

Member Alonzo spoke on a resident that came to the chat session to discuss that all publicly owned land should have native plantings. Often he has seen nonnative plantings growing on public property.

The Board discussed going down to one Board member appearing at the chat sessions since there has been low attendance. It is expected that around Town Meetings and budget season attendance will be more robust. The Board agreed to hold the next Chat Session at the Adult Activity Center on or around Tuesday, October 27th, with the specific time to be determined in consultation with the facility director to maximize foot traffic. Member McQuaid volunteered to attend. The Chair indicated she would coordinate with the director and follow up on logistics and promotional materials.

### **Discussion on Future of the Tri-board**

Chair Emkey opened a discussion on the future of the Tri-board, noting that the School Committee and Finance Committee had already discussed the topic but the Select Board had not yet weighed in. She asked for the Board's thoughts before circling back with the other chairs.

Member McQuaid expressed that while he was not opposed to continuing the Tri-board, he did not see the value in meeting simply for the sake of meeting and felt the town had managed without it before.

Clerk McLeod expressed a generally favorable view, noting that keeping lines of communication open between the three bodies is valuable and suggesting that meeting once or twice a year, particularly before budget season, could be beneficial. He acknowledged, however, that if other boards had no interest, that was acceptable.

Member Alonzo was candid in his assessment. He stated that while he was not opposed to the Tri-board in principle, if the goal had been to achieve a unified front going into Town Meeting on budget matters, "that failed pretty significantly," as significant division had emerged among the parties. He questioned whether the

structure of the meetings with up to eighteen or twenty participants going around the room was an effective use of time and cautioned that a poorly run Tri-board could "exacerbate existing problems" rather than resolve them. He emphasized that any future meeting must have a clear, defined charge and specific, high-level agenda items rather than serving as a broad check-in.

Chair Emkey noted that common themes emerging from the other boards' discussions included a desire for high-level strategy sessions around budget priorities. She also noted that Finance Committee had found value in getting early looks at departmental budgets, and that this practice could continue independent of a formal Tri-board structure.

Town Manager Warren-Dyment reflected that one challenge during the prior year was that feedback and direction from Tri-board members came very late in the budget process by which point it was nearly impossible for staff to meaningfully incorporate changes. She indicated that having departments present to the Finance Committee earlier in the season had been identified as a productive improvement that could continue without a full Tri-board.

The Board did not take a formal vote but reached a general understanding that any future Tri-board activity should have a well-defined purpose, a focused agenda, and should not repeat the previous model of extensive, broadly attended sessions. Chair Emkey indicated she would circle back with the Finance Committee and School Committee chairs to share the Board's perspective.

### **Discussion of Additions/Modifications to Bylaws Ch. 12 Boards, Commissions, and Committees**

Chair Emkey introduced a discussion on Chapter 12 of the Town Bylaws, which covers boards, commissions, and committees. She shared a document identifying four committees whose membership includes Select Board representatives and whose bylaw language could benefit from clarification particularly around whether membership must be a sitting Select Board member or may be a designee, term of membership, and what occurs when a member departs the Board. The four committees defined in the bylaws are: the Americans with Disabilities Committee, the Building Committee, the Capital Planning Committee, and the Finance Committee Appointing Committee (the latter was subsequently clarified to reside in the Town Charter under Section 2-3, not the bylaws).

Chair Emkey also identified four additional committees with Select Board representation whose membership and charge are defined only on the town website and not codified in the bylaws: the Cable Advisory Committee, the Economic Development Committee, the Lunenburg Municipal Building Design Committee, and the Stormwater Task Force. Member Alonzo identified the Green Communities Committee as another body that should be added to the list.

The Board discussed the appropriate standard language for Select Board membership on other committees, with Member Alonzo advocating that all such provisions should consistently read "member of the Select Board, or its designee." Clerk McLeod asked whether the Municipal Building Design Committee could be transitioned into a permanent Building Committee through this process; this was noted as a larger discussion for another time. The Board agreed that the Stormwater Task Force, given its potential transition to a utility structure, likely did not warrant codification in the bylaws at this stage.

Chair Emkey indicated she had reached out to the Bylaw Review Committee chair to avoid duplicating efforts and was awaiting a response. The Board agreed to move forward with refining the document incorporating Green Communities and any other omitted committees and to bring proposed amendments forward for the spring Town Meeting rather than the November Special Town Meeting.

## **OLD BUSINESS**

### **Status of Polling Location for November 3, 2026 Election**

Chair Emkey reported that the Board had previously voted to designate the cafeteria at Lunenburg Middle High School as the polling location for the November 3rd election, contingent upon successful completion of the accessibility survey. However, it was subsequently determined that the cafeteria is not large enough to accommodate the required spacing, flow, and accessible equipment for four precincts. The gymnasium at the

Middle High School was identified as a sufficient alternative, with elevator access available and no concerns raised by the accessibility tool.

Chair Emkey noted that, in addition to re-voting on the polling location, the Board was required under state statute and Town bylaw to designate public posting locations for the change in polling location, one in each precinct. The bylaw (Chapter 81, Article 1) identifies Town Hall as Precinct A, Baker's/Whalen Variety as Precinct B, Powell's Stone and Gravel as Precinct C, and Jaxx Country Variety as Precinct D.

**Motion to set the polling location for the November 3, 2026 election as Lunenburg Middle High School, located at 1079 Massachusetts Avenue, with posting locations for the change in polling location designated as Baker's/Whalen Variety, Jaxx Country Variety, Town Hall, and Powell's Stone and Gravel, was made by Member McQuaid and seconded by Member Alonzo. Call for the vote: Four-aye. The motion passed unanimously (4-0-0).**

### **Update on Food Pantry Relocation**

Town Manager Warren-Dyment reported that she had met with food pantry representatives, including Nancy Beach and Sharon Albertini, regarding the license agreement for use of the TC Passios building. The food pantry's volunteer legal counsel is reviewing the license agreement. The food pantry is actively working through the required board, committee, and commission review process, having appeared before the Board of Health the previous evening and the APDC that same evening. The food pantry has also publicly launched a capital campaign for fundraising. The food pantry intends to utilize the space for its Thanksgiving distribution and will vacate the TC Passios building upon completion of that distribution.

Clerk McLeod asked for updates on the milling of the School Street parking lot. Town Manager Warren-Dyment explained that the DPW Director had previously reported that milling, rather than full repaving, could be performed under an existing contract with P.J. Keating for under \$10,000. Town Manager Warren-Dyment noted that the most problematic pavement area is in front of the historical society, not directly in front of the food pantry location. Member Alonzo expressed support for the milling approach, noting that paving ahead of any potential construction or demolition work at the site would be premature.

### **Opioid Settlement Funds: Use for AEDs in All Town/School Buildings and Police/Fire Vehicles**

The Chair reported that the Board had previously discussed using opioid settlement funds for AEDs in town and school buildings and police and fire vehicles. Staff are still assembling an inventory and accounting from department heads, and the topic was briefly visited. The Board also raised the potential to include Narcan (naloxone) in the program. Town Manager Warren-Dyment shared that in her prior community, distribution of Narcan to the public had generated a surprisingly strong response, with many residents picking it up not for personal use but in the event they encountered someone in crisis reflecting a shift in public awareness and reduced stigma. Chair Emkey noted that the opioid settlement fund balance is significant and will continue to grow, and that the Board should continue thinking about appropriate uses. Town Manager Warren-Dyment noted that legislation has been discussed at the state level that could allow the state to claw back unspent opioid funds from communities that are not actively utilizing them. No formal action was taken.

### **Select Board Liaison for Personnel Committee and Any Necessary Liaison Reassignment(s)**

Chair Emkey introduced a discussion on appointing a Select Board liaison to the Personnel Committee, noting that the committee is newly constituted and could benefit from a liaison's support particularly for procedural matters such as Zoom access, SharePoint, and understanding the process for submitting warrant articles. Clerk McLeod reported that he had watched the Personnel Committee's most recent meeting as requested at the prior Board meeting. He stated that he was impressed by the volunteers' commitment and observed no serious concerns with the meeting itself, though he noted the committee did not have staff support at that particular session and that such support had since been provided. He expressed willingness to serve as liaison. Member Alonzo concurred with Clerk McLeod's assessment of the meeting and acknowledged that there may have been some misunderstanding about the scope of the committee's authority, which he believed could be

readily clarified. He expressed no objection to having a liaison but emphasized that the role should not be one of oversight or hand-holding; rather, liaisons are expected to be a resource and report back to the Board. Chair Emkey agreed, noting that the liaison role in this case may need to extend slightly beyond the typical informational function, as the committee is newly formed. She drew a parallel to her experience as a liaison on the 300th Anniversary Committee, where she had intervened in real time to prevent a committee from taking an action that was not permitted.

Town Manager Warren-Dyment clarified that staff attendance at Personnel Committee meetings is not expected to be a standing arrangement but rather by invitation as needed.

Member Alonzo volunteered to serve as the Select Board liaison to the Personnel Committee, noting it would be helpful for the liaison to attend in person given the committee meets on Monday evenings at 7:00 PM.

Chair Emkey stated she would inform the chair of the Personnel Committee of the appointment.

Vice-Chair Brian Lehtinen joined the meeting at 8:11 pm.

### **Review Boards, Committees, and Commissions Handbook – Through Chapter 6**

Chair Emkey noted that a clean version of the Boards, Committees, and Commissions Handbook through Chapter 6 incorporating all edits discussed at the prior meeting had been placed in the meeting folder for review. The Board agreed to vote on accepting the changes through Chapter 6, with the next tranche (Chapters 7 through 12) to be brought forward in approximately one month. The final sections on remote participation and appendices were noted as likely to require more extensive review.

**Motion to accept the edits through Chapter 6 of the Boards, Committees, and Commissions Handbook was made by Chair Emkey and seconded by Vice-Chair Lehtinen. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).**

### **Discussion on Lunenburg Municipal Buildings**

Clerk McLeod reported on his attendance at the Municipal Building Design Committee meeting the prior evening. He expressed the view that the primary driver of the project's scope and cost is the goal of consolidating all administrative functions into a single building, and that this objective alone could prove to be a "critical failure point" for the project. He stated that he has not yet been persuaded that the consolidation justifies the associated cost to taxpayers and reiterated his support for a comprehensive rehabilitation of both the Town Hall and Ritter buildings within their existing footprints addressing accessibility, the elevator, and deferred maintenance as a more defensible approach. He also indicated he would like to see the Municipal Building Design Committee reconstituted, with the vice chair moving into the chair position.

Vice-Chair Lehtinen, who also attended the committee meeting, offered a more optimistic read of the committee's direction. He reported that the committee has moved significantly away from the previously proposed large-scale design and is now focused on finding the lowest-cost path to consolidating administrative staff, with options including a smaller addition, tearing down and replacing the existing addition at Ritter, or fitting everyone within existing space. He indicated the committee had concluded it is too early to seek architect funding at the November Special Town Meeting but anticipated an article at the Spring Town Meeting for architectural design services. He expressed support for consolidating town offices, noting that the prior and current Town Managers have both advocated for it.

Chair Emkey stated her strong support for bringing all town administrative offices together in a single building, citing the working conditions in the current and the lack of private meeting space for HR matters. Member McQuaid expressed skepticism about the project's prospects, noting that previous proposals — including Marshall Park and the last town hall design had failed at Town Meeting, and that a looming school budget deficit would make voters particularly resistant to any new spending. He stated he did not want to see money spent on a design that would "just get flushed down the toilet."

Town Manager Warren-Dyment suggested that the Board needed to give clearer direction to the Municipal Building Design Committee about whether the path of consolidation under one roof remains the Board's

expectation, and that such a conversation should happen sooner rather than later before the committee advances further down that path.

Member Alonzo acknowledged the complexity of the problem and the difficulty of predicting voter behavior but raised the ongoing challenge of where to house staff during any multi-month rehabilitation of the Town Hall building noting that TC Passios, which previously served as a potential swing space, is no longer available. He also noted that if consolidation moves forward and Town Hall is vacated, the Town must have a firm plan for how it would be used, as it is unlikely the town would ever allow it to be sold.

The Board discussed the possibility of a joint meeting with the Municipal Building Design Committee. Vice-Chair Lehtinen noted the committee's next meeting is approximately three weeks out (October 26th), and the Board discussed potential meeting dates in early November. Chair Emkey agreed to reach out to the Chair of the Lunenburg Municipal Building Design Committee to explore scheduling a joint session.

### **Special Town Meeting, November 17, 2026**

#### **Review of Draft Warrant**

Chair Emkey led the Board through a review of draft warrant articles for the November 17th Special Town Meeting, working from a Town Counsel-reviewed copy.

The following actions were taken:

**Article 1 – Hear and/or Accept Reports of Officers and Committees:** Chair Emkey noted that the report being prepared by Stephen Wallace on behalf of the Board addressing the nonbinding resolution from the 2024 Special Town Meeting regarding Brooks House would be presented under this article. Mr. Wallace is expected to attend the October 20th Select Board meeting to present his draft report. The Stormwater Task Force will also present at the October 20th meeting on its related article.

**Motion to include Article 1 (Hear and/or Accept Reports of Officers and Committees) in the warrant was made by Member Alonzo and seconded by Vice-Chair Lehtinen. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).**

#### **Article X – Amending the FY2027 Omnibus Budget:**

**Motion to include the article amending the FY2027 Omnibus Budget in the warrant was made by Member Alonzo and seconded by Vice-Chair Lehtinen. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).**

#### **Article X – Authorization to Pay Expenses from a Prior Fiscal Year: A FY25 bill from Next Amp is pending; the specific amount was not yet confirmed at the time of the meeting.**

**Motion to include the article authorizing payment of expenses from a prior fiscal year in the warrant was made by Member Alonzo and seconded by Vice-Chair Lehtinen. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).**

**Veterans Property Tax Exemption Articles (2 articles from the Board of Assessors):** Town Manager Warren-Dyment reported that ongoing communications between Town Counsel and the Board of Assessors have raised questions about the effective date of the exemption, whether it would apply for FY27 or FY28. She recommended that the Board defer action on both articles pending resolution of those questions, as the Board of Assessors may ultimately choose to wait until the Annual Town Meeting in May. The Board agreed to hold both articles.

**Article X – Amend Peg Access Enterprise Fund:** Town Manager Warren-Dyment indicated she had a meeting scheduled with the director the following day to understand the rationale for the amendment and recommended holding this article. The Board agreed.

**Article X – Middle High School Track and Field Engineering Services (\$195,830):** This article, submitted by the School Committee, requests funding for engineering services from Gale Engineering covering design through construction management. Town Manager Warren-Dyment noted the quote from December 2025 remains valid.

The Board engaged in substantial discussion on whether this article was appropriate for a Special Town Meeting, given that capital projects are typically reviewed through the Capital Planning Committee process. Members McQuaid and Alonzo both expressed concern that including this article would circumvent the established capital planning process, which is designed to treat all projects equitably and prioritize spending. Member McQuaid stated it would be "a big middle finger to all the other department heads" who follow the process. Member Alonzo described the capital planning process for those watching at home, noting that it allows projects to be assessed, prioritized, and weighted in a methodical way.

Vice-Chair Lehtinen noted that this project had been brought before the Capital Planning Committee previously but was ultimately withdrawn before being ranked and expressed support for giving the matter a public airing, with the Select Board retaining authority to make its recommendation. He indicated his view that the capital planning process sometimes results in worthy projects failing to gain traction.

Chair Emkey and other members expressed a desire to hear a formal presentation and understand the current condition of the field and the true urgency before taking a position. Town Manager Warren-Dyment noted that she had intentionally left \$562,306 in free cash unspent after the May Town Meeting, in anticipation that this project might come forward. The Board agreed to defer a vote on inclusion.

**Article X – Transfer of Funds to the Special Education Reserve Fund:** This fund was created at the previous Special Town Meeting to address unexpected special education tuition costs. The School Committee had not yet voted on the specific transfer amount at the time of the meeting, but that vote was expected at the School Committee's meeting the following evening. Town Manager Warren-Dyment confirmed that the article could legally be brought at any appropriation by the legislative body, not solely at Annual Town Meeting.

**Motion to include the article for Transfer of Funds to the Special Education Reserve Fund in the warrant was made by Member Alonzo and seconded by Vice-Chair Lehtinen. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).**

**Article X – Trust Fund Commission Bylaw Amendment:** Chair Emkey reported that the Trust Fund Commission had submitted an article addressing quorum and fund administration, but that the actual article text had not yet been filed with the Town Clerk and had therefore not been reviewed by Town Counsel. The Board agreed to hold this article until the text was received and reviewed.

**Article X – Corrective Zoning Amendments (Planning Board):** Described as a language cleanup article.

**Motion to include the article for Corrective Zoning Amendments in the warrant was made by Member Tom and seconded by Vice-Chair Lehtinen. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).**

**Article X – Stormwater Management Bylaw Fee Structure (Planning Board):** This article removes fees from the bylaw and instead authorizes the Planning Board to set fees by vote.

**Motion to include the article for the Stormwater Management Bylaw Fee Structure in the warrant was made by Member Alonzo and seconded by Vice-Chair Lehtinen. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).**

**Article X – Nonbinding Advisory Vote on MS4 Stormwater Funding Mechanisms:** This article asks Town Meeting voters to express a preference between two mechanisms for funding MS4 stormwater compliance: inclusion in the operating budget, or establishment of a stormwater utility (Enterprise Fund). The vote would be nonbinding and advisory only.

Clerk McLeod raised several concerns, including that the article and the process leading up to it may not sufficiently put residents on notice of the full financial implications particularly for businesses, which would

bear a proportionally larger share of a stormwater utility fee. He also objected to language in Option 2 stating that current funding "has historically been insufficient and will likely require a Proposition 2.5 override in the future," characterizing that as editorializing. He suggested the article, in his view, essentially asks voters to choose between absorbing costs in the operating budget or accepting a new utility bill and that the stormwater utility effectively bypasses the protections of Proposition 2.5.

Member Alonzo pushed back on those concerns, noting that MS4 compliance is a mandatory federal and state requirement not a discretionary program and that the fundamental question is not whether to comply but how to pay for compliance. He affirmed that a stormwater enterprise fund would distribute costs on a per-property, proportional basis similar to the sewer enterprise fund, and suggested that a nonbinding vote is a reasonable way to get public feedback on the preferred path forward.

Chair Emkey explained that the article is intended to help the Stormwater Task Force understand where to focus its efforts, and that a public information session presenting the pros and cons of both mechanisms is planned in addition to the Select Board and Finance Committee presentations. The Board agreed to defer the vote on this article to the October 20th meeting, following the Stormwater Task Force's presentation.

**Personnel Committee Bylaw Articles:** Chair Emkey reported that she had been contacted by the Chair of the Personnel Committee regarding two potential bylaw changes: (1) changing the voting threshold for committee actions from unanimous to a majority of a quorum; and (2) exempting job descriptions that are less than one year old and unchanged from mandatory review. Chair Emkey noted that there had been no committee vote and no language had been drafted for either change. The Board agreed that the timeline to include these in the November warrant was not feasible. The Board recommended that the Personnel Committee should bring any bylaw changes forward for the Spring Town Meeting instead. No formal vote of the Board was taken.

#### **Select Board Sponsored Warrant Article(s)**

**Nonbinding Article on TC Passios (TCP) Demolition:** Vice-Chair Lehtinen introduced a proposed nonbinding article asking Town Meeting voters whether they support pursuing the demolition of the TC Passios building, subject to all applicable laws, regulations, permits, and approvals. Town Manager Warren-Dyment read the draft language, which would also request that the Select Board continue to evaluate and develop a demolition plan, including estimated costs, potential funding sources, permitting requirements, and a proposed timeline, and report its findings to a future town meeting.

Town Manager Warren-Dyment recommended removing the specific reference to the Architectural Preservation District Commission (APDC) approval in the article text, as APDC review is required but approval depends on a finding of historic contributing status and that nuance could be captured simply by the phrase "subject to all applicable laws, regulations, permits, and approvals."

Clerk McLeod asked whether there could be an option in the article to fund a structural viability study of the building. Town Manager Warren-Dyment cautioned that introducing funding into a nonbinding article would mix the concepts inappropriately, and that estimates would be needed before any such option could be responsibly presented. The Board agreed to keep the article straightforward. Member Alonzo noted that whoever presents this article at Town Meeting must be prepared to explain clearly how the Board arrived at the conclusion that demolition should be pursued.

**Motion to include the nonbinding article regarding the demolition of TC Passios in the warrant was made by Member Alonzo and seconded by Vice-Chair Lehtinen. Call for the vote: Five-aye. The motion passed unanimously (5-0-0).**

Chair Emkey indicated the article would be forwarded to Town Counsel for review.

#### **Discussion of Special Town Meeting Logistics**

Town Manager Warren-Dyment provided an update on audio-visual preparations for the November 17th Special Town Meeting. Projector bulbs were burnt out and have been changed but a backup plan should be in place. However, the vendor has advised that the projector is ten years old and due for replacement; it is

anticipated that the school will pursue replacement through the capital planning process. The speaker system is under review by Pro AV, with new pricing being obtained in the event the current system cannot be repaired. The plan for Special Town Meeting is to use the same backup audio arrangements that were employed at the prior meeting. The Town Manager noted that a projector replacement could potentially cost between \$10,000 and \$50,000 and is likely to be pursued as a capital item.

### **MINUTES\*/WARRANTS/ACTION ITEMS**

No minutes were presented for approval.

The Board approved the Accounts Payable Warrant in the amount of \$39,879.53.

Vice-Chair Lehtinen asked that the flag policy discussion be scheduled at a future meeting. Chair Emkey asked that it be added to the tracking list.

### **COMMITTEE REPORTS**

Vice-Chair Lehtinen reported that the School Committee had met briefly to revise the job description and responsibilities for the Finance Director position, including a salary adjustment, in order to broaden the candidate pool.

Chair Emkey reported that the Finance Committee meets on Thursday and that the Stormwater Task Force will meet the following Thursday to review its presentation slides for upcoming public hearings.

### **UPCOMING MEETINGS/EVENTS SCHEDULE**

Chair Emkey reviewed the planned meeting schedule leading up to the November 17th Special Town Meeting:

- October 20th: Regular Select Board meeting. Presentations known at time of the meeting: Stephen Wallace (Brooks House report) and the Stormwater Task Force; liquor license public hearing for Kiku Asian Cuisine.
- October 27th: First meeting following the Finance Committee Public Hearing; expected votes on recommendations for monied articles.
- November 3rd: Election Day and the Board does not plan to meet that day. Possible meeting on another day that week if necessary.
- November 10th: Meeting only if needed.
- November 17th: Special Town Meeting.
- November 24th: Regular Select Board meeting; Tax Classification Hearing; Special Town Meeting follow-up as needed.

### **PUBLIC COMMENT**

#### **PUBLIC**

No public comment was offered.

### **TOWN MANAGER**

Town Manager Warren-Dyment reported that Town Counsel had responded during the course of the meeting to advise that the Town Clerk does not have the authority to execute a use and occupancy agreement with the Village (the proposed early voting location) and that only the Select Board has such authority. A draft use and occupancy agreement from the landlord has been received; it contemplates a cost of \$1,000 for use of the space, and the Town would be required to add the location to its insurance coverage. Town Manager Warren-Dyment indicated she would contact the Town Clerk first thing in the morning to determine the applicable deadline for executing the agreement. Depending on that deadline, an emergency or specially posted meeting may need to be called. The Board agreed to monitor their email and be prepared to convene a special meeting, potentially by Thursday, if necessary.

## **BOARD**

No additional comments from Board members.

## **ADJOURNMENT**

**Motion to adjourn at 9:54 PM was made by Vice-Chair Lehtinen and seconded by Member Alonzo.**

**Call for the vote: Five-aye. The motion passed unanimously (5-0-0).**

Respectfully Submitted,

Renee Emkey

These Minutes were reviewed and approved by the Select Board on: Tuesday, October 20, 2026