SELECT BOARD
April 1, 2020 – 6:30 PM
Zoom Video Conferencing

**Vision Statement** - The Town of Ashland will be a prosperous and fiscally sound community with a full range of housing, business, cultural, educational, and recreational opportunities in a safe and attractive environment for residents and visitors.

**Mission Statement** - The Ashland Select Board is dedicated to promoting responsible fiscal management, advocating for sustainable development & growth, and providing excellent municipal services which will enhance the quality of life in our diverse community. The Ashland Select Board is committed to providing clear goals and objectives for Town management and creating effective engagement and public participation with residents, state legislators and other elected officials in order to achieve our mission.

**Call Meeting to Order**
Chair Steve Mitchell called the meeting to order at 6:30 pm and asked for a Select Board attendance rollcall; Brandi Kinsman-aye, Rob Scherer-aye, Yolanda Greaves-aye, Joe Magnani-aye, Steve Mitchell-aye. Also present were Town Manager Michael Herbert, and Assistant Town Manager Jenn Ball. All meeting participants are joining remotely. Mr. Mitchell mentioned that WACA TV is recording, and broadcasting the meeting live on WACA TV and Facebook using the Zoom Video Conferencing platform. He also read the video conferencing meeting intent and remote meeting rules.

**Old/New Business**

**BAA Spring Grant Round**
Steve Mitchell explained that given the Boston Marathon has been rescheduled until September 14, 2020, and the spring grant round ended on March 31st, fundraising thus far has been minimal. He asked the board members to comment on postponing the grant awards until the fall.

Joe Magnani mentioned that an abbreviated Summer Concert series is still planned and on behalf of the Summer Concert Committee he requested BAA funding, if available. Brandi Kinsman asked how many grants have been requested, and Mr. Mitchell responded that applications typically submitted are likely affected by the uncertainty of being able to plan for their programs and events. Mr. Mitchell suggested moving the spring grant round to the fall and potentially. The board members agreed. Rob Scherer raised concern regarding urgent funding needs and suggested reviewing applications that have been received. There was a brief discussion about reducing the $3,000.00 fundraising burden.

Yolanda Greaves made a motion to review the BAA Spring Grant Program in either the first or second meeting in June or as more information about the current situation is known. This motion was seconded by Rob Scherer with a unanimous vote of 5-0-0; Kinsman-aye, Scherer-aye, Greaves-aye, Magnani-aye, Mitchell-aye.

**Discussion on Annual Town Meeting and Town Election and Pending Legislation**
Mr. Herbert explained the local government challenges as a result of COVID-19. He outlined the proposed legislation put forth by Governor Baker that will rule on Town Meetings and elections. If the legislation is passed, he, as well as the Moderator and Town Clerk agreed it would be prudent to plan for a June 16th Town Meeting, in order to complete the FY21 budget by the fiscal year start date. Concerning town elections, Mr. Mitchell mentioned that there is signed legislation to allow towns to postpone
elections. There was a brief discussion about potentially moving the date to June 23rd, as well as alternate ballot processing and voting logistics.

Mr. Mitchell recused himself from the vote on postponing the elections. The board decided that in anticipation of clarity from the state concerning scheduling the Town Meeting and the elections, this item will be revisited at the next Select Board meeting. Ms. Greaves pointed out the need to also consider when the reorganization will be completed, as it relates to the elections.

**FY20 and FY21 Finances**

Mr. Herbert explained that a reduction in local receipts is expected, which will have FY 20 cashflow implications. He noted that the motor vehicle excise tax due date has been extended to May 1st and the town may soon have the option to postpone first quarter property taxes.

Concerning FY21, Mr. Herbert reported that the state is estimating a $3 billion decline in revenues, which will impact local aid. Ms. Greaves asked, and Mr. Herbert responded that a 10% reduction in state aid and two thirds vote at Town Meeting is required to access the “rainy day” stabilization funds.

Mr. Herbert remarked on recent administrative actions, such as a freeze on discretionary non-COVID-19 related spending. However, capital projects such as the design and engineering of the Public Safety Building and the Mindess School will proceed, as the funds have already been appropriated. He also added that layoffs are not expected in FY21, as the town is currently in a good shape to weather the storm. Concerning the School Dept., Mr. Herbert revealed that although rental revenue is impacted, the dept.’s focus is on health and safety and supporting online learning.

Mr. Scherer asked about property tax elasticity. Mr. Herbert responded that property taxes typically remain constant, however ifvaluations go down, rates will go up. In addition, Prop 2 ½ ties property taxes to expenses. Mr. Herbert also explained that the state can target stimulus funds and program development, and he provided an overview of the Federal Stimulus Program Coronavirus Relief Fund. Concerning town aid, he mentioned that the Economic Development Director has collected information about local resources and those details are available on the town website.

**Economic Development Incentive Program**

Mr. Mitchell explained that related to the Economic Development program, Biosurfaces, Inc is seeking approval for a $30,000.00 equipment reimbursement, to add to their own $250,000 investment, in order to expand their business.

Yolanda Greaves made a motion to approve the $30,000.00 equipment reimbursement for Biosurfaces, Inc. as presented and approved by the Economic Development Incentive program. This motion was seconded by Joe Magnani with a unanimous vote of 5-0-0; Kinsman-aye, Scherer-aye, Greaves-aye, Magnani-aye, Mitchell-aye.

**Consent Agenda**

A. Accept the resignation of James Zebrowski from the Valentine Property Committee.

B. Accept the March 4, 2020 Regular Session Minutes

Yolanda Greaves made a motion to accept the Consent Agenda as presented and thanked James Zebrowski for his participation on the Valentine Property Committee. This motion was seconded by Joe Magnani with a unanimous vote of 5-0-0; Kinsman-aye, Scherer-aye, Greaves-aye, Magnani-aye, Mitchell-aye.

**Town Manager Update**

Regarding the impact COVID-19 is having on the town, Mr. Herbert provided the following update. He reported that the town currently has 15 positive cases identified and will continue to track and monitor
cases and provide daily updates. Additional personal protective equipment (PPE) has been secured for the town’s first responders. Mr. Herbert asked residents to refrain from using closed parks and playgrounds and their respective parking lots. Concerning the MetroWest Medical Center, Mr. Herbert reported that the facility is experiencing a PPE shortage. Finally, school nurses and the Medical Reserve Corp. have been enlisted to assist with the virus monitoring and tracking.

Mr. Herbert encouraged residents to complete their 2020 Census form by April 1st. And, lastly Mr. Herbert congratulated the Planning Dept. for receiving the District Local Technical Assistance Award to use for updating the Housing Production Plan, and he thanked staff for their time and efforts.

Jenn Ball reported on activities at the Community Center, such as the Human Services supported Food Pantry. Senior Center Staff have instituted and outreach program, in lieu of suspended Community Center activities, in order to connect with senior residents during the shelter-in-place. The Restaurant Resident Relief program continues, and delivering approximately 60 meals, three days per week.

Public Participation
Roland Houle, from the Emergency Fund, reported on several financial assistance programs that are available for residents in need.

Preston Crow stated that he is in support of postponing the town elections.

Paul Kendall mentioned the recent Mindess Building Feasibility meeting.

Board Reports
Joe Magnani
Mr. Magnani thanked the management team, staff and first responders who are leading the town’s COVID-19 efforts. He asked the community to dispose of PPE materials responsibly, and to remember to check on elderly residents.

Yolanda Greaves
Ms. Greaves reported on the following. The Mindess Building Feasibility meeting in preparation for the Tri-board meeting on April 14th. The MetroWest Regional Collaborative meeting was held on Monday and she learned Ashland is at the forefront on disseminating COVID-19 information to the community. Several towns are choosing to keep their rail and walking trails open for recreational use but enforcing social distancing.

Rob Scherer
Mr. Scherer reiterated the importance of completing the Census Form. The MMA will conduct a virtual meeting on Friday. He shared his thoughts about how remote work may change the workforce and how businesses operate after the crisis is over, and the resultant impact on mass transit going forward.

Brandi Kinsman
Ms. Kinsman reminded residents to maintain social distancing and stay safe.

Steve Mitchell
Mr. Mitchell thanked he management team, staff and first responders and specifically Jen Ball for their efforts and support they provide the town. He also wished Bill Gaffe and Keith Robie a happy birthday and mentioned that information about a virtual Farmers Market will be shared soon.

Adjournment
Yolanda Greaves made a motion to adjourn. This motion was seconded by Joe Magnani with a unanimous vote of 5-0-0; Kinsman-aye, Scherer-aye, Greaves-aye, Magnani-aye, Mitchell-aye.
Chapter 45
of the Acts of 2020

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Ninety-First General Court

AN ACT GRANTING AUTHORITY TO POSTPONE 2020 MUNICIPAL ELECTIONS IN THE COMMONWEALTH AND INCREASE VOTING OPTIONS IN RESPONSE TO THE DECLARATION OF EMERGENCY TO RESPOND TO COVID-19.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to forthwith provide for the rescheduling of elections as a result of the governor's declaration of emergency to respond to COVID-19 and to increase voting options, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. (a) Notwithstanding section 9 of chapter 39, sections 26 and 28 of chapter 51 and chapters 53 and 54 of the General Laws or any other general or special law or by-law to the contrary, a city or town with a municipal caucus or annual or special municipal election scheduled between the effective date of this act and May 30, 2020, may postpone such municipal caucus or municipal election in accordance with this act.

The select board, town council, board of registrars or city council of the city or town may vote on any day prior to the date of their scheduled municipal caucus or municipal election to postpone the municipal caucus or municipal election to a date certain on or before June 30, 2020. Such rescheduled caucus or election shall be held in accordance with all applicable election laws except as otherwise provided in this act.

(b) The select board, town council or city council of a city or town postponing a municipal caucus or municipal election pursuant to this act shall, following consultation with the local election official and the chief operating officer of the municipality as to logistics and feasibility, vote to reschedule the municipal caucus or municipal election. A copy of this act, the vote of the select board, town council or city council and a sample ballot shall be placed on the official municipal website not later than 20 days before the date to which the rescheduled caucus or election has been postponed. Notice of such action shall be provided to the public in other ways reasonably calculated to enable eligible voters to learn of the rescheduled election date and to cast ballots therein. The notice may include, but shall not be limited to, a "reverse-911" call, municipal list-serve notifications, advertisement on local cable television or issuance of a press release sent to local news media.
(c) Consistent with section 107 of chapter 41 of the General Laws, an incumbent elected official whose term would have expired at a municipal annual town election if the election was not postponed pursuant to this act shall continue to serve in the official's position until a successor is elected and qualified.

(d) If this act does not take effect until after the date of a scheduled municipal caucus or municipal election during the state of emergency declared by the governor pursuant to executive order 591, declaration of a state of emergency to respond to COVID-19, the actions of the board of selectmen, town council, city council and local election officials to postpone a municipal caucus or municipal election shall be ratified, validated and confirmed as if this act had been in place prior thereto.

SECTION 2. The last day to register to vote for any annual or special municipal or state election postponed pursuant to this act or otherwise postponed in response to COVID-19 shall be 10 days before the date to which the rescheduled election has been postponed; provided, however, that the board of registrars shall hold a registration session on that date not less than from 2:00 PM to 4:00 PM and from 7:00 PM to 9:00 PM. The voting list to be used at such rescheduled election shall include all eligible voters registered as of that date.

SECTION 3. The caucus or election materials, including, but not limited to, absentee and official ballots, prepared for a municipal caucus or any annual or special municipal or state election postponed pursuant to this act or otherwise postponed in response to COVID-19 and bearing that date shall be used for the rescheduled caucus or election to the extent practicable. If additional ballots are required to be printed, the ballots shall be identical in form to those prepared for the original caucus or election.

SECTION 4. Absentee ballots cast in connection with the original election date for any annual or special municipal or state election postponed pursuant to this act or otherwise postponed in response to COVID-19, whether returned before the original election or otherwise, and received by the local election official before the close of polls on the date of the rescheduled election, shall be processed in accordance with applicable law; provided, however, that any voter who chooses to vote in person on the date of the rescheduled election may do so if their absentee ballot has not yet been counted. Completed applications to vote by absentee ballot in the rescheduled election shall be accepted by the board of registrars until 12:00 noon on the last business day before the rescheduled election.

For an election held on or before June 30, 2020 any person taking precaution related to COVID-19 in response to a declared state of emergency or from guidance from a medical professional, local or state health official, or any civil authority shall be deemed to be unable by reason of physical disability to cast their vote in person at a polling location.
SECTION 5. (a) Notwithstanding section 25B of chapter 54 of the General Laws or any other general or special law to the contrary, any eligible voter may vote early by mail for any annual or special municipal or state election held on or before June 30, 2020.

(b) Any qualified voter wanting to early vote by mail may file with their local election official an application for an early voting ballot. Any form of written communication evidencing a desire to have an early voting ballot be sent for use for voting at an election shall be given the same effect as an application made in the form prescribed by the state secretary. Local election officials shall send early voting by mail ballots to those who have applied as soon as ballots are available. No application shall be deemed to be seasonably filed unless it is received in the office of the local election official before noon on the last business day before the date on which the rescheduled election is held.

(c) Local election officials may substitute absentee ballots for early voting ballots for those voters requesting to vote early by mail in municipal elections. An early voting ballot or absentee ballot substituted for an early voting ballot, along with an envelope bearing an affidavit as set forth in section 25B of chapter 54 of the General Laws, shall be provided to each qualified voter who participates in early voting by mail.

(d) The local election officials shall cause to be placed on the voting lists opposite the name of a qualified voter who participates in early voting the letters "EV" designating an early voter.

(e) The counting of early voting ballots shall be consistent with section 25B of chapter 54 of the General Laws and implemented regulations to the extent practicable. All envelopes referred to in this section shall be retained with the ballots cast at the election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.

(f) All early voting ballots voted by mail shall be received by the town clerk before the hour fixed for closing the polls on the date on which the rescheduled election is held. Early voting ballots cast under the authority of this section shall be processed at the polls in a manner consistent with that set forth in said section 25B of said chapter 54.


Preamble adopted.

[Signature]
Speaker.

In Senate, March 23, 2020.

[Signature]
President.

Bill passed to be enacted,

Speaker.

In Senate, March 23, 2020.

President.

Bill passed to be enacted,


Approved,
at 4 o'clock and 57 minutes, P.M.

Governor.
March, 25th 2020

Members of the Select Board,

The Economic Development Advisory Group met on Wednesday, March 11, 2020 to review one business incentive application submitted for review. The Economic Development Incentive Program was created pursuant to Chapter 240 of the Acts of 2018 (the “Act”) to provide assistance to private business and individuals in order to encourage and facilitate economic growth and development, including creation of jobs, improvement and enhancement of buildings and infrastructure and increase the value of the real estate tax and general tax base.

The advisory group voted unanimously to recommend the following businesses for the incentive program. Members in attendance: Julia Chase, Pam Bathen, Dennis Ahern, Garrett Quinn, Alan Macintosh.

1.) BioSurfaces, Inc., located at 200 Homer Avenue applied for amenities financing through the Economic Development Incentive Program for equipment reimbursement. This business has invested over $250,000 of their personal funds to increase their business from research to development. BioSurfaces, Inc. meets all rules and regulations in their application to be recommended and the advisory group voted unanimously to recommend the applicant receive reimbursement in the amount of $30,000 in equipment reimbursement.

BioSurfaces, Inc. has been in business for 17 years (in Ashland) and during their first 12 years in business, BioSurfaces was focused on medical device and diagnostic product research and prototype development. They initially developed our proprietary electrospinning technology through funding from various federal grants and contracts. Since that time, the company began to transition into being a solution provider in that we would apply our technology to solving a customer’s specific needs. Customers such as Takeda, Edwards and the National Institutes of Health (NIH) as well as other small companies and academic institutions have evaluated our technology for different applications to treat gastrointestinal, cardiac, retinal and neurological diseases, to name a few. The interest from these groups is now bringing the company into a new area for the first time in our almost 17 year existence (all in Ashland): product and device manufacturing.
Town of Ashland, Massachusetts  
Office of the Town Clerk.  
101 Main Street, 01721-1191  
Phone # 508-881-0100 ext. 7127; fax 508-881-0145  

Date: [March 26, 2020]

To Whom It May Concern:

This letter is to inform you that the Ashland Town Clerk has received written notice of the resignation of the following person:

**Name:** JAMES P. ZEBROWSKI

a member of [Valentine Property Committee]

**Board, Commission or Committee Name**

**Effective Date of Resignation:** March 26, 2020

As per the Town Code Section 8-36, Notification of Appointed Vacancy to Appointing Authority, [Added 10-18-00 ATM, Art. 27, approved Acts of 2002, Ch. 53 and Annual Town Election 5-7-02]:

"In the event of a vacancy on a board, commission or committee, the Town Clerk, upon notification of such vacancy, shall, within ten (10) days of notification of such vacancy, notify in writing the designated appointing authority of the vacancy."

As per the Town Code Section 8-4a, "Should the appointing authority fail to fill a vacancy on a board, commission or committee within forty-five days of having been notified in writing by the Town Clerk of said vacancy, the Board of Selectmen shall then become the appointing authority and shall make such appointment(s) within forty-five (45) days thereafter."

Please note that a copy of the letter from [JAMES P. ZEBROWSKI] has been included for your records.

**Cc:** Town Manager/Board of Selectmen  
Chairperson of the Board, Committee or Commission
To:    Tara Ward, Town Clerk  
       Ashland, MA  
From:  James P. Zebrowski  
       18 Teller Drive  
       Ashland, MA  
Date:  March 23, 2020  
Re:    Resignation from Town Board  

I hereby resign from the Valentine Property Committee.

James P. Zebrowski
SELECT BOARD
Minutes
March 4, 2020 – 7:00 PM
Town Hall

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Call Meeting to Order
Steve Mitchell called the meeting to order at 6:30 pm and mentioned that WACA TV is recording and broadcasting the meeting live. Present at the meeting were Chair Steve Mitchell, Vice Chair Yolanda Greaves, Joe Magnani, Rob Scherer, Brandi Kinsman, Town Manager Michael Herbert. Assistant Town Manager Jenn Ball and Executive Assistant Susan Robie.

Mr. Mitchell asked Casey Haworth to lead the board in the Pledge of Allegiance.

Citizen’s Participation
There were none.

Scheduled Hearings/Appearances
Proclamation – In Honor of David Haworth
Joe Magnani read a proclamation in honor of David Haworth and presented it to the Haworth Family. Steve Mitchell presented the family with a Select Board coin.

Casey and Ashley Haworth thanked everyone for honoring their Dad and the support everyone has shown.

Joe Magnani mentioned that the first time he met Dave was at Sunnyside and enjoyed knowing him.

Rob Scherer explained that he met Dave from youth sports and extends his condolences to the family.

Steve Mitchell reminded everyone that the Scouts are holding a pancake breakfast on Saturday at the Family Center.

Cirrus Apartments – Bond Release
Peter Matchak explained that in March 2019 the Select Board received a $216,000,000 bond for the completion of the Cirrus Apartments project. Peter explained that bond has two elements, Campanelli & Thorndike Development, the owner of the property, posted a $141,000.00 performance bond and $75,000.00 in cash held in escrow. A punch list was provided and completed by the developer, therefore, Campanelli & Thorndike is requesting the bond release and stated that the escrow agreement was met.
Brandi asked what recourse the town has if the bond is released and the stormwater basin fails. Peter explained that the developer is required to complete the project as outlined in the agreement, but they are not responsible for the maintenance, so moving forward this would become the responsibility of the town.

Russell Dionne, from Campanelli & Thordike, explained that the progress list the board was provided is not current and the required work was completed.

Michael Herbert commented that he has concerns with the bond release and given past issues he wants to ensure the basin is working as designed. Michael recommended the board release the bond and retain the $75,000.00 until after one year of operational performance data is confirmed. He also stressed the need for the new owner to be informed whose responsibility addressing an issue would be. Russell suggested the board review the O&M currently recorded on the deed which outlines Michael’s concerns, as additional work done mitigates those issues, and therefore, he petitioned to reduce the holdback to approximately $20,000.00.

Joe Magnani referenced Progress Report Item #29, Exhibit A concerning the irrigation well and the testing procedures. Russell explained that the wells were tested, one passed, and one did not due to an elevated level of manganese. The second testing in the spring of 2019, both passed. The wells are tested twice a year and the reports have been submitted to the Board of Health. Additionally, Joe asked if the mud overflow on the RTD Rd. has been resolved. Russell explained that during construction the silt had failed, and they have addressed the issues.

Yolanda Greaves mentioned that because of the mild winter she is not sure that the system has been tested under typical snow conditions and she supports holding back a portion of the escrow.

Steve Mitchell also felt that testing the basin is best and time is needed to confirm it is working properly.

Rob St. Germain, Chair of the Stormwater Committee, stated that under the IDDE bylaw if any of the systems do not work town can enforces that the property owner make the repair or assume the expense.

Russell suggested deferring to the consultant CGB and have them determine the value of the holdback, based on the repairs to the pond.

Yolanda Greaves made a motion to release of the bond for Cirrus Apartment and holdback $25,000.00. This motion was seconded by Brandi Kinsman with a unanimous vote of 5-0-0.

**Hanto - Entertainment**

Chief Alfano explained that he inspected the property last month and noted some of the changes that have completed. He explained that flooring, carpeting, and wallpaper have been updated to help reduce the noise. He also mentioned that a new door was added to change the exit from area. Chief Alfano explained that the Hanto has not installed a house sound system which he suggested would be helpful to control over sound.

Steve Mitchell explained that he understands that Ray Jiang is looking to have the hours restored.

Steve asked if they have had any live music and Ray responded that that have had a band and acoustic music. Yolanda Greaves asked if there have been any complaints and Chief Alfano responded that they have had no calls.

Joe Magnani asked what the type of bands performed. Ray explained that he has had bands and acoustic music, but there have been no complaints.

Brandi Kinsman asked who would be responsible for managing the music and entertainment. Ray explained that in most cases it would be him, but there is another manager as well. He is hoping to have bands twice a month.
Yolanda asked Ray if he is willing to purchase his own sound system. Ray said he hopes to be able to make the investment in the next couple of months.

Ray explained that he does not plan to have bands on the regular basis, and he is now the person that controls the bands and how often they are scheduled.

Steve and Yolanda explained that they support restoring the Entertainment License as it was before the restrictions were instituted. Ray explained that he would like to have music allowed until 11:30 pm.

Yolanda Greaves made a motion to restore the entertainment hours as they were prior to the restriction being put in place and that no police detail is required. This motion was seconded by Brandi Kinsman with a unanimous vote of 5-0-0.

**Review of Signs**

Kevin Langmeyer stated that the Ashland Football team won the past Superbowl and he is seeking approval for recognition signs. He presented a map that showed the location of existing signs and explained that he is seeking the board’s feedback on standardizing these signs going forward. Kevin clarified that the proposed signs are informational not regulatory, so the board has leeway regarding the signage parameters.

There was a brief discussion concerning an appropriate signage protocol, different from the sign bylaw, for school related occasions. The board also discuss their interest in preserving these signs for certain period.

Steve Mitchell asked Kevin to propose a procedure and come back to board for a review. Yolanda offered to investigate through MAPC whether other communities have guidelines that may be leveraged.

**Select Board/Town Manager Priority Project Update**

**Rail Transit District**

Michael Herbert explained that there have been no recent discussions with United Group of Companies. Steve mentioned that an Executive Session was listed on this evening’s agenda, but canceled, as there was nothing new to discuss.

**Update on the Public Safety Building**

Michael reported that the committee has met a couple times recently and they are working on elevations, building renderings and space layout. Police and Fire have an option to review the plans and make changes with the architects. The schematic design will be done once the changes have been completed and then pricing obtained. A public forum is targeted for early April.

Michael explained that the website dedicated to this project is working and updated to ensure all the documentation is available for the public to view. Steve Mitchell explained that WACA is working on informational videos that will be released showing the current spaces.

Mark Dassoni asked if the website is going to change and include the updated information which Michael explained they are working on it. He wanted to be sure that the pictures will be updated.

**Update on the Downtown Project**

Michael explained that the bid documents are online for the Downtown Redesign Project and the Streetscape enhancements, and the bid is due back at the beginning of April. He expects the cost to be just under $4 million, but the estimate does not include the portion that goes under the railroad tracks. He expects the final cost, including that work, to be within the $9 million estimated total project cost.

Steve Mitchell explained that a meeting was held Monday afternoon at the Library to review the timeline and the plan to mitigate the impact to local business. Construction is scheduled to start in July 2020, and the project is estimated to take 2 years to complete.
Concerning the Quiet Zone and the downtown efforts, the board discussed planning the work required on Main St. to minimize the disturbance, the work required on the culvert and the underground utility connections to residences and businesses.

**Warren District & Valentine Estate**
Michael Herbert explained the barn demolition is scheduled for March 30th and the reconstruction will go out to bid.

The Hall House went out to bid and the awardee raised concerns with renovations and proposed razing and rebuilding a replica. Michael explained that the rebuild would be a replica of the existing house, but the rebid would give bidders the options of a rebuild or remodel.

There was a brief discussion concerning the basis for what the board considered to be an abrupt shift in the approach. They also discussed renovation methods and stipulations to preserve the property’s historical status.

Yolanda Greaves made a motion to support submission of new RFPs to include either a rebuild or renovation of the Hall House. This motion was seconded by Rob Scherer with a unanimous vote of 5-0-0.

Concerning the Valentine Property, Michael reported that one more historical property group from the Josiah Smith Tavern in Weston is presenting at the Valentine Committee next Thursday.

**Consent Agenda**
A. Accept the February 5, 2010 Regular Session Minutes.
B. Notification of the Town Manager’s Appointment of Kyle Hallisey to the Fire Department as a Fulltime Firefighter.
C. Approve the request for the Greater Ashland Lions Club Toll Road – Saturday September 26, 2020 from 9:00 am to 1:00 pm with a rain date of Saturday October 3rd.
D. Approve a $5,000.00 award requested by Mazi Kitchen and Bar located at 320 Pond Street to be used for Sign and Façade improvements and approve $30,000.00 for reimbursement of equipment.
E. Approve $10,000.00 award requested by Diversity Early Learning Center located at 118 Main Street for rental reimbursement and $3,435.00 for sign and façade improvement to help cover the cost of the new fence
F. Accept the resignation of Albert J Gemperline from the Historical Commission effective February 26, 2020.
G. Accept the FY2020 Student Awareness of Fire Education in the amount of $4,565.00 and Senior SAFE Grant in the amount of $2552.00.

Yolanda Greaves made a motion to approve the consent agenda as presented. This motion was seconded by Joe Magnani with a unanimous vote of 5-0-0.

**Coronavirus**
Steve Mitchell explained that Michael Herbert has provided information regarding the Coronavirus and explained that they links are updated frequently. Michael explained that he wants everyone to stay home when sick and wash your hands frequently.

**Old / New Business**
**Volunteer Breakfast**
Steve Mitchell reminder that the Volunteer Breakfast will take place on March 7th Ashland Community Center.

**Name the MBTA Access Road**
Steve Mitchell explained the need to formally name the MBTA Access Road. Michael mentioned that Chief Robic had suggested Memorial Drive and he has asked the board to support that name.
Yolanda Greaves made a motion to rename the MBTA Access Road as Memorial Drive. This motion was seconded by Joe Magnani with a unanimous vote of 5-0-0.

**Eversource Update**

Steve Mitchell explained that there is no additional information on Eversource to report. Also, there is nothing of any substance to report concerning Land Court case, except for the dates established for the Verizon summary judgement on February 10th, the town's summary judgement on March 12th, and Verizon's cross motions on March 26th.

Rob Scherer reported that the consultant estimates providing the report in four to six weeks.

**Scholarship Application**

Steve Mitchell announced that Scholarship Application are now available and submission due by May 1st

Steve Mitchell asked Joe and Yolanda if they would continue to serve on the Scholarship Committee. Both are willing.

**Retreat**

The board discuss their availability for a board retreat. Michael suggested scheduling after Town Meeting on May 6th and the election on May 19th. Michael will send a Doddle Poll to the board to determine the date.

**Tri-Board Meeting**

Steve Mitchell explained that he spoke with Laurie Tosti and Michael spoke with Jim concerning a Tri-Board Meeting, and March 24th is a date that works for most, except for Yolanda.

Yolanda asked if the budget gap will be discussed or if the focus of the meeting is only on the building projects. Michael stated that the budget gap is for him and Jim to figure out based on a discussion with Finance Committee.

**Town Manager Report**

**Update on the FY20 Budget**

Michael explained that he provided links to budget and wanted to note on the revenue side more tax liens were collected in the first part of the year compared to any other year.

**FY21 Budget Update**

Michael reported that the GIC has voted on their rate increases and they are more than anticipated. He is analyzing the potential impact to those on health insurance plans.

Michael explained that the School Department requested an additional $166,000.00 over what is allocated through fiscal policies. Michael and Jim Adams, Superintendent, are working on a solution for FY21.

**Adoption of the Continuing Disclosure Procedures**

Michael reported a vote on the adoption of the continuing disclosure procedures is required as part of our Annual Audit.

Yolanda Greaves made a motion to adopt the Continuing Disclosure Procedures. This motion was seconded by Joe Magnani with a unanimous vote of 5-0-0.

**Update on Nyanza/EPA Remediation**

Michael explained that a meeting was held, and the EPA was encouraged to find a final remedy for operational unit 2 and the associated contamination. In January the EPA’s recommendation, GW4 is for the proposed remediation plan, and GW5 would include a ground water extraction well.

Joe Magnani explained that there has been concerns with the area under the tracks and asked if this is being addressed. Steve Mitchell explained that they are hoping to drill to address those areas.
Michael recommended GW5 and asked the board to discuss this at the next meeting.

Yolanda requested that this information is added to the town’s website if it is not already available.

**Board Reports**

**Brandi Kinsman**

Brandi attended the Mindess Building meeting last Tuesday.

She reported on her Office Hours held last Saturday and said it was well attended.

Brandi attended the walk at the Trolley Brook Trail and said it was a great turnout.

She also attended the Sustainability Meeting on Monday, and the Community Center is reserved on April 26th at 2:30 pm for a Climate Summit to discuss Net Zero.

**Rob Scherer**

Rob reported on the House Transportation Bill. This bill would increase a gas tax, but the Governor is not supporting it.

He mentioned that tomorrow the Upper Charles Trail Committee will be meeting at 7:00 pm at the Community Center with the residents from Voyagers Lane and Pine Lake community.

Rob mentioned that he will be addressing the Lions concerning Net Zero.

Rob also attended the Mindess Building meeting and he was surprised by the amount of land clearing that would be done.

**Yolanda Greaves**

Yolanda attended a MassDOT meeting in Westborough held to discuss Mass Turnpike bridge projects not in Ashland but may impact the town.

Yolanda attended an MMA Policy meeting in Boston concerning proposed bills, including one from the cannabis industry.

She mentioned an Economic Development bond bill that should be announced this week concerning housing choice.

Yolanda attended the MetroWest Regional Collaborative meeting last week concerning deer hunting and regulations. She mentioned in Weston they implemented bow hunting and it has helped address the deer population.

Concerning upcoming events, the MAPC Winter Council is holding a meeting in Framingham and Thursday morning is the YMCA Marathon Breakfast kick-off.

Monica Jutt passed away and Yolanda extended her condolences to the family. Martin Shapiro passed, and she extended her condolences to his family.

**Joe Magnani**

Joe expressed his excitement with the work that has been done on the Public Safety Building.

He also mentioned that on March 7th the Boy Scouts Pancake Breakfast from 7:30 am to 11:00 am.

**Steve Mitchell**

Steve recommended the board schedule a retreat sooner than later. He proposed a high-level agenda, including draft policies, a signs protocol discussion, and the approach concerning legislative items.
Steve explained that U.S. flags were purchased five to six years ago, and the time has come to replace them. A quote was obtained to replace them, and he asked for the board’s support at the next meeting.

Kevin Langmeyer asked the board to consider holding-off and review whether any of the flags can be used for one more year, and to avoid replacing them when they will need to come down to accommodate the downtown project.

**Adjournment**
Yolanda Greaves made a motion to adjourn. This motion was seconded by Joe Magnani with a unanimous vote of 5-0-0.

Meeting Materials:
This agenda is subject to change and includes those items reasonably anticipated by the Chair to be discussed at the meeting. Not all agenda items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.