

MIDDLETON SELECT BOARD
MEETING AGENDA
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, SEPTEMBER 7, 2021

7:00 PM

This meeting is being recorded

This meeting will be a hybrid of in-person and remote via Zoom. To join the meeting remotely, go to:

<https://us02web.zoom.us/j/81062914413?pwd=QlZCTEZndHJ6ZjBPMzUzenVzZUlPZz09>

1. 7:00 Warrants: 2205 & 2206
Minutes: Open Session: August 17, 2021
Town Administrator updates and reports
2. 7:15 Public Comment Period
3. 7:20 Review and vote on the Finance Director's recommendation for Treasurer-Collector with a term through June 30, 2024
4. 7:30 Review and vote on the Town Administrator's recommendation for Assistant Town Administrator/Human Resources Director with a term through June 30, 2024
5. 7:40 Review and vote to adopt the following policies recommended by the Police Chief: Internal Investigations, Code of Conduct, Department Organization & Direction, Uniforms; note that Police Department policies are confidential
6. 7:50 Update on classification and compensation plan with the Collins Center for Public Management
7. 8:00 Discuss use of American Recovery Plan Act (ARPA) funds and the process that will be used to establish priorities
8. 8:10 Discussion of Special Town Meeting
9. 8:20 Review and approve request for the Bourque Family Foundation 7.7K Road Race on September 26, 2021
10. 8:30 New Business: Reserved for topics that the Chair did not reasonably anticipate would be discussed

Upcoming Meetings:	September 21	Regular SB Meeting
	October 5	Regular SB Meeting; Town Administrator at ICMA Conference
	October 19	Regular SB Meeting

The Board reserves the right to consider items on the agenda out of order. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Town of Middleton
Summary of Weekly Bills Payable and Payroll Warrants
Office of the Town Accountant

Warrant Date: August 26, 2021

Warrant Number: # 2205

Payroll Warrant Total:

\$ 432,285

<u>Department</u>	<u>Amount</u>	<u>Detail of Expenses</u>
Board of Health	\$9,492	
COA	\$9,666	
Election	\$0	
Electric Light	\$62,905	\$3,147 Overtime; \$2,098 Call Out
Fire	\$66,575	\$22,482 Overtime; \$6,205 Part time
Inspections	\$9,038	
Library	\$16,376	
Memorial Hall	\$28,645	
Planning	\$4,259	
Police	\$72,181	\$12,485 Overtime; \$1,047 Reserves
Police Details	\$8,839	
Public Works	\$34,920	\$0 Snow; \$653 Overtime; \$2,092 Summer Help
Recreation	\$5,118	
Senior Work Off	\$0	
School	\$104,371	
Teacher Balloon Pay	\$0	
Town Officers	\$0	

Bills Payable Warrant Total:

\$ 1,400,131

<u>Department/Expense Category</u>	<u>Amount</u>	<u>Detail of Expenses</u>
All Payroll Deductions	\$46,432	
Administrator	\$2,256	Miscellaneous Expenses
Accounting	\$33,873	\$31,745 Refund Guarantee Deposit Bid Bond
Assessor	\$0	
Clerk	\$100	Miscellaneous Expenses
Cultural Council	\$0	
COA	\$4,518	\$2,166 Food Pantry
DPW	\$29,527	\$16,366 Waste Disposal; \$4,350 Tree Services
Fire	\$34,471	\$19,310 Bldg Repairs (Roof); \$7,339 Equip Repairs
Health Director / IT	\$0	
Historical Comm.	\$0	
Inspections	\$0	
Library	\$15,282	\$5,863 Purchase Books; \$4,023 IT Related
MELD	\$673,467	\$621,276 Purchase Power
Planning	\$0	
Police	\$9,290	\$2,187 Fuel; \$1,905 Patches; \$900 Cleaning
Recreation	\$1,805	Park Program
School	\$314,491	\$199,975 Health Ins; \$58,785 IT Related
Treasurer	\$234,618	\$132,183 Health Ins; \$52,246 Masco Assessment; \$50,025 Refunds
Veterans' Agent	\$0	

**MEETING MINUTES
BOARD OF SELECTMEN
FULLER MEADOW SCHOOL, NATHAN MEDIA CENTER
143 SOUTH MAIN STREET, MIDDLETON, MA 01949
TUESDAY, AUGUST 17, 2021
7:00PM**

This meeting was recorded

Present: Tim Houten, Kosta Prentakis, Rick Kassiotis, Jeff Garber

Absent: Chair Brian Cresta

Others Attending: Town Administrator Andy Sheehan, Paul Pellicelli, Police Chief Sampson, Police Officer Jordan Kemp, and others

7:06 PM With a quorum present, Clerk/Acting Chair Tim Houten called the meeting to order.

ROUTINES

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2203: Payroll: \$580,728; Bills Payable: \$4,151,942; and Warrant #2204: Payroll: \$569,633; Bills Payable: \$523,846; noting that the Town Accountant had reviewed the warrant and requested the Board's approval. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Garber**, the Select Board **VOTED** unanimously to approve the warrants as presented.

- **Minutes:** After a brief review of available minutes, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Kassiotis**, the Select Board **VOTED** unanimously to accept the minutes of July 13, 2021, and July 19, 2021, as written.

- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with information and updates on the following:

- **ARPA Funding Update:** Sheehan advised his office is continuing to follow the ever-changing evolution of ARPA funding, noting that the Town received the second payment today of approximately \$900,000, which is the first half of the non-functioning county redistribution. That goes along with the roughly \$500,000 the Town received earlier. Those two amounts will be repeated in a year. Sheehan noted that there are many regulations still to figure out and advised the Board that he will be on a call tomorrow with MAPC, who is helping communities manage the funds. Sheehan added that they want to be completely clear before they start to spend the money. He will be putting together some ideas on spending the money for the Board to consider in September, adding that they will also gather input from the public on how to spend the funds.

- **FY22 State Budget Update:** Sheehan thanked Representative Jones' office on facilitating the transfer of earmarked funds from the FY22 State budget, noting that \$50,000 will go toward the fiber optic network, \$40,000 will go toward the public safety building and \$50,000 will go toward the relocation of the sidewalk at 105 South Main Street. He publicly thanked Representative Jones, Representative Kerans, and Senator Tarr for their support in facilitating these funds.
- **MAPC Grant:** Sheehan announced that Middleton has been awarded funding by the Metropolitan Area Planning Council (MAPC) to participate in the agency's technical assistance program (TAP). Titled "A Vision for Willis Woods" the grant is for development of a regional effort to create a vision, and ultimately a work plan, for hundreds of acres of open space at the intersection of Lynnfield, Middleton, North Reading and Peabody. Sheehan added that Lynnfield was the lead on the application and Katrina O'Leary will be leading our efforts. He will keep the board apprised.
- **Congratulations to Loretta Johnson:** Sheehan reported that Loretta Johnson, Assistant Library Director, was recently accepted into the Master of Library and Information Sciences program at Simmons University and she'll be starting this Fall.
- **Upcoming Events.** Sheehan reported that there will be a 9/11 ceremony on 9/10 at the Couture Field behind Howe-Manning School. The Stream Team will be holding an Earth Day event at the golf course on 9/12, 12p-3p. He'll have more details on both and will keep the Board apprised.

7:12 PM Public Comment Period: There were no public comments.

7:13 PM Vote to Appoint Reserve Police Officer Jordan Kemp as a Full-Time Police Officer: Acting Chair Houten advised the Board that Chief Sampson has requested that the Board appoint Reserve Police Officer Jordan Kemp as a full-time police officer, subject to a twelve-month probationary period and satisfaction of training requirements and background check. Chief Sampson addressed the Board, noting Kemp's background and experience as a reserve officer in Middleton, as well as a campus police officer with Salem State University. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Garber**, the Select Board **VOTED** to appoint Jordan Kemp as a full-time police officer, subject to a twelve-month probationary period and satisfaction of training requirements and background check. **Kassiotis recused himself.**

7:18 PM Vote to Accept the Following Gifts and Grants: Town Administrator Andy Sheehan provided the Board with information on the following grants:

- **Public Health Excellence Grant Program for Shared Services in an amount up to \$300,000 through June 30, 2024.** Topsfield is the lead community and fiscal agent for this grant.
- **Mass Trails Program Grant in the amount of \$50,000 for the pedestrian crossing over the Ipswich River at Maple Street**

After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Kassiotis**, the Select Board **VOTED** unanimously to accept the Public Health Excellence Grant in the amount of up to \$300,000, and the Mass Trails Program Grant in the amount of \$50,000.

7:25 PM Update on Redevelopment and/or Cleanup of 245 South Main Street and 14 River Street: Town Administrator Andy Sheehan provided an update to the Board on the progress at 245 South Main Street. The 99 Restaurant & Pub has filed for a building permit and are planning to move forward. Sheehan added that nothing is planned at this time for 14 River Street. The speculation is that it will be a commercial building, but there are no details yet. At Select Board member Prentakis' request, Sheehan provided an update on the condo project behind Angelica's. Sheehan advised that they are making great progress there, but he had no specific updates for the Board at this time. He did, however, advise that the 15-unit project at 97 North Main Street is moving right along, nothing that a few of those units have been sold.

7:28 PM Update and Discussion of Filling Vacancies on Key Positions: Town Administrator Andy Sheehan reported to the Board that the Assistant Treasurer-Collector position has been filled by Morgan Savage, who came to Middleton from Haverhill schools 3 weeks ago. Sheehan added that they have received 10 applications and will be doing interviews next week for the Treasurer-Collector. There were 40 applications for the Assistant Town Administrator/Human Resources Director, and they have had a first set of interviews for that position. He hopes to bring candidates to the Board in September for appointment. A brief discussion ensued on whether a Board member should be included in the interviews of the candidates. It was agreed the applications and resumes will be available for the Board members to review at the Town Hall. Board member Garber was authorized to participate as a non-voting member.

7:35 PM Review and Vote to Appoint Susan Piccole to the Conservation Commission: After a very brief discussion, the Board took the following action:

On a **MOTION** made by **Kassiotis**, second by **Prentakis**, the Select Board **VOTED** unanimously to appoint Susan Piccole to the Conservation Commission for a term through June 30, 2024.

7:36 PM Review and Vote to Appoint:

- **Michael Mercurio as Local Building Inspector with a term through June 30, 2024**
- **Re-appoint Todd Moreschi as Alternate Plumbing Inspector**

After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Garber**, the Select Board **VOTED** unanimously to appoint Michael Mercurio as Local Building Inspector through June 30, 2024, and to reappoint Todd Moreschi as Alternate Plumbing Inspector through June 30, 2022.

7:38 PM Review Request from MBTA Advisory Board: Town Administrator Andy Sheehan advised the Board that, as a member of the MBTA service district, they need to designate a representative to the MBTA Advisory Board, noting that it's been six years since the Board designated a representative. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Houten**, the Select Board **VOTED** unanimously to appoint Brian Cresta as a designated representative to the MBTA Advisory Board.

7:39 PM OTHER BUSINESS:

- **Representative to the South Essex Sewerage District:** Town Administrator Andy Sheehan advised that the South Essex Sewerage District is looking for a representative from Middleton who lives in the portion of Town served by the South Essex Sewerage District. Anyone who is interested in serving on the Board should call the Town Administrator's office.
- **Dog Park at Golf Course Property:** Select Board member Jeff Garber requested that the idea of having a dog park at the golf course property be discussed at a future meeting, noting that there are people talking about it because of the lack of sidewalks in Middleton. He'd like that on the agenda for a future meeting. The Board agreed.
- **COVID Vaccines are Available:** Houten reminded residents that Middleton has COVID vaccines available, adding that it's never too late to get a COVID shot.
- **Collins Center Salary Study:** At Select Board member Prentakis' request, Town Administrator Sheehan provided a brief update on the salary study, advising that they have been talking with employees, but he's not sure if it will be ready by the next meeting.

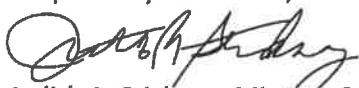
7:47 PM Adjourn

With no further business, on a **MOTION** made by **Prentakis**, the August 17th meeting of the Select Board adjourned at 7:47 PM.

Upcoming Meetings:

September 7 & 21: Regular SB Meetings
October 5: Regular SB Meeting; Town Administrator at ICMA conference
October 19: Regular SB Meeting

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

Timothy P. Houten, Select Board Clerk

Documents either distributed to the Board of Selectmen before the meeting in a packet or at the meeting:

- Agenda: August 17, 2021
- Warrant #2203: Payroll: \$580,728; Bills Payable: \$4,151,942
- Warrant #2204: Payroll: \$569,633; Bills Payable: \$523,846
- Minutes:
 - July 13, 2021
 - July 19, 2021

- Letter from Police Chief to Town Administrator, Re: Letter of Recommendation to Appoint Reserve Officer Jordan Kemp as a Full-Time Police Officer, 8/13/21
- Massachusetts Department of Public Health Office of Local and Regional Health: Public Health Excellence Grant Program for Shared Services: RFR#214333: Municipality Statement of Commitment
- Essex County Tri-Town Shared Health Initiative
- Notice to Proceed Letter and related documents from DCR to Town Administrator, Re: Middleton Rail Trail River Crossing - Award Contract No.: P22-3466-G19, 7/13/21
- Town of Middleton Talent Bank Application: Susan Piccole, Conservation Commission
- Commonwealth of Massachusetts The Building Official Certification Committee, New Employee Report Form: Michael Mercurio, Local Inspector, 8/17/21
- Letter from the MBTA Advisory Board to Select Board, Re: MBTA Advisory Board, 7/23/21
- Press Release: A Vision for Willis Woods, 8/4/21
- Newspaper Article: *Chronicle Transcript* (2021, August 4) 'Middleton Earth Day Festival will be this fall at former golf course'
- Letter from Xfinity to Select Board, Re: Xfinity TV Service Changes, 7/21/21
- Letter from North Andover Resident to Middleton Select Board, Re: Traffic on Route 114, 7/31/21



TOWN OF MIDDLETON
**Office of Finance Director/Town
Accountant**

48 South Main Street
Middleton, MA 01949
Tel: (978) 777-4966
Fax: (978) 774-3682

3,

To the Select Board,

It is my great pleasure to recommend the appointment of Nick Federico to fill the recently vacated Treasurer/Collector position.

Mr. Federico has worked for the Town of Uxbridge as Treasurer/Collector for three years, was the Assistant Town Accountant and Payroll supervisor for four years prior to that and is currently the Treasurer/Collector for the Town of Boxborough. He has a Bachelors of Science in Management Science - Human Resources from Bridgewater State College and is a Certified Massachusetts Municipal Treasurer. Mr. Federico's experience, knowledge and background along with his general presentation and professionalism shown in the interview process make him an excellent candidate for this position.

Thank you,

Sarah Wood
Finance Director/Town Accountant



OFFICE OF THE TOWN ADMINISTRATOR

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48 South Main Street
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A.

MEMORANDUM

TO: Middleton Select Board

FROM: Andrew J. Sheehan, Town Administrator

SUBJ.: Assistant Town Administrator/Human Resources Director
Recommendation for Appointment

DATE: September 3, 2021

On July 1, 2021, we posted the vacancy for the Assistant Town Administrator/Human Resources Director. We received more than 40 resumes. I assembled a screening panel consisting of Police Chief William Sampson, Finance Director Sarah Wood, Town Clerk Ilene Twiss, and me. We reduced the initial pool to five semi-final candidates and interviewed them. That pool of five was reduced and we interviewed two finalists.

It is the consensus of the panel and my recommendation to the Board that it appoint Jackie Bresnahan. Jackie is the Director of Administrative Services for the Town of Wenham where she has worked since 2015. She holds a Master of Public Administration degree from Suffolk University.

Ms. Bresnahan performed well during her interviews, has an engaging personality, and possesses a passion for public service.

I look forward to welcoming Jackie to our team.



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6.

MEMORANDUM

TO: Middleton Select Board

FROM: Andrew J. Sheehan, Town Administrator

SUBJ.: Classification & Compensation Plan: Project Update

DATE: September 7, 2021

As I reported previously to the Board I retained the services of the Collins Center for Public Management at UMass-Boston to review the classification and compensation plan. The project manager, Mary Aicardi, reviewed the data and methodology of the prior plan. In addition, over the past month or so Ms. Aicardi interviewed any affected employee who desired to discuss the previous pay plan and its conclusions and recommendations. To my knowledge almost every employee covered by the plan availed themselves of the opportunity to speak with Ms. Aicardi.

By and large Ms. Aicardi believes the data and methodology in the prior plan were correct. She did note that there appear to be some inaccuracies or miscalculations in certain elements of the prior study.

It is critically important that we have an accurate classification and compensation plan. A good pay plan keeps us competitive in the market, ensures fair pay for our employees, and protects the Town. It also provides a roadmap for employees to progress through the pay bands. The absence of a classification and compensation plan in the past led to the pay inequities the Board directed me to rectify.

In an effort to ensure our plan is accurate and has the confidence of employees I asked the Collins Center to provide a proposal to undertake a new classification and compensation study. This will include a review and update of job descriptions, classification of positions, undertaking a market survey, and preparing draft and final reports. A copy of the Collins Center proposal is attached.

Before executing the contract and undertaking the work I want to be sure this is still the direction in which the Board wants to head.

I look forward to discussing this in greater detail.

PROPOSED SCOPE OF SERVICES

Classification and Compensation Review

The proposed scope of work provides the Edward J. Collins Jr. Center for Public Management's (Center) understanding of the background and requirements of this engagement and its proven methodology to conduct these studies. The following sections describe the Center's approach to completing the project.

TASK 1. Meet with the Town Administrator to obtain the context for the Review of Policies and refine the scope as needed.

The Center will meet with the Town Administrator to refine the scope of the project and to identify specific concerns.

TASK 2 Review and Update Existing Position Descriptions

The Center will review, receive input from incumbents of positions and update position descriptions as warranted.

- Incumbents of study positions will be given a Position Description Review Worksheet which requests the incumbent to provide information on the accuracy of the existing description, offer edits and suggestions to ensure descriptions are current and accurate.
- The Center will review the worksheets and meet with the incumbent if necessary to clarify the information.
- Revised descriptions will be distributed for comment
- Comments will be received and incorporated as warranted
- Position descriptions will be finalized

TASK 3 Classification of Positions

The Center will review the current classification of positions and make recommendation for amendments that may necessary after the position description review.

TASK 4 Labor Market Survey

The Center will review the Town's recently collected survey data and conduct further data collection as necessary.

TASK 5 Draft Report

The Center will provide a Draft report which will contain a recommended classification structure, compensation structure and implementation plan. Comments will be submitted by the Town.

TASK 6 Final Report

After receiving comments on the Draft Report, the Center will incorporate comments and appropriate and issue the Final Report and will present the Final Report to the appropriate audience.

RESPONSIBILITIES OF THE COLLINS CENTER

The Center will act at all times in an attentive, ethical, and responsible manner. The Project Manager will be Mary Aicardi, Senior Associate who will be assisted by Elizabeth Corbo, Associate.

RESPONSIBILITIES OF THE TOWN

The Town shall agree to provide necessary access to its employees and records and to respond to requests for information and comment in a timely manner. In addition, the Town Administrator or her designee will have complete responsibility for organizing meetings and for communicating the nature and value of the project to employees and managers.

FEES AND EXPENSES

The all-inclusive professional fee for the project is: \$4500. The fee will be invoiced at the conclusion of the project.

PROJECT MANAGER

MARY FLANDERS AICARDI

Mary Aicardi brings more than twenty years of experience in public sector human resources administration and labor relations to the Center. She served for more than eight years as the Personnel Director for the town of Watertown, Massachusetts, where she negotiated numerous collective bargaining agreements on behalf of Town management. Additionally, Aicardi has worked as the Assistant Personnel Director for the Town of Barnstable, Massachusetts and as a volunteer recruiter for a non-profit agency. Aicardi has conducted human resources audits and has reviewed, and modernized classification and compensation plans for several municipalities, including a large-scale study of 150 non-union positions for the City of Somerville. She has drafted numerous human resource policies and personnel plans. Aicardi has conducted numerous training programs on a wide range of human resources topics, including leadership training, performance appraisal, progressive discipline, and sexual harassment prevention. Aicardi holds an M.P.A. and a Bachelor's Degree in Political Science from the University of Massachusetts at Amherst. She is certified by the Massachusetts Commission Against Discrimination as a trainer of discrimination and sexual harassment prevention.

JOB DESCRIPTION REVIEW WORKSHEET

Please take a few moments to review the attached job description. We are not looking to re-write this job description, rather update where needed. Job descriptions need not include every single duty or responsibility but should capture the nature and feel of the position. The most important review to be done is in the area of supervision and essential functions. You will be offered an individual meeting to discuss the position you hold. ***PLEASE FEEL FREE TO ADD PAGES IF NECESSARY.***

Employee Name:	
Position Title:	
Department:	
Supervisor's Name	
Hours Per Week	
Grade/Step or Salary	

SUPERVISION

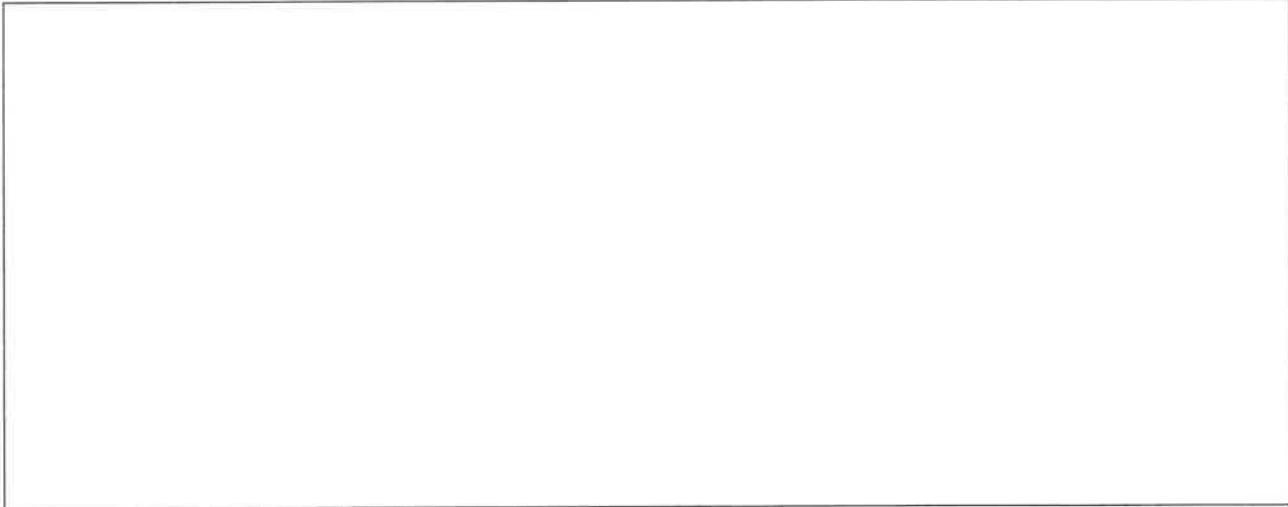
Do you supervise? If so, do you hire and evaluate? Please list the titles of those you supervise.

ESSENTIAL FUNCTIONS

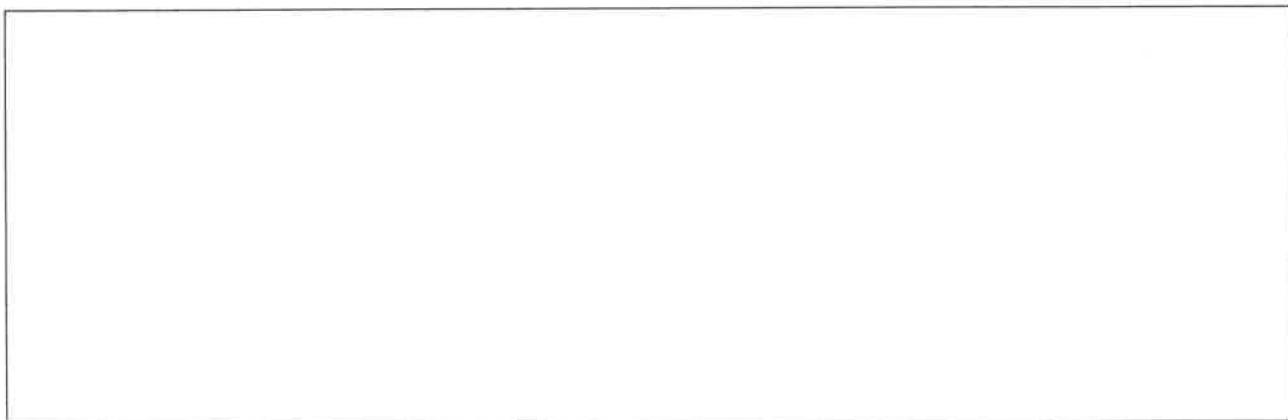
Please indicate on your existing job description which duties, comments, etc. are no longer accurate. Please use the space here to add essential functions that may need to be included, updated, etc.

OTHER SECTIONS:

Please review the entire description and add any areas that need updating. Indicate the section and the update.

A large, empty rectangular box with a thin black border, intended for the user to provide additional comments or updates regarding other sections of the document.**ADDITIONAL COMMENTS:**

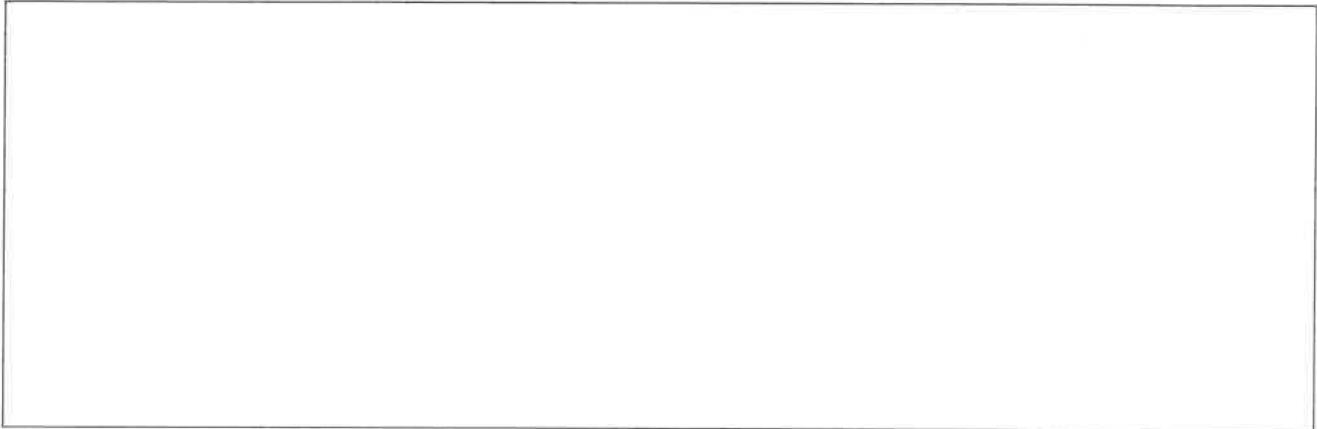
Please tell us anything you feel we should know to understand the position you hold.

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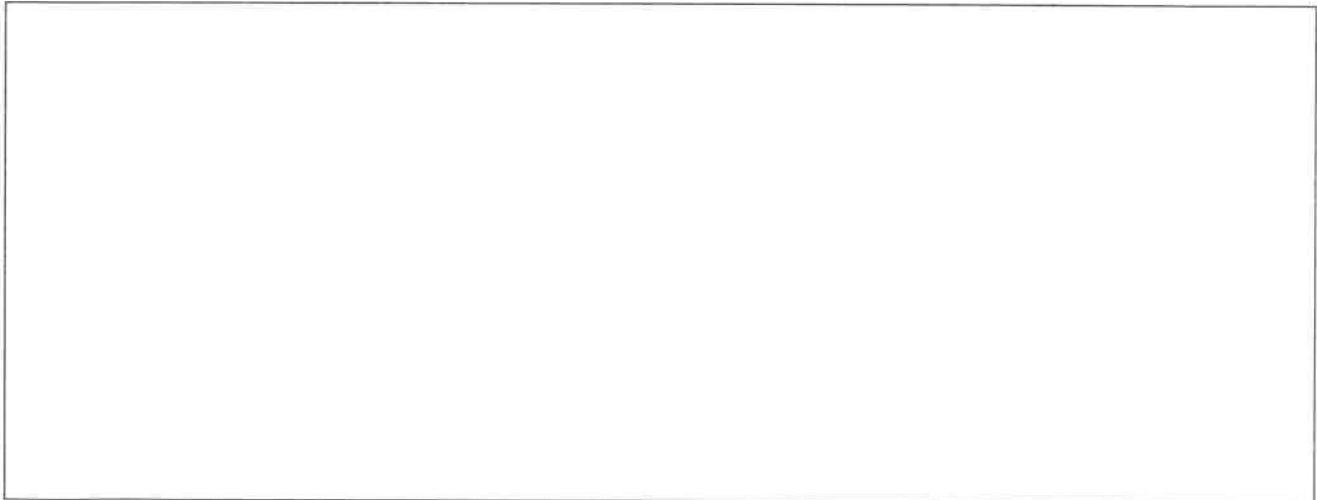
COMMENTS OF THE DEPARTMENT HEAD OR SUPERVISOR:

Supervisor's Additional Comments:

Please add any exceptions or additions to the information that has been provided by the employee. **Please do not change any of the employee's responses.**



Please list any additional duties that are not listed by the employee.



Supervisor Signature: _____ **Date:** _____



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7

MEMORANDUM

TO: Middleton Select Board

FROM: Andrew J. Sheehan, Town Administrator

SUBJ.: American Recovery Plan Act (ARPA)
Establishment of Priorities

DATE: September 7, 2021

The American Rescue Plan Act (ARPA) was passed on March 11, 2021. It distributes Coronavirus State and Local Fiscal Recovery Funds to states, counties, and municipalities. Middleton will receive a total of \$3,021,948. This is made up of \$1,058,199 in non-entitlement (direct) aid and \$1,963,749 in non-functional county redistribution.

The ARPA funds may be applied to a range of activities within several broad categories. These categories are:

- Public Health /Negative Economic Impacts
- Premium Pay
- Revenue Loss
- Investments in Water, Sewer, and Broadband Infrastructure

Funds must be committed by December 31, 2024 and spent by December 31, 2026. This gives us ample time to vet and decide on projects, and then move into project execution.

There is broad discretion in the use of ARPA funds. Unfortunately, there is no provision for advance approval. Recipients are responsible for determining if the proposed use falls within an eligible category. Periodic reports are required and use of the funds will be audited. Funds spent on ineligible projects will likely have to be repaid. For this reason, it is prudent for us to move forward with spending that is unquestionably within the bounds of the law.

Over the summer I started a conversation with department heads on possible uses of ARPA funds. Also, a regional group of North Shore managers and administrators is meeting to share ideas. This group is assisted by staff from the Metropolitan Area Planning Council (MAPC) which may provide fiscal and administrative support.

Preliminary ideas include funding for public health, water system upgrades, stormwater investments, energy efficiency initiatives, technology to expand online operations, economic

development investments, and administration. The final decision for use of funds rests with the Select Board.

Cities and towns are employing numerous methods to inform their decision-making. Some communities are using online surveys to gather resident input. Many communities are holding public input sessions to get resident feedback. The Board's preference on public input will be key as we move forward toward project identification.

As noted above, there is no rush to identify spending. However, our use of ARPA funds will likely impact our operating and capital budgets. For this reason, we should begin the process of identifying funding priorities. As those priority areas are identified I will work with departments to identify specific projects and gather cost estimates. This will then be brought to the Board for approval.

I look forward to discussing this in greater detail.



U.S. DEPARTMENT OF THE TREASURY

Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State & Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the unequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

Indirect Recipients

- Non-entitlement units (\$19.5 billion)



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



For More Information: Please visit www.treasury.gov/SLFRP

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email SLFRP@treasury.gov for additional information



Example Uses of Funds

Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to a counterfactual trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments



Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs



Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages



Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund



Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.

FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs

May 10, 2021

Aid to state, local, territorial, and Tribal governments will help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery

Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. With the launch of the Coronavirus State and Local Fiscal Recovery Funds, eligible jurisdictions will be able to access this funding in the coming days to address these needs.

State, local, territorial, and Tribal governments have been on the frontlines of responding to the immense public health and economic needs created by this crisis – from standing up vaccination sites to supporting small businesses – even as these governments confronted revenue shortfalls during the downturn. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide other services that communities rely on. Faced with these challenges, state and local governments have cut over 1 million jobs since the beginning of the crisis. The experience of prior economic downturns has shown that budget pressures like these often result in prolonged fiscal austerity that can slow an economic recovery.

To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, the American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Today, Treasury is launching this much-needed relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

Starting today, eligible state, territorial, metropolitan city, county, and Tribal governments may request Coronavirus State and Local Fiscal Recovery Funds through the Treasury Submission Portal. Concurrent with this program launch, Treasury has published an Interim Final Rule that implements the provisions of this program.

FUNDING AMOUNTS

The American Rescue Plan provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to help eligible state, local, territorial, and Tribal governments meet their present needs and build the foundation for a strong recovery. Congress has allocated this funding to tens of thousands of jurisdictions. These allocations include:

Type	Amount (\$ billions)
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cities	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-Entitlement Units of Local Government	\$19.5

Treasury expects to distribute these funds directly to each state, territorial, metropolitan city, county, and Tribal government. Local governments that are classified as non-entitlement units will receive this funding through their applicable state government. Treasury expects to provide further guidance on distributions to non-entitlement units next week.

Local governments should expect to receive funds in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. States that have experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification will receive their full allocation of funds in a single payment; other states will receive funds in two equal tranches. Governments of U.S. territories will receive a single payment. Tribal governments will receive two payments, with the first payment available in May and the second payment, based on employment data, to be delivered in June 2021.

USES OF FUNDING

Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Within these overall categories, Treasury's Interim Final Rule provides guidelines and principles for determining the types of programs and services that this funding can support, together with examples of allowable uses that recipients may consider. As described below, Treasury has also designed these provisions to take into consideration the disproportionate impacts of the COVID-19 public health emergency on those hardest-hit by the pandemic.

1. Supporting the public health response

Mitigating the impact of COVID-19 continues to require an unprecedented public health response from state, local, territorial, and Tribal governments. Coronavirus State and Local Fiscal Recovery Funds provide resources to meet these needs through the provision of care for those impacted by the virus and through services that address disparities in public health that have been exacerbated by the pandemic. Recipients may use this funding to address a broad range of public health needs across COVID-19 mitigation, medical expenses, behavioral healthcare, and public health resources. Among other services, these funds can help support:

- **Services and programs to contain and mitigate the spread of COVID-19, including:**
 - ✓ Vaccination programs
 - ✓ Medical expenses
 - ✓ Testing
 - ✓ Contact tracing
 - ✓ Isolation or quarantine
 - ✓ PPE purchases
 - ✓ Support for vulnerable populations to access medical or public health services
 - ✓ Public health surveillance (e.g., monitoring for variants)
 - ✓ Enforcement of public health orders
 - ✓ Public communication efforts
 - ✓ Enhancement of healthcare capacity, including alternative care facilities
 - ✓ Support for prevention, mitigation, or other services in congregate living facilities and schools
 - ✓ Enhancement of public health data systems
 - ✓ Capital investments in public facilities to meet pandemic operational needs
 - ✓ Ventilation improvements in key settings like healthcare facilities

- **Services to address behavioral healthcare needs exacerbated by the pandemic, including:**
 - ✓ Mental health treatment
 - ✓ Substance misuse treatment
 - ✓ Other behavioral health services
 - ✓ Hotlines or warmlines
 - ✓ Crisis intervention
 - ✓ Services or outreach to promote access to health and social services
- **Payroll and covered benefits expenses** for public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response. For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response.

2. Addressing the negative economic impacts caused by the public health emergency

The COVID-19 public health emergency resulted in significant economic hardship for many Americans. As businesses closed, consumers stayed home, schools shifted to remote education, and travel declined precipitously, over 20 million jobs were lost between February and April 2020. Although many have since returned to work, as of April 2021, the economy remains more than 8 million jobs below its pre-pandemic peak, and more than 3 million workers have dropped out of the labor market altogether since February 2020.

To help alleviate the economic hardships caused by the pandemic, Coronavirus State and Local Fiscal Recovery Funds enable eligible state, local, territorial, and Tribal governments to provide a wide range of assistance to individuals and households, small businesses, and impacted industries, in addition to enabling governments to rehire public sector staff and rebuild capacity. Among these uses include:

- **Delivering assistance to workers and families**, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity. In addition, these funds can support survivor's benefits for family members of COVID-19 victims.
- **Supporting small businesses**, helping them to address financial challenges caused by the pandemic and to make investments in COVID-19 prevention and mitigation tactics, as well as to provide technical assistance. To achieve these goals, recipients may employ this funding to execute a broad array of loan, grant, in-kind assistance, and counseling programs to enable small businesses to rebound from the downturn.
- **Speeding the recovery of the tourism, travel, and hospitality sectors**, supporting industries that were particularly hard-hit by the COVID-19 emergency and are just now beginning to mend. Similarly impacted sectors within a local area are also eligible for support.
- **Rebuilding public sector capacity**, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.

3. Serving the hardest-hit communities and families

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts. For example, counties with high poverty rates also have the highest rates of infections and deaths, with 223 deaths per 100,000 compared to the U.S. average of 175 deaths per 100,000.

Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households. Eligible services include:

- **Addressing health disparities and the social determinants of health**, through funding for community health workers, public benefits navigators, remediation of lead hazards, and community violence intervention programs;
- **Investments in housing and neighborhoods**, such as services to address individuals experiencing homelessness, affordable housing development, housing vouchers, and residential counseling and housing navigation assistance to facilitate moves to neighborhoods with high economic opportunity;
- **Addressing educational disparities** through new or expanded early learning services, providing additional resources to high-poverty school districts, and offering educational services like tutoring or afterschool programs as well as services to address social, emotional, and mental health needs; and,
- **Promoting healthy childhood environments**, including new or expanded high quality childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

Governments may use Coronavirus State and Local Fiscal Recovery Funds to support these additional services if they are provided:

- within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
- to families living in Qualified Census Tracts;
- by a Tribal government; or,
- to other populations, households, or geographic areas disproportionately impacted by the pandemic.

4. Replacing lost public sector revenue

State, local, territorial, and Tribal governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recovery Funds to avoid cuts to government services. With these additional resources, recipients can continue to provide valuable public services and ensure that fiscal austerity measures do not hamper the broader economic recovery.

Many state, local, territorial, and Tribal governments have experienced significant budget shortfalls, which can yield a devastating impact on their respective communities. Faced with budget shortfalls and pandemic-related uncertainty, state and local governments cut staff in all 50 states. These budget shortfalls and staff cuts are particularly problematic at present, as these entities are on the front lines of battling the COVID-19 pandemic and helping citizens weather the economic downturn.

Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue. Specifically, recipients will compute the extent of their reduction in revenue by comparing their actual revenue to an alternative representing what could have been expected to occur in the absence of the pandemic. Analysis of this expected trend begins with the last full fiscal year prior to the public health emergency and projects forward at either (a) the recipient's average annual revenue growth over the three full fiscal years prior to the public health emergency or (b) 4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).

For administrative convenience, Treasury's Interim Final Rule allows recipients to presume that any diminution in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Upon receiving Coronavirus State and Local Fiscal Recovery Funds, recipients may immediately calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall. Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a lagged impact of the crisis on revenues.

Importantly, once a shortfall in revenue is identified, recipients will have broad latitude to use this funding to support government services, up to this amount of lost revenue.

5. Providing premium pay for essential workers

Coronavirus State and Local Fiscal Recovery Funds provide resources for eligible state, local, territorial, and Tribal governments to recognize the heroic contributions of essential workers. Since the start of the public health emergency, essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide care for others.

Many of these essential workers have not received compensation for the heightened risks they have faced and continue to face. Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present at their jobs including, among others:

- ✓ Staff at nursing homes, hospitals, and home-care settings
- ✓ Workers at farms, food production facilities, grocery stores, and restaurants
- ✓ Janitors and sanitation workers
- ✓ Public health and safety staff
- ✓ Truck drivers, transit staff, and warehouse workers
- ✓ Childcare workers, educators, and school staff
- ✓ Social service and human services staff

Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

In addition, employers are both permitted and encouraged to use Coronavirus State and Local Fiscal Recovery Funds to offer retrospective premium pay, recognizing that many essential workers have not yet received additional compensation for work performed. Staff working for third-party contractors in eligible sectors are also eligible for premium pay.

6. Investing in water and sewer infrastructure

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

Recipients may use this funding to invest in an array of drinking water infrastructure projects, such as building or upgrading facilities and transmission, distribution, and storage systems, including the replacement of lead service lines.

Recipients may also use this funding to invest in wastewater infrastructure projects, including constructing publicly-owned treatment infrastructure, managing and treating stormwater or subsurface drainage water, facilitating water reuse, and securing publicly-owned treatment works.

To help jurisdictions expedite their execution of these essential investments, Treasury's Interim Final Rule aligns types of eligible projects with the wide range of projects that can be supported by the Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund. Recipients retain substantial flexibility to identify those water and sewer infrastructure investments that are of the highest priority for their own communities.

Treasury's Interim Final Rule also encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

7. Investing in broadband infrastructure

The pandemic has underscored the importance of access to universal, high-speed, reliable, and affordable broadband coverage. Over the past year, millions of Americans relied on the internet to participate in remote school, healthcare, and work.

Yet, by at least one measure, 30 million Americans live in areas where there is no broadband service or where existing services do not deliver minimally acceptable speeds. For millions of other Americans, the high cost of broadband access may place it out of reach. The American Rescue Plan aims to help remedy these shortfalls, providing recipients with flexibility to use Coronavirus State and Local Fiscal Recovery Funds to invest in broadband infrastructure.

Recognizing the acute need in certain communities, Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.

Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100

Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

8. Ineligible Uses

Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of their communities.

To ensure that these funds are used for their intended purposes, the American Rescue Plan Act also specifies two ineligible uses of funds:

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.** The American Rescue Plan ensures that funds needed to provide vital services and support public employees, small businesses, and families struggling to make it through the pandemic are not used to fund reductions in net tax revenue. Treasury's Interim Final Rule implements this requirement. If a state or territory cuts taxes, they must demonstrate how they paid for the tax cuts from sources other than Coronavirus State Fiscal Recovery Funds—by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be paid back to the Treasury.
- **No recipient may use this funding to make a deposit to a pension fund.** Treasury's Interim Final Rule defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions for employees whose wages and salaries are an eligible use of funds.

Treasury's Interim Final Rule identifies several other ineligible uses, including funding debt service, legal settlements or judgments, and deposits to rainy day funds or financial reserves. Further, general infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision. While the program offers broad flexibility to recipients to address local conditions, these restrictions will help ensure that funds are used to augment existing activities and address pressing needs.

Michelle Creasi

From: Meagan Wood <meagan@fmpproductions.com>
Sent: Thursday, April 08, 2021 10:50 AM
To: Michelle Creasi
Subject: Bourque Family Foundation 7.7K

9.

Good Morning Michelle,

I hope all is well with you! I am reaching out today because we are currently in the process of coordinating the Bourque Family Foundation 7.7K Road Race on September 26th, 2021. Road races are not permitted by the state of Massachusetts until Phase IV, Step 2, which of course we are not currently in, but we are hoping with the vaccination track we are on we will be able to host this event in the fall and want to make sure we are prepared to do so.

We will be sure to be hosting this event with all protocols that the state requires and ensuring that we are having a safe and socially distant experience for all of our participants, while still being able to host one of our largest fundraising efforts of the year. I know typically all you require is the letter of request, which I send over every year prior to the event, but with the regulations not currently lining up with what we are looking to be able to do 6 months from now, I was hoping you may be able to provide some insight on if it makes sense for me to submit this information to you now and if you are able to work through your approval process with the contingency that the event will be following all active COVID-19 protocols that are in place at the time of the event.

I am extremely grateful for all of your help and support throughout the past with this event and we are excited to be able to be back at Ferncroft Country Club hosting this event yet again! Any information or recommendations you would be able to provide would be extremely helpful.

Thank you so much!

--
Meagan Wood
Account Manager | FMP Productions

800 West Cummings Park, Suite 3700 - Woburn, MA 01801

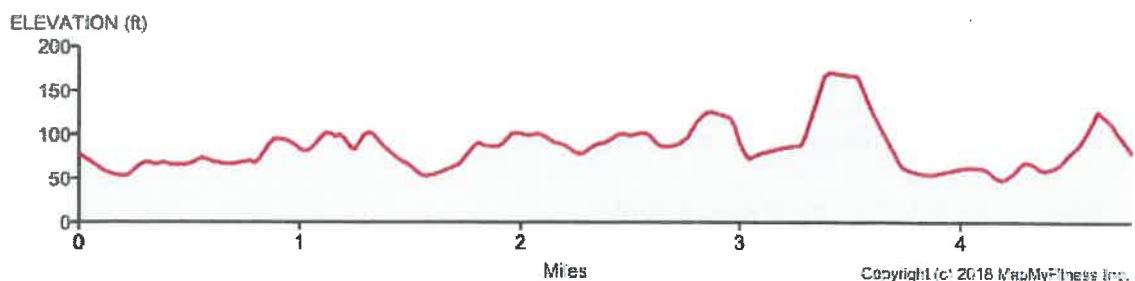
Office: (781) 305-4893
Cell: (603) 651-6850
www.fmpproductions.com

Bourque Family Foundation 7.7 K

Distance: 4.79 mi

Elevation Gain: 279 ft

Elevation Max: 172 ft

Notes

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[Sign Up](#)[Donate](#)

Bourque Family Foundation 7.7K Road Race

Sun September 26, 2021

Middleton, MA 01949 US [Directions](#)



SCHEDULE & CLOSURES

EVENT SCHEDULE

12:30 PM | REGISTRATION OPENS

2:30 PM | RACE BEGINS

2:45 PM | AFTER PARTY BEGINS

5:30 PM | EVENT CONCLUDES

ROAD CLOSURE SCHEDULE

To ensure our runners' safety, there will be temporary road closures on Sunday, September 26th due to the 7.7K Road Race. This year, we have altered our road closure strategy and Start/Finish line set up slightly to best accommodate both our participants and the community. Please review the road closure schedule below. If you have any questions regarding the road closures, please contact us at info@bourquefamilyfoundation.org.

2:20 PM | ROAD CLOSURE ON LOCUST STREET, FROM COPPERMINE ROAD TO EAST STREET

2:20 PM | LANE CLOSURE ON LOCUST STREET, FROM COPPERMINE ROAD TO VILLAGE

ROAD

2:20 PM | LANE CLOSURE ON VILLAGE ROAD, FROM LOCUST STREET TO COUNTRY CLUB LANE

2:20 PM | LANE CLOSURE ON COPPERMINE ROAD (OPEN TO RESIDENTS ONLY)

2:30 PM | RACE BEGINS

3:00 PM | LANE CLOSURE ON LOCUST STREET, FROM COPPERMINE ROAD TO EAST STREET

3:45 PM | ALL ROADS REOPEN FULLY

5:30 PM | EVENT CONCLUDES

3.01 mi Direct/offroad route segment

3.01 mi Head southwest

3.02 mi Slight left

3.13 mi Head southeast toward Locust St

3.25 mi Head south toward Locust St

3.26 mi Turn right onto Locust St

3.38 mi Turn right onto Coppermine Rd

3.42 mi Destination

SPECIAL TOWN MEETING FALL 2021 TABLE OF CONTENTS

8-

Potential Tuesday dates: October 19, 26; November 2, 9, 16; December 7, 14

1. Committee Reports: Zoning Bylaw Review Committee
2. FY22 Supplemental Appropriations/Transfers
3. Fund collective bargaining agreement: Call Fire Fighters
4. Fund collective bargaining agreement: AFSCME Public Works
5. Fund collective bargaining agreement: MBPA Police
6. Pay Bills of Prior Fiscal Years (9/10 majority)
7. Transfers to Reserve Accounts
8. Adopt GL c. 40, s. 5B Establishing Facilities Complex Stabilization Fund (2/3 majority)
9. Transfer from Free Cash to Facilities Complex Stabilization Fund
10. Transfer from Free Cash to Sidewalk & Pedestrian Stabilization Fund (\$158,800 as of 6/30/21)
11. Rescind Borrowing Authorization Approved Under Article ____ of the 1997 Annual Town Meeting (Septic Loans under Massachusetts Water Pollution Abatement Trust)
12. Appropriate funds to invest in information technology upgrades (cybersecurity)
13. Authorize execution of a release deed for property in Haswell Park
14. __

Correspondence and informational materials

Andrew Sheehan

From: Scott Morrison <smorrison@tritownschoolunion.com>
Sent: Thursday, September 02, 2021 12:27 PM
To: Andrew Sheehan; Natasha Bansfield
Subject: Response Regarding Board Meetings

Hi Andy (cc to Natasha),

I wanted to follow-up on your question about whether Town boards and committees (who would like to start meeting in-person again) would have to wear masks if the meeting was held at a school. I referred the question to the TTU health nurse, who based her response off of current DPH/DESE guidelines, which is that all visitors to a school need to be masked (until, at least, October 1st) and that would include Town Board and Committees if said meetings were held in schools.

Natasha - cc-ing you on this email to Andy because that would also hold true for, at least, our September MSC meeting.

Scott



Implementation of DESE Mask Requirement

August 25, 2021

At the special meeting of the Board of Elementary and Secondary Education (Board) on August 24, 2021, the Board voted to declare “exigent circumstances” pursuant to the Student Learning Time (SLT) regulations, 603 CMR 27.08 (1), and authorized the Commissioner of Elementary and Secondary Education to require masks for public school students (age 5 and above) and staff in all grades through at least October 1, 2021. The mask requirement is an important additional measure to keep students safe in school at this time.¹

Consistent with the authority provided by the Board, and after consulting with medical experts and state health officials, the Commissioner is implementing the following requirements:²

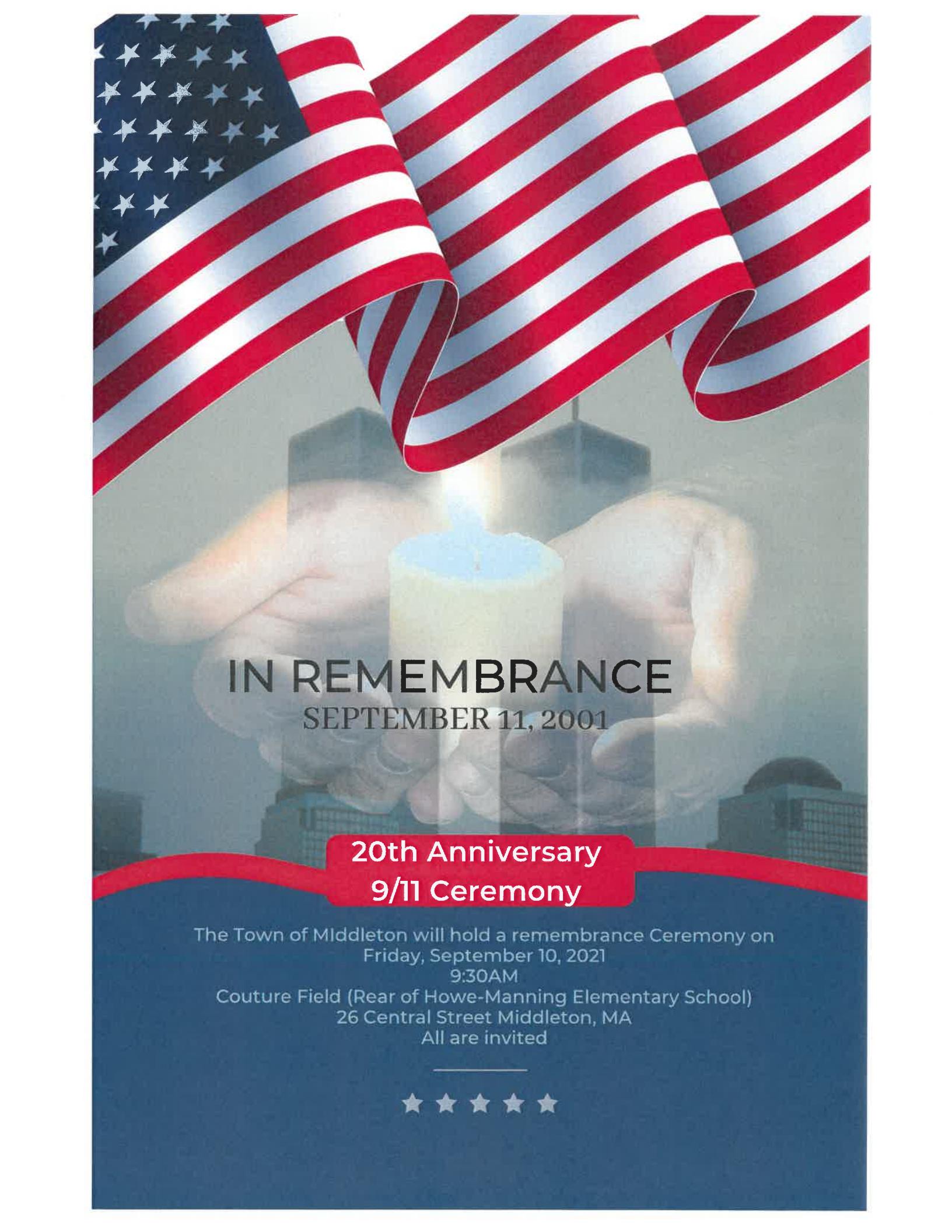
- **Effective immediately**, public school students (age 5 and above) and staff in all grades are required to wear masks indoors in schools, except as noted below. Masks are not required when outdoors. All visitors are also expected to wear a mask in school buildings.
- The mask requirement will be in place until at least October 1, 2021. The Commissioner will revisit the requirement in the near future to revise it as warranted by public health data.
- Masks should cover an individual’s nose and mouth. For more information about appropriate mask use, please see: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>.
- It is strongly recommended that students younger than age 5 also wear a mask in school.
- Students and staff who cannot wear a mask for medical reasons, and students who cannot wear a mask for behavioral reasons, are exempted from the requirement. Face shields may be an option for students with medical or behavioral needs who are unable to wear masks or face coverings. Transparent masks may be the best option for both teachers and students in classes for deaf and hard of hearing students.
- The mask requirement applies when students and staff are indoors at school, except when eating, drinking, or during mask breaks.

¹ The mask requirement is an exercise of the Board’s responsibility to ensure students attend classes in a safe environment. G.L. c. 69, § 1B. It is also an exercise of the Board’s authority to set policies relative to children’s education, including ensuring that students receive the required amount of structured learning time through in-person instruction. G.L. c. 69, §§ 1, 1B, 1G; G.L. c. 71, §§ 1 & 4A; 603 CMR 27.08.

² This requirement applies to all public schools, including charter schools, vocational technical schools, and educational collaboratives. It also applies to approved private special education schools.

- Mask breaks may occur throughout the day. If feasible, breaks should occur when the windows are open or students are outdoors. As a reminder, meals and outdoor recess provide built-in mask breaks for students and staff.
- Masks may also be removed indoors when necessary to participate in elective classes, such as the use of wind instruments in band. When traditional masks cannot be worn, districts should consider additional mitigations, such as the use of instrument masks (masks with a slit or hole cut for the mouthpiece) or bell covers, along with physical distancing or outdoor classes as feasible.
- Masks are required for any sports-related activity for student-athletes and coaches when indoors, in alignment with guidance provided by the Massachusetts Interscholastic Athletic Association (MIAA).
- Masks should be provided by the student/family, but disposable masks should be made available by the school for students who need them.
- By federal public health order, all students and staff are required to wear a mask on school buses.
- Whether and when a student should be disciplined for failure to wear a mask is a local decision, guided by the district's student discipline policy and the particular facts. Districts should consult with their legal counsel to address these matters. Districts should provide written notice to students and families about expectations and potential consequences, and are encouraged to use a progressive discipline approach. The mask requirement includes an exemption for students who cannot wear a mask due to medical conditions or behavioral needs. Further, some students with disabilities may need additional supports to wear masks and may need to be accommodated. Districts are encouraged to consider and implement alternatives before resorting to disciplinary exclusion. Keeping students connected with school is especially important this fall, as students return to school after a challenging school year.
- As provided by the Student Learning Time regulations, each district must submit a plan confirming that their health and safety procedures are consistent with the mask requirement. The Department of Elementary and Secondary Education (DESE) will provide districts with a survey link on August 27, 2021, through which they can confirm they are implementing a mask requirement. Submission of the survey response will be required no later than Friday, September 3, 2021, and will satisfy the plan requirement.

After October 1, 2021, if a school demonstrates a vaccination rate of 80% or more of students and staff in the school, then vaccinated individuals in that school would no longer be subject to the DESE mask requirement. DESE will provide additional information to districts in the coming weeks in preparation for the October 1 date, including how to demonstrate the 80% vaccination rate threshold.



IN REMEMBRANCE

SEPTEMBER 11, 2001

20th Anniversary 9/11 Ceremony

The Town of Middleton will hold a remembrance Ceremony on
Friday, September 10, 2021
9:30AM

Couture Field (Rear of Howe-Manning Elementary School)
26 Central Street Middleton, MA
All are invited





MBTA Advisory Board

177 Tremont Street, Boston, MA 02111

Tel: (617) 426-6054 Fax: (617) 451-2054

August 18, 2021

TO: Chief Elected Officials

FR: Brian Kane, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council

RE: Municipal Elections to the Boston Region Metropolitan Planning Organization

IMPORTANT DATES:

- **Nomination Papers Due – Friday, October 1, 2021, by 5:00 PM, to**
<https://mapc.seamlessdocs.com/f/MPO2021Nomination>

We are pleased to forward a copy of the election procedures for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO). The MPO is responsible for planning and programming financial resources for a multi-modal transportation system for the 101 municipalities in the Boston region. (An overview of MPO member responsibilities is included as Attachment C of the Official Notice of Elections.)

There are four seats on the MPO up for election:

One (1) city from the Boston MPO region.

One (1) town the Boston MPO region.

One (1) municipality from the North Suburban Planning Council (NSPC) sub-region.

One (1) municipality from the Three Rivers Interlocal Council (TRIC) sub-region.

Any municipality located in the two above mentioned sub-regions, or any city or town, may seek nominations to run for those respective open sub-regional seats.

The MPO has 22 voting members, which currently include:

State members

Massachusetts Department of Transportation (MassDOT) with three seats appointed by the Secretary of Transportation, at least one of which is from its:

Highway Division;

Massachusetts Bay Transportation Authority (MBTA);

Massachusetts Port Authority (Massport).

Regional members

Metropolitan Area Planning Council (MAPC);
MBTA Advisory Board;
Regional Transportation Advisory Council (RTAC).

Current municipal members

City of Boston with two seats

Twelve (12) elected municipalities, one seat each from the eight MAPC sub-regions.

Inner Core Committee: Somerville

Three Rivers Inter-local Council: Norwood

South West Area Planning Committee: Medway

MetroWest Regional Collaborative: Framingham

North Suburban Planning Council: Woburn

North Shore Task Force: Beverly

Minuteman Advisory Group on Inter-local Coordination: Acton

South Shore Coalition: Rockland

Two (2) cities filling at-large seats: Newton and Everett

Two (2) towns filling at-large seats: Arlington and Brookline

All elected municipal seats (including the sub-regional seats) are elected by all of the 97 municipalities in the Boston Region MPO area. Each of the 97 municipalities may vote for one (1) municipality for each of the four (4) open sub-regional seats.

The election will be conducted by electronic submission of ballots, which will be due by October 26, 2021, exact date and time TBD.

In order to qualify to be on the ballot, each chief elected official who wishes to be a candidate must secure the signatures of five chief elected officials in the region, including their own. **Chief elected officials may only sign nomination papers for one municipality per open seat.** **Nominations are due to MAPC by 5:00 PM on Friday, October 1, 2021 and must be submitted to <https://mapc.seamlessdocs.com/f/MPO2021Nomination>**

A copy of the official notice and procedures for nomination and election to the MPO are attached. We appreciate your interest in this important matter and look forward to your participation. If you have questions, please call Eric Bourassa (617) 933-0740 or Brian Kane at (617) 426-6054.

Attachments

Official Notice, including Attachments A - C

Official Notice

2021 Boston Region MPO Municipal Election Procedures

At the Metropolitan Area Planning Council's (MAPC) Fall Council meeting the elections will be announced for four (4) of the twelve (12) elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

The municipalities running for these seats will be elected to the MPO by the chief elected officials of the 97 municipalities which constitute the Boston metropolitan region. Pursuant to the MPO Memorandum of Understanding, approved on July 7, 2011, MAPC and the MBTA Advisory Board (Advisory Board) administer the election of the municipal representatives to the MPO.

Boston MPO Seats Up for Election in 2021:

One (1) city from the Boston MPO region.

One (1) town the Boston MPO region.

One (1) municipality from the North Suburban Planning Council (NSPC) sub-region.

One (1) municipality from the Three Rivers Interlocal Council (TRIC) sub-region.

Terms of election on the MPO are for three years.

Nomination Process

Nominees for the elected municipal seats shall be the chief elected official of the municipality. In cities this is the Mayor or, if the city does not have the office of Mayor, then the Chair of the Council, with the exception of Plan E cities (ex: Cambridge) in which case it shall be the City Manager. In towns, the chief elected official is the Chair of the Select Board. The MPO will accept the Chair's nomination of a candidate whether or not the full Select Board has voted it.

A nominee for an open municipal seat must receive five nominations made by any chief elected official from the Boston region, regardless of which sub-region they are from. A chief elected official may nominate his or her municipality and that nomination shall count as one of the five nominations needed to place a municipality on the ballot. Each chief elected official may only nominate one municipality per open seat.

Nominations are due on Friday, October 1st, 2021 to MAPC by 5:00 PM and must be submitted electronically at <https://mapc.seamlessdocs.com/f/MPO2021Nomination>

MAPC will follow-up with the nominating municipal CEOs by phone or email to confirm their nomination.

Nomination papers shall include a statement of candidacy (250 word limit) of the community, also due at this time.

Voting Process

Each of the 97 municipalities may vote for one (1) municipality for each of the four (4) open seats.

Ballot

A ballot will be prepared by MAPC and the Advisory Board based on the certification of nominations. The ballot shall contain a list of the nominated municipalities. Candidate communities shall appear on the ballot in an order drawn by lot by designated officers of MAPC and the Advisory Board. The subregion of each of the communities shall be identified on the ballot. The ballot will be submitted electronically to MAPC by the municipal CEO.

Opportunities for Discussion with Representatives of the Candidate Communities

The Metropolitan Area Planning Council and the MBTA Advisory Board shall provide appropriate opportunity for the electorate to meet representatives of candidate communities. In 2021, this may be accomplished by holding a virtual Candidates Forum if needed.

Election

The election will be held through the submission of ballots electronically to MAPC. Electronic ballots will be emailed from MAPC to the chief elected official of each municipality in the Boston MPO region. Ballots will then be filled out and signed by the chief elected official and submitted to MAPC by the date of the MAPC Fall Council meeting, tentatively scheduled for October 27, 2021. A forthcoming correspondence will explain the ballot submittal process in more detail and provide the deadline.

The MPO seat is held by the municipality. The chief elected official (or their official designee) shall represent the municipality throughout the municipality's term of office.

The designated officers of MAPC and of the Advisory Board shall certify the results of the election to the chairman of the MPO by 12 noon on the Monday following the election.

MAPC Sub-regions

SUBREGION	COMMUNITIES
North Shore Task Force	Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, Wenham
North Suburban Planning Council	Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn
Minuteman Advisory Group Interlocal Coordination (MAGIC)	Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Littleton, Lincoln, Maynard, Stow, Sudbury
MetroWest Regional Collaborative	Ashland, Framingham, Holliston, Marlborough, Natick, Southborough, Wayland, Wellesley, Weston
South West Advisory Planning Committee (SWAP)	Bellingham, Dover, Franklin, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn, Wrentham
Three Rivers (TRIC)	Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Walpole, Westwood
South Shore Coalition	Braintree, Cohasset, Hingham, Holbrook, Hull, Marshfield, Norwell, Rockland, Scituate, Weymouth
Inner Core	Arlington, Belmont, Boston, Brookline, Cambridge, Chelsea, Everett, Lynn, Malden, Medford, Melrose, Milton, Newton, Quincy, Revere, Saugus, Somerville, Waltham, Watertown, Winthrop

Boston MPO 97 Cities and Towns

Cities

Beverly	Lynn	Revere
Boston	Malden	Salem
Braintree	Marlborough	Somerville
Cambridge	Medford	Waltham
Chelsea	Melrose	Watertown*
Everett	Newton	Weymouth
Franklin*	Peabody	Woburn
Gloucester	Quincy	
Framingham		

** MAPC Legal Counsel has rendered an opinion that Franklin and Watertown are defined as cities for the purpose of the MPO Election.*

Towns

Acton	Hopkinton	Randolph
Arlington	Hudson	Reading
Ashland	Hull	Rockport
Bedford	Ipswich	Rockland
Bellingham	Lexington	Saugus
Belmont	Lincoln	Scituate
Bolton	Littleton	Sharon
Boxborough	Lynnfield	Sherborn
Brookline	Manchester	Southborough
Burlington	Marblehead	Stoneham
Canton	Marshfield	Stow
Carlisle	Maynard	Sudbury
Cohasset	Medfield	Swampscott
Concord	Medway	Topsfield
Danvers	Middleton	Wakefield
Dedham	Milford	Walpole
Dover	Millis	Wayland
Essex	Milton	Wellesley
Foxborough	Nahant	Wenham
Hamilton	Natick	Weston
Hingham	Needham	Westwood
Holbrook	Norfolk	Wilmington
Holliston	North Reading	Winchester
	Norwell	Winthrop
	Norwood	Wrentham

Overview of MPO Member Responsibilities

Background:

The Metropolitan Planning Organization is established as a required part of the transportation planning process under federal law. It is responsible for planning and programming financial resources for a multi-modal transportation system for the Boston region. The MPO was established in 1973.

The Boston MPO Memorandum of Understanding (MOU) that details the governing structure and process of the MPO can be viewed at www.bostonmpo.org/mou

Specific Responsibilities:

The MPO must prepare and approve several plans and programs on an annual basis. These include:

- The Unified Planning Work Program (UPWP), which programs funds for transportation planning programs in the region;
- The Transportation Improvement Program (TIP), which programs federal, state, and local funding for surface transportation projects (highway and transit).

The MPO also prepares and approves several other plans and programs as necessary. These include:

- The Regional Transportation Plan (RTP), which provides a 25-year plan for the Region's transportation needs and priorities and;
- The conformity of all surface transportation plans and programs with applicable federal laws (including air quality, and the Americans with Disabilities Act).

MPO Meetings:

Meetings are held as needed to accomplish the MPO's business. There are approximately two MPO meetings a month and all but four are held in Boston, during the day, at the state transportation building. Four MPO meetings will be held (one per quarter) outside of Boston. MPO meetings typically begin at 10 AM on the first and third Thursday of the month, and last approximately three hours. The MPO has the authority to establish necessary committees to accomplish its responsibilities. Recent experience suggests that the municipal members of the MPO or their designees attend at least two meetings per month to accomplish the work of the MPO.

As of August, 2021, all MPO meetings are being held virtually, and a virtual component will be included at least until the expiration of *An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency* on April 1, 2022.



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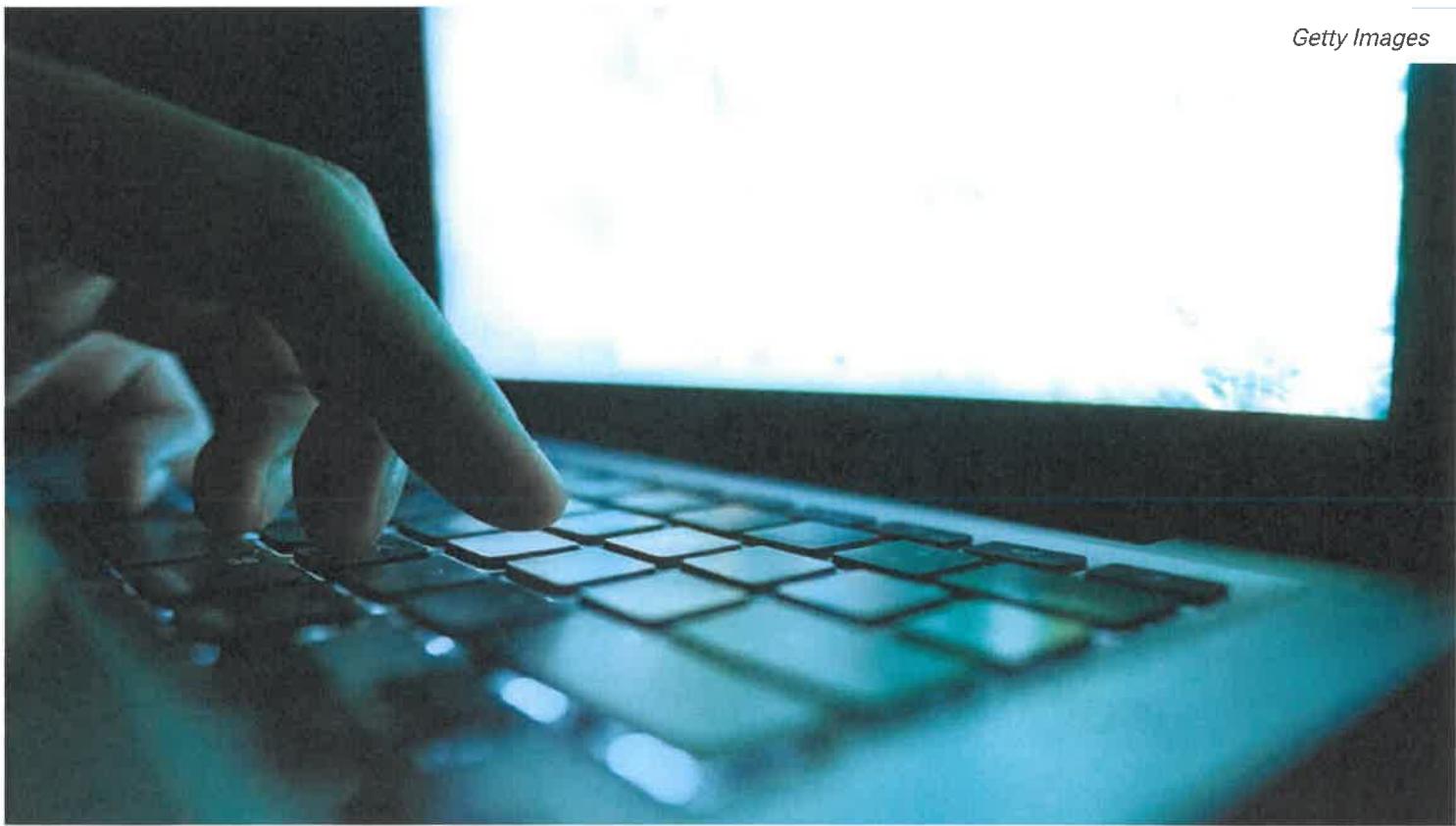
NEW HAMPSHIRE

New Hampshire Town Loses \$2.3M in Taxpayer Money to Cyberattack

"It's really a gut punch, that's for sure," Select Board member William Kennedy said Monday

By [Marc Fortier](#) • Published August 23, 2021 • Updated on August 23, 2021 at 7:56 pm

Getty Images



The town of Peterborough, New Hampshire, said Monday that it has lost \$2.3 million in taxpayer dollars as the result of a cyberattack.

"It pains us to inform the residents and taxpayers of Peterborough that, like so many other towns and cities, we have fallen victim to an internet-based crime that has defrauded our taxpayers of \$2.3m," Select Board Chairman Tyler Ward and Town Administrator Nicole MacStay said in a press release posted to Facebook.

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They said they don't believe the funds can be recovered by reversing the transaction, and they don't know if the losses will be covered by insurance.

"It's really a gut punch, that's for sure," Select Board member William Kennedy said when reached by phone Monday. He said he had already fielded several calls from residents in the hour since the press release was first posted online.

Our redesigned local news and weather app is live! Download it for iOS or Android – and sign up for alerts.

Peterborough, a town of just over 6,000 residents, is located in southern New Hampshire, about 35 miles west of Manchester.

Ward and MacStay said town officials learned on July 26 that the ConVal School District, which serves Peterborough and eight other surrounding towns, had not received its monthly \$1.2 million transfer from the town.

Upon further investigation, town officials realized the town had been victimized by an email-based fraud.

"They were incredibly sophisticated forgeries," MacStay told NBC10 Boston Monday. "These email exchanges, you would have to look much closer than anyone would normally look at an email to see

that they were in fact forgeries. They really understand how these transactions worked, and took the time to understand how we worked with the school district and the vendor to be able to divert the funds the way they did."

Finance Department staff put a stop payment order on the transfer, but the funds had already left the town's account at Peoples United Bank, the town said. Town IT staff also contacted U.S. Secret Service and the cyber security firm ATOM Group.

The Secret Service Cyber Fraud Task Force began tracing the funds through transactions that ultimately converted them to cryptocurrency, the town said. The ATOM Group and the town's IT staff were able to identify email exchanges between Peterborough Finance Department staff and thieves posing as ConVal School District staff using forged documents and email accounts, but they were not able to identify who had perpetrated the fraud.

On Aug. 18, as the original investigation continued, town Finance Department staff learned that two bank transfers meant to go to Beck and Bellucci, the general contractor working on the Main Street Bridge project, had also been fraudulently diverted to thieves through similar means. The Secret Service and ATOM Group were again notified.

Kennedy, who was elected in May, said he was first informed of the fund thefts about a week ago and could hardly believe it.

"It was an anomaly, as it was," he said. "They were apparently just poised to catch us at a vulnerable time. This is a common thing. We transfer funds to ConVal on a monthly basis. This was an automated process. They caught us at a weak moment."

Investigations into the forged email exchanges showed that they originated overseas.

"These criminals were very sophisticated and took advantage of the transparent nature of public sector work to identify the most valuable transactions and focus their actions on diverting those transfers," Ward and MacStay said in their statement.

MacStay said the Secret Service told the town that at least one other community in northern New England had also been targeted, losing about \$600,000.

"It's just like ransomware attacks," she said. "They're happening everywhere. They're taking advantage of communications via email... These folks really do know what they're doing. They took their time and really implemented a very sophisticated scheme and were very targeted and, unfortunately, took advantage of our staff."

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Town officials said it is not believed that any town staff were criminally involved in the money transfers, but the Finance Department employees who were directly targeted in this fraud have been placed on paid leave until the Secret Service's ongoing investigation is complete.

ConVal Superintendent Kimberly Rizzo Saunders also issued a statement Monday saying the school district is aware of the ongoing investigation. She said school district IT staff reviewed email and server access logs and found no signs of malicious activity.

"We are working alongside the Town of Peterborough, the U.S. Secret Service, legal counsel and our insurer to support this investigation however we can and develop a better understanding of how this theft occurred, as well as to recoup the lost funding however possible," she said.

Ward and MacStay said the town is still waiting to hear from its insurance provider whether the losses will be covered either in whole or in part. Meanwhile, the town has canceled all automated transfers, and all policies and procedures relating to electronic transactions are currently under review.

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Implementation of DESE Mask Requirement

August 25, 2021

At the special meeting of the Board of Elementary and Secondary Education (Board) on August 24, 2021, the Board voted to declare “exigent circumstances” pursuant to the Student Learning Time (SLT) regulations, [603 CMR 27.08 \(1\)](#), and authorized the Commissioner of Elementary and Secondary Education to require masks for public school students (age 5 and above) and staff in all grades through at least October 1, 2021. The mask requirement is an important additional measure to keep students safe in school at this time.¹

Consistent with the authority provided by the Board, and after consulting with medical experts and state health officials, the Commissioner is implementing the following requirements:²

- **Effective immediately**, public school students (age 5 and above) and staff in all grades are required to wear masks indoors in schools, except as noted below. Masks are not required when outdoors. All visitors are also expected to wear a mask in school buildings.
- The mask requirement will be in place until at least October 1, 2021. The Commissioner will revisit the requirement in the near future to revise it as warranted by public health data.
- Masks should cover an individual’s nose and mouth. For more information about appropriate mask use, please see: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>.
- It is strongly recommended that students younger than age 5 also wear a mask in school.
- Students and staff who cannot wear a mask for medical reasons, and students who cannot wear a mask for behavioral reasons, are exempted from the requirement. Face shields may be an option for students with medical or behavioral needs who are unable to wear masks or face coverings. Transparent masks may be the best option for both teachers and students in classes for deaf and hard of hearing students.
- The mask requirement applies when students and staff are indoors at school, except when eating, drinking, or during mask breaks.

¹ The mask requirement is an exercise of the Board’s responsibility to ensure students attend classes in a safe environment. G.L. c. 69, § 1B. It is also an exercise of the Board’s authority to set policies relative to children’s education, including ensuring that students receive the required amount of structured learning time through in-person instruction. G.L. c. 69, §§ 1, 1B, 1G; G.L. c. 71, §§ 1 & 4A; 603 CMR 27.08.

² This requirement applies to all public schools, including charter schools, vocational technical schools, and educational collaboratives. It also applies to approved private special education schools.

- Mask breaks may occur throughout the day. If feasible, breaks should occur when the windows are open or students are outdoors. As a reminder, meals and outdoor recess provide built-in mask breaks for students and staff.
- Masks may also be removed indoors when necessary to participate in elective classes, such as the use of wind instruments in band. When traditional masks cannot be worn, districts should consider additional mitigations, such as the use of instrument masks (masks with a slit or hole cut for the mouthpiece) or bell covers, along with physical distancing or outdoor classes as feasible.
- Masks are required for any sports-related activity for student-athletes and coaches when indoors, in alignment with guidance provided by the Massachusetts Interscholastic Athletic Association (MIAA).
- Masks should be provided by the student/family, but disposable masks should be made available by the school for students who need them.
- By federal public health order, all students and staff are required to wear a mask on school buses.
- Whether and when a student should be disciplined for failure to wear a mask is a local decision, guided by the district's student discipline policy and the particular facts. Districts should consult with their legal counsel to address these matters. Districts should provide written notice to students and families about expectations and potential consequences, and are encouraged to use a progressive discipline approach. The mask requirement includes an exemption for students who cannot wear a mask due to medical conditions or behavioral needs. Further, some students with disabilities may need additional supports to wear masks and may need to be accommodated. Districts are encouraged to consider and implement alternatives before resorting to disciplinary exclusion. Keeping students connected with school is especially important this fall, as students return to school after a challenging school year.
- As provided by the Student Learning Time regulations, each district must submit a plan confirming that their health and safety procedures are consistent with the mask requirement. The Department of Elementary and Secondary Education (DESE) will provide districts with a survey link on August 27, 2021, through which they can confirm they are implementing a mask requirement. Submission of the survey response will be required no later than Friday, September 3, 2021, and will satisfy the plan requirement.

After October 1, 2021, if a school demonstrates a vaccination rate of 80% or more of students and staff in the school, then vaccinated individuals in that school would no longer be subject to the DESE mask requirement. DESE will provide additional information to districts in the coming weeks in preparation for the October 1 date, including how to demonstrate the 80% vaccination rate threshold.



*The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission*

Licensing Authority Certification

Municipality: Middleton

ABCC Commission Decision

APPROVED

Ralph Sacramone
Executive Director

Date of Commission Decision: 08/19/2021

License Information:

Applicant Name/DBA:	Smokeking MA LLC / Smokeking	License Number (if applicable):	06296-RS-0704
Premises Address:	239 Maple Street Middleton MA 01949	Record Number:	2021-000572-RT-APP
Manager Name:	Joan Nigrelli		
Class:	Annual	Granted Under Special Legislation?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Category:	All Alcoholic Beverages		
On / Off Premises:	On-Premises Consumption	Is there a pledge on this license?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Type:	Restaurant	Is this license under a management agreement?	Yes <input type="radio"/> No <input checked="" type="radio"/>

Transaction Type:

New/Transfer License: Transfer If Transfer, License Number of License to be Transferred: 00001-RS-0704

Application Contact:

Name: Eugene J. Nigrelli Title: Board Member of Entity Phone: (978) 335-8778 Email: gnigrelli@gmail.com