

The Beacon

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June 2021

Treasury provides clarity on ARPA

By Jackie Lavender Bird

Since releasing its initial guidance for the State and Local Fiscal Recovery Funds included in the American Rescue Plan Act, the U.S. Department of the Treasury continues to provide details that are bringing clarity to the program and its local uses.

Signed into law on March 10, the \$1.9 trillion American Rescue Plan, the latest round of federal stimulus funds, includes \$360 billion in relief for state and local governments across the country. For Massachusetts, the ARPA provides \$2 billion for municipalities and \$1.34 billion for counties.

As the agency administering the funds, the Treasury Department released its 151-page [Interim Final Rule](#) on May 10, identifying eligible expenditures under the law, and began establishing specific dollar amounts for local government allocations.

Allocation amounts

The Treasury initially [released allocation amounts for states, counties and Metropolitan Cities](#) (of which there are 38 in Massachusetts). Two weeks later, on May 24, the Treasury provided allocation amounts for non-entitlement communities, of which [there are 313 in Massachusetts](#).

On June 1, the Executive Office for Administration and Finance's [Federal Funds Office released a spreadsheet with total allocation amounts for all Massachusetts municipalities](#). Metropolitan Cities will receive funds based on the federal Community Development Block Grant formula. The direct ARPA aid amount for non-entitlement communities (not including county allocations) is approximately \$104.67 per capita, based on the 2019 U.S. Census population estimate, with 50% delivered



Panelists take part in an MMA-hosted webinar on May 20 covering allowable uses of American Recovery Plan Act funds. Pictured are (clockwise from top left) Irma Esparza Diggs, senior executive and director of Federal Advocacy for the National League of Cities, MMA Executive Director Geoff Beckwith, Heath Fahle, special director for federal funds at the Executive Office for Administration and Finance, and Sean Cronin, senior deputy commissioner at the Division of Local Services.

■ ARPA continued on 12

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MMA supports legislation to extend certain special allowances

By Brittney Franklin

On May 25, Gov. Charlie Baker filed legislation to extend certain emergency measures currently in place by executive order that are set to expire on June 15, when the state of emergency will be rescinded.

The governor's legislation (S. 2452) would extend measures providing for a temporary suspension of certain open meeting law requirements, special permits for expanded outdoor dining, and billing protections for COVID-19 patients. Temporarily extending these measures, the governor said, would give communities and businesses time to transition, but extending them requires legislation.

The MMA has been advocating for the permanent extension of many pandemic rules.



People enjoy expanded outdoor dining in Lawrence last summer. (Photo courtesy Esther Encarnacion/City of Lawrence)

"The abrupt end of the state of emergency on June 15 will create a number of major transition challenges for government and businesses, which is why swift passage of

■ EMERGENCY MEASURES continued on 26

2021 MMA Board of Directors

The MMA Board of Directors holds regular meetings in Boston, followed by a meeting of the Local Government Advisory Commission with the administration. For information on the board's activities, call the office of MMA Executive Director Geoff Beckwith at 617-426-7272.

Executive Committee

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Town Manager, Arlington

Ruthanne Fuller, MMA Vice President
Mayor, Newton

Cecilia Calabrese, MMA Immediate Past President
Councillor, Agawam

Michael Bettencourt, MSA President
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Kristi Williams, Town Manager, Westborough

Executive Director's Report

Getting to 'new normal' is a process, not an on-off switch

What a difference a month makes!

With Massachusetts leading the nation in vaccinations, and health indicators all heading in the right direction, Gov. Charlie Baker and his team have made the determination that we can accelerate our return to a more normal life. While much of the country was already headed there, our state has consistently, and rightly, been more prudent, basing decisions on science, data and reality.

The abrupt end of the state of emergency on June 15 will create a number of major transition challenges for government and businesses. We're not going back to yesterday's normal. We're jumping ahead to a "new normal," and that won't be like flipping an "on" switch — it will be a process, with phases and stages, starts and stops, and twists and turns.

The most immediate and urgent issue that must be addressed is enactment of a permanent extension of the ability to conduct public meetings and hearings remotely.

On March 12, 2020, the governor used his state-of-emergency powers to issue an executive order suspending certain provisions of the open meeting law, allowing cities and towns to conduct meetings remotely. This was necessary



By **Geoffrey Beckwith**

because the existing state statute is woefully inadequate, does not allow remote participation in meetings unless a physical quorum is present, and reduces the ability of officials who are participating virtually to fully engage. Nearly overnight, cities and towns adopted new technology and software platforms and created a remarkably successful all-remote meeting experience for municipal leaders and the public.

Remote meetings have engaged more residents than ever before and have significantly increased transparency and insight into government operations and decision-making. Communities do not want to snap back to the overly confining pre-pandemic rules, and most are not in a position to do so quickly. Many localities have closed public buildings, repurposed meeting rooms to provide safer distancing for municipal employees, or have longer-term ventilation concerns that have yet to be addressed.

Further, with many residents yet to be vaccinated, and immuno-compromised officials and members of the public unable to achieve full protection from the coronavirus, it is imperative that we continue the remote meeting option for local government.

Amending state laws, especially those

■ **DIRECTOR'S REPORT** continued on 26



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We encourage readers to send comments, story ideas, news items, and events notices to editor@mma.org.

State extends deadline for Coronavirus Relief Fund

By Jackie Lavender Bird

State officials on June 1 announced an extension of the spending deadline for the Coronavirus Relief Fund Municipal Program.

Rather than the previously announced deadline of June 30, 2021, cities and towns can now submit applications for reimbursement for eligible expenses through Oct. 29, 2021.

The Executive Office for Administration and Finance's [Federal Funds Office](#) explained the change in a memo to municipal CEOs. The memo outlines a pre-approval process that may be used

in certain limited circumstances for those who anticipate needing access to their funds between Oct. 29 and Dec. 31, 2021.

The state is required to return any unused Coronavirus Relief Fund dollars to the federal government by Dec. 31, 2021. The deadline extension gives municipalities more time to apply for remaining eligible expenses, while leaving the state sufficient time to reallocate any remaining funds in order to keep the money in the Commonwealth.

The memo notes the potential compliance risks involved with the deadline

extension, which will create an overlap between federal funding from the 2020 CARES Act and new funding from the American Rescue Plan Act of 2021. Municipal CEOs are reminded to be cognizant of these potential risks and to refer to the published guidance.

The Commonwealth created the [Coronavirus Relief Fund – Municipal Program](#) (CvRF-MP) to make up to \$502 million in federal resources available to municipalities to respond to the public health emergency caused by COVID-19. ●

Senate OK's FY22 state budget; conference committee up next

By Jackie Lavender Bird

On May 27, the Senate approved a \$47.72 billion state spending plan for fiscal 2022 that, for municipal and school aid accounts, included few changes from the [recommendation released by the Senate Ways and Means Committee](#) in early May.

On the main local aid accounts, the Senate budget matches the House-Senate local aid agreement announced in early April.

Unrestricted General Government Aid would increase by 3.5%, or \$39.5 million, matching the projected growth in state tax collections and consistent with the state revenue-sharing practice over the last several years.

The Senate budget meets the House-Senate commitment to fund the Student Opportunity Act at one-sixth

of the implementation schedule rather than one-seventh, providing a total of \$5.5 billion for Chapter 70 aid. The joint agreement also would provide \$40 million for a one-time, targeted grant program for school districts adversely affected by student enrollment decline during the COVID-19 public health emergency.

The Division of Local Services will be posting [updated preliminary Cherry Sheet numbers for cities, towns and regional school districts based on the final Senate budget](#).

The Senate decided against taking up amendments that would address extending certain provisions after the public health emergency, including remote participation at public meetings, vote-by-mail, and outdoor dining provisions. Instead, these items will be taken up through the legislative process.



The fiscal 2022 state budget is moving to a legislative conference committee.

The House and Senate will quickly appoint a six-member conference committee to work out the differences between the House and Senate budget bills, with the objective of presenting a final legislative budget to the governor by the beginning of the fiscal year on July 1. ●

MMA opposes cannabis bills that would usurp local authority

By Brittney Franklin

The Joint Committee on Cannabis Policy held a hearing on May 11 on a number of bills related to host community agreements for adult-use marijuana businesses and community impact fees.

Some of the bills before the committee during the hearing would authorize the Cannabis Control Commission to review, regulate and enforce all host community agreements.

[In testimony to the committee](#), the MMA said the bills “are overreaches that

would usurp local authority.” Roughly 1,100 fully executed host community agreements could be on the line if the Legislature decides to move forward with the bills.

“Retroactively invalidating or altering 1,100 existing contracts, which were negotiated in good faith on behalf of the public, would certainly invite challenges that these bills violate the Contracts Clause of the U.S. Constitution,” the MMA wrote.

Several other bills before the committee

would address the community impact portion of the host community agreement, a portion of state law that has proven controversial.

In its testimony, the MMA offered to “work with members of this committee on alternatives to the bills before you today to find a framework that all stakeholders can support. We believe there is a solution that would create a much more predictable process for everyone, while allowing communities to continue to serve the public interest.” ●

Committee bill would level-fund Ch. 90 road program

By Ariela Lovett

The Joint Committee on Transportation on June 1 reported out a Chapter 90 bill that would level-fund the local road funding program at \$200 million for fiscal 2022 while adding \$75 million across three municipal transportation grant programs administered by the Department of Transportation.

The new bill (H. 3852) would update the funding authorization in a transportation bond bill passed in January to add \$75 million, split evenly among the [Municipal Small Bridge Program](#) (increasing it from \$70 million to \$95 million); a municipal bus transit program (increasing it from \$25 million to \$50 million); and a municipal program to enhance access to mass transit and commuter rail stations (increasing it from \$25 million to \$50 million).

The additional authorizations proposed in H. 3852 would be bond-funded.

The bill was sent to the Joint Committee on Bonding, Capital Expenditures and State Assets, which is accepting only written testimony through June 3 at 1 p.m.

At a March 9 Transportation Committee hearing — and at many previous hearings — [the MMA urged legislators to increase](#)

[Chapter 90 funding to at least \\$300 million per year](#), and to support a multiyear bill in order to provide predictability for cities and towns. The state has added several targeted, competitive road funding opportunities for municipalities in recent years, but the MMA argued that “there is no substitute for the core Chapter 90 program,” which is “the only non-competitive program that maintains local control over how to spend the dollars on local road projects” and the only one that benefits all 351 cities and towns.

The MMA also emphasized the importance of finalizing the Chapter 90 bill as quickly as possible so that cities and towns can access their allotment and begin the spring construction season on time. The Transportation Committee, however, held the bill for nearly two months this spring.

Chapter 90 has been level-funded at \$200 million since 2012, with a few one-time exceptions.

The MMA filed a standalone Chapter 90 bill, sponsored by Sen. Adam Hinds, that would fund the Chapter 90 program at \$300 million per year for two years. The bill (SB. 2338) has not yet been assigned a hearing date.



A Chapter 90 bill making its way through the legislative process would provide \$200 million for local road work and add \$75 million to three other municipal transportation grant programs. (Photo courtesy Christopher Bouchard)

Through the [Chapter 90 program](#), the Massachusetts Department of Transportation reimburses cities and towns for costs incurred for eligible transportation projects. Funding is awarded by municipality and is predetermined by a formula that includes factors such as population, road miles, and employment. ●

Legislature re-enacts, and governor signs, mandated sick leave plan

By John Robertson

On May 28, Gov. Charlie Baker signed mandatory COVID-19-related paid sick leave provisions that were unanimously re-enacted by the House and Senate earlier in the month after being previously rejected by the governor.

The sick leave provisions had been included in unemployment insurance reform and tax legislation that the Legislature passed in March. Baker signed Chapter 9 of the Acts of 2021 on April 1, but he returned its sick leave sections with recommendations to improve and simplify implementation of the program, including an exemption for local government. Legislative leaders said at the time that they intended to stick with their original plan to include local government employers in the mandate.

The MMA opposed including local government in the sick leave mandate, noting that local government employees already receive strong sick leave benefits through collective bargaining agreements and local policies,

and decisions about whether to use municipal revenues to offer special supplemental COVID-19 benefits should be made at the local level.

The paid sick leave sections of the new law apply to all Massachusetts employers, including cities and towns. The new rules took effect immediately and will end on Sept. 30 of this year unless extended. The [administration issued preliminary guidance for employers](#) when the governor signed the bill.

The sick leave provisions require employers to temporarily provide emergency paid sick leave to employees who are absent or unable to work for reasons related to COVID-19, including employee self-care and care of a family member with a COVID-19 diagnosis or symptoms, compliance with an order to quarantine because of exposure or symptoms, and inability to telework after a COVID-19 diagnosis.

The new temporary state program is based on requirements in the federal sick leave

program included in the Families First Coronavirus Response Act, which expired at the end of 2020.

An employee who works 40 hours or more per week is eligible for 40 hours of emergency paid sick time. Leave eligibility for employees who work less than 40 hours per week is tied to an average of the number of hours worked.

Generally, through an amendment to the federal Emergency Paid Sick Leave Act that was part of the American Rescue Plan Act signed by President Joe Biden on March 11, cities and towns are eligible to take a federal tax credit against employment taxes, including Medicare, to cover part of the cost of mandated sick leave.

There are separate bills in both the House and Senate that would make emergency paid sick time during a declared state of emergency or disaster a permanent state statute. ●

Governor files road safety, ride-hailing regulation bills

By Ariela Lovett

In late April, Gov. Charlie Baker filed two transportation-related bills intended to improve roadway safety and better regulate transportation network companies such as Uber and Lyft.

The first bill (HB. 3706) would require all vans and trucks of Class 3 and above and over 10,000 pounds purchased or leased by the state or contracted or subcontracted by the state or a Massachusetts municipality to be equipped, by Jan. 1, 2024, with convex mirrors, cross-over mirrors and a lateral protective device in order to reduce the risk of accidents involving cyclists and pedestrians. Side guards protect bicyclists and pedestrians from being swept under large vehicles, which can happen, for example, when vehicles are making tight turns at intersections, according to the administration. The law would not apply to vehicles purchased or leased by a Massachusetts municipality.

The governor's bill would also permit, but not require, municipalities to use automated road safety cameras along

any portion of a right-of-way to promote traffic safety.



Gov. Charlie Baker

Also known as red light cameras, these devices could only be used to enforce failure to stop at a signal at an intersection or making a prohibited right turn on red. The second bill (SB. 2436) would increase regulatory oversight of transportation network companies, requiring them to submit specific data to the Department of Public Utilities on a monthly basis. The data would include longitude and latitude for all pick-up and drop-off locations; total time and mileage of each ride; and unique identifying information for each driver. The law would also require data broken down by shared ride versus non-shared ride.

The administration said the data collection requirements would help state and local officials gain a better under-

standing of how the services provided by transportation network companies fit into the broader transportation system across the Commonwealth, as well as their impacts on congestion and emissions.

Under state law, per-ride assessments on shared and non-shared transportation network company rides are deposited into a Transportation Infrastructure Enhancement Trust Fund for distribution to municipalities where the rides originated. Under the governor's bill, municipalities receiving less than \$25,000 per year from the fund would see a reduction in their reporting requirements to once every five years, rather than annually. Those communities would also be able to make spending decisions on their relatively small disbursements without going through a local appropriation process.

Both bills have been assigned to the Joint Committee on Transportation, but hearing dates have not yet been scheduled. The MMA will weigh in on both bills when they come up for hearings. ●

MSA to hold annual Leadership Conference as webinar series

For the second year in a row, the Massachusetts Select Board Association will hold its annual Leadership Conference as a webinar series.

The four-session series will be held on June 16 and 30 and July 14 and 28. All webinars will run from noon to 1 p.m.

The first two sessions of the series, aimed at more experienced select board members, will focus on municipal policing. On June 16, retired Arlington Police Chief Fred Ryan will lead a discussion covering topics like federal and state policing policies, best practices for select boards in recruiting and hiring police chiefs, and culture change within police departments.

The June 30 session will focus specifically on mental health policing initiatives. Members of the Brookline Police Department's Crisis Intervention Team will discuss how this blended unit of police and mental health professionals addresses the needs of those struggling with mental illness in their community.



Fred Ryan

Deerfield Police Chief John Paciorek Jr. and Sgt. Jennifer Bartak will also discuss a newly developed partnership between Clinical Support & Options, a Western Massachusetts-based

behavioral health nonprofit, and the police departments in Deerfield, Greenfield and Montague to respond to mental health crises in the region.

The July 14 session, aimed at newly elected select board members, will be an "ask the experts" session with attorney Lauren Goldberg, managing partner at KP Law, and Arlington Deputy Town Manager Sandy Pooler. The session will serve as a follow up to the [Open Meeting and Public Records Laws 101](#) and [Municipal Finance 101](#) sessions held last summer during the virtual

2020 conference. The recordings of these two sessions are being sent to all newly elected select board members this spring, along with a number of onboarding materials from the MSA.

The final Leadership Conference session on July 28 will focus on the future of public meetings, including a discussion of best practices for virtual and hybrid meetings. This session will be aimed at select board members of all experience levels.

The Leadership Conference webinar series is free, but advance registration is required for each webinar. Zoom registration information for the June 16 session was sent to all select board members by email in mid-May. Registration links for the remaining sessions will be sent after the conclusion of each previous session.

Contact: MMA Member Services Coordinator Isabelle Nichols at inichols@mma.org

State launches employer vaccination program

The Baker-Polito administration on May 12 announced a new Employer Vaccination Program to give employers options to easily and conveniently vaccinate their employees.

There are two main options for employers: group appointments at mass vaccination sites and mobile on-site employer vaccination clinics.

The program website, [www.mass.gov/ EmployerVaccine](http://www.mass.gov/EmployerVaccine), includes details on options and requirements and a link to a form that employers should submit to request appointments. There is no cost to the employer. Applications opened on May 17 and are accepted on a rolling basis.

Group appointments

Employers can request a block of appointments at any of the state's [seven mass vaccination sites](#). Employers can help register employees for their appointments, or the Department of Public Health will provide links that employers can share with employees so they can sign up during the block of appointments.

The minimum number of appointments required is 10, and there is no maximum limit. Registration requires simple demographic information — insurance and identification are not required at the time of registration or appointment, if not available.

Employers can request a block of appointments for their employees on a specific day and time. Employers or employees will be responsible for transportation to and from the vaccination site. Employers may set up a table or kiosk to have an onsite presence for employees; doing so can be coordinated with the site operator after submitting a request.

Most appointments at mass vaccination

sites take less than 30 minutes, including the 15-minute observation period. Sites are available seven days a week, and hours vary by site and day. Extensive accessibility accommodations are available, and additional special accommodations (e.g., interpreters) may be made available upon request.

This option will be available through June 30, with first-dose appointments available through June 11.

Mobile on-site clinics

Employers that have confirmed that 35 or more employees will obtain a vaccination at an employer pop-up clinic may request a mobile, on-site clinic. A vaccination provider will come to the employer to vaccinate individuals and return three to four weeks later to deliver second doses. Employers must survey employees and confirm participation prior to requesting a clinic.

To schedule an on-site clinic, employers will need to provide:

- Address of employer and contact person
- Number of employees who have confirmed that they will receive the vaccination
- Space for vaccination clinic (inside, outside) and any additional details
- Type of appointment registration (ahead of clinic or day-of — prior is preferred)
- Requested date and time

Employer clinics will be scheduled and prioritized based upon the number of individuals getting vaccinated and location of the clinic. Employers located in communities with vaccination rates below the state average will be prioritized.

The administration encourages all em-



Employers can now help get workers vaccinated by booking group appointments at mass vaccination sites or by requesting mobile on-site vaccination clinics.

ployers to remind their employees of the importance of getting vaccinated and of the availability of more than 900 locations across the state. For more information, visit www.mass.gov/covidvaccine.

Stop the Spread testing

The “Stop the Spread” COVID-19 testing initiative, which provides free testing in 35 locations across the state, has been extended through Sept. 30, 2021, the administration announced. Any Massachusetts resident may visit any location, even if they do not reside in the town or city where the testing is being conducted.

More than 2.3 million tests have been conducted at “Stop the Spread” locations since the program began last July.

Residents may visit www.mass.gov/info-details/find-a-covid-19-test to find testing locations and visit www.mass.gov/GetTested for more testing information. ●

State closes vax preregistration, boosts homebound program

The state has closed its preregistration system for vaccine appointments at 23 mass vaccination and regional collaborative locations, while it has expanded the [Homebound Vaccination Program](#).

The preregistration form closed to new submissions on May 25 and the system was shut down on May 31.

Residents can continue to use COVID-19 Vaccine Finder (vaxfinder.mass.gov) for more than 900 vaccination locations

across the state. Users can also find information about no-wait, walk-up appointments at select locations, accessibility information, and an MBTA trip planner tool. Users can also filter by type of vaccine offered, to ensure that people under 18 or their parents can search for locations that only offer the Pfizer vaccine.

Residents can also call 211 to access the Massachusetts Vaccine Schedul-

ing Resource Line for help booking an appointment.

The administration had launched the preregistration system on March 12. Nearly 2 million people preregistered through the system and nearly 600,000 appointments were scheduled, according to the administration. Many residents preregistered to ensure they would have access to an appointment, but continued

■ **VAX PROGRAM** *continued on 13*

Towns hold meetings and elections in COVID Year 2

By Lisa Capone

“Necessity is the mother of invention” sums up the town government experience in the COVID-19 era. From Cape Cod to the Berkshires, municipal officials have spent the past 14 months devising and perfecting creative ways to meet needs and solve problems. Annual spring town meetings and elections are no exception.

At the height of the pandemic last spring, many towns saw little choice but to hold their annual meetings outdoors or online. This year’s easing of public health restrictions provides more leeway, but some towns are holding onto their newfound formats, at least for now, while others have latched onto specific tools they’ll carry forward after the pandemic is over. Town administrators and other officials are expressing confidence in both their staffs’ and constituents’ ability to keep town government running and relevant no matter how many pivots they have to make.

“I think we are prepared to deal with any situation, like we have for the last two years,” said Edward Kazonovicz, the assistant town manager in Auburn, which held its second COVID-era Town Meeting on May 4.

Auburn postponed last year’s Town Meeting and held it outside in June. This year, the town kept its traditional May dates for both its meeting and election — and both happened indoors.

The Auburn Town Meeting exceeded pre-COVID attendance levels, and the town met social distancing protocols by seating participants in two separate spaces at Auburn High School. Officials also minimized the length of the meeting by pre-recording most presentations and posting them online for review beforehand.

Auburn streamed its Town Meeting over a local radio station for those who were more comfortable staying in their cars in the school parking lot. Those participants were able to vote via remote voting machines purchased with CARES Act funding, said Kazonovicz, noting that the system was “something we looked at pre-COVID, but it made total sense to purchase” in time for this year’s socially distanced meeting.

Lessons learned

In Somerset, Town Administrator Richard Brown pointed to other pandemic-inspired safety features that will be carried forward to future Town Meetings.

“We hope to streamline Town Meeting check-in procedures and employ technology to assist in resolving controversial votes so that meetings can move along quickly without limiting substantive discussion,” said Brown, whose community met at Somerset Berkley Regional High School earlier this month.

Somerset Town Clerk Dolores Bence added that the town will “offer masks, sanitizers and some level of social distancing at all our elections and Town Meetings going forward.”

Chatham Town Manager Jill Goldsmith is expecting high turnout for this spring’s Town Meeting, which the Select Board voted to delay from the traditional May date to Saturday, June 12, so it could take place outside in warmer weather at Veterans Field downtown. It will be Chatham’s third outdoor Town Meeting during the pandemic, and this one could draw more than 1,000 people, Goldsmith said, given that it’s on a Saturday in a central outdoor location that might attract the attention of passersby.

Chatham’s election was delayed from May to June 17, and will be held in the Chatham Community Gym, with early voting via mail available.

Feedback on Chatham’s 2020 spring and fall outdoor town meetings was “fabulous,” Goldsmith said. This year’s, featuring 63 warrant articles, including one for construction of a new Council on Aging facility, could be more of a challenge. She said she suspects the town will likely revert to indoor meetings again post-pandemic.

“This one coming up may be the determination of if we ever go outside again,” she said, noting that the town plans to have chairs for 500 voting members, with an overflow area for more people.

At the other end of the state, the towns of Sunderland and Stockbridge also picked June 12 for outdoor town meetings. For the second year, both postponed their traditional earlier spring



A sign at Easton’s Town Meeting reminds people to stay distanced. (Photo courtesy town of Easton)

dates, and hope for pleasant weather.

“I know there were a number of people who enjoyed having it outside,” said Stockbridge Town Manager Michael Canales, noting that last spring’s meeting fell on a beautiful day. “We’ll have to see, if we have less-than-perfect weather, if people say the same thing.”

Canales said the town election went forward in-person on the traditional May 18 date with COVID safety protocols in place.

Is the future remote?

Municipalities can opt to continue outdoor town meetings post-pandemic, but those who’ve become accustomed to conducting town meetings via online platforms like Zoom will need action by the Legislature to continue the practice. Several Boston-area communities with representative town meetings, including Lexington, Brookline and Winchester, broke ground with online Town Meetings in 2020 and chose the same route this year. Lexington, the Commonwealth’s online town meeting pioneer in 2020, held its 2021 meeting in late March; Winchester’s was in late April; and Brookline’s took place over several days in May, concluding on May 27.

Although they don’t believe all meetings should be held virtually in perpetuity, Lexington Town Manager James Malloy and the Select Board support legislation that would allow remote participation in public meetings to continue, said Lexington Public Information Officer Sean

■ **SPRING MEETINGS** *continued on 23*

MMA cites unfunded mandate concerns in health bills

By **Brittney Franklin**

In testimony submitted to the Joint Committee on Public Health on May 10, the MMA expressed serious concerns about two bills — H. 2329 and S. 1386 — that would create mandated minimum performance standards for local boards of health.

The bills were drafted after the [Special Commission on Local and Regional Public Health issued a report in mid-2019](#) that found that most local boards of health were unable to keep up with a growing list of duties. In the months since the report, the addition of pandemic-related responsibilities has greatly exacerbated the demand on local resources and staff.

[In its testimony to the committee](#), the MMA stated that, “with no understanding of the costs associated with such mandated minimum performance standards, and no identified dedicated state-funding source, the responsibility to support these mandates would be a new burden placed on the backs of cities and towns as a significant new unfunded mandate.”

While the MMA expressed support for the vision laid out in the special commission’s report, the MMA asked the Joint Committee on Public Health to “conduct a thorough analysis of the sweeping unfunded mandates in these bills, and secure a guaranteed full-funding source before advancing these mea-

asures out of committee.”

The special commission made six recommendations and provided a detailed roadmap for organizing and supporting local health departments to raise standards, strengthen collaboration, better use technology, improve skills, and stabilize resources.

The bills before the Public Health Committee are titled “an act relative to accelerating improvements to the local and regional public health system to address disparities in the delivery of public health services.” ●

MassDEP offers \$2M in grants for public water system PFAS response

Applications are due on July 8 for the first round of \$2 million in new grant funding to help public water systems address elevated levels of per- and poly-fluoroalkyl substances (PFAS) in their drinking water.

The Interim PFAS6 Response Grant Program, announced in mid-May and administered by the Massachusetts Department of Environmental Protection, will provide funding to help offset the cost of initial responses implemented by water suppliers when “PFAS6” (the sum of six per- and polyfluoroalkyl substances) exceeds the state standard of 20 parts-per-trillion (ppt).

“PFAS contamination poses a significant risk to public health, so it is imperative that public water suppliers address elevated PFAS levels in a timely manner,” said Energy and Environmental Affairs Secretary Kathleen Theoharides.

PFAS compounds are a family of chemicals widely used since the 1950s to manufacture common consumer products and in some legacy fire-fighting foams. Drinking water may become contaminated if PFAS deposited onto the soil seeps into groundwater or surface water.

Large public water supplies, those serving a population of 50,000 or more, were required to begin a PFAS6 testing program as of Jan. 1, 2021. Public water supplies serving populations between



Kathleen Theoharides

10,000 and 50,000 began initial tests on April 1, and those serving a population of less than 10,000 will begin testing on Oct. 1.

The MassDEP anticipates offering three rounds of funding through

the program.

Public water supply systems can apply for funds to purchase and distribute bottled water, install water vending machines, purchase water and/or establish interconnections to alternative water sources, or take any other immediate action to provide safe drinking water to water users affected by PFAS.

To assist communities that have already expended funds to address elevated levels of PFAS, reimbursement will be available for eligible costs.

This funding is in addition to the \$28.4 million secured by the administration in two supplemental budgets for water infrastructure and PFAS testing. Through the supplemental budget, \$20 million was appropriated to the Commonwealth’s Clean Water Trust, providing financing that can be used by communities to address contamination issues.

More than \$8.4 million of this funding supports a statewide sampling program for public water supplies and private wells, including a grant program to support design of PFAS treatment. Statewide testing of drinking water for PFAS is providing the data to support the MassDEP’s strategy for treatment and mitigation of this emerging contaminant.

In September 2020, the administration announced the [first round of grants](#) to support design of PFAS treatment, awarding \$1.9 million to 10 public water supply systems. The administration announced a [second round](#) in March 2021, awarding \$3 million to 17 public water supply systems.

Last October, the administration established a [protective standard](#) of 20 ppt for PFAS in drinking water and required water systems to regularly test for the contaminants. There are currently no federal PFAS standards for drinking water.

The [Water Resources Grants & Financial Assistance web page](#) has additional information on the Interim PFAS6 Response Grant Program. ●

With planning, local leaders can reduce disruptions

By Zack Blake, Jared Curtis and Tara Lynch

Cities and towns were already contending with pressures on the available workforce associated with [the aging of the Baby Boomer generation](#) when the COVID-19 pandemic caused an acceleration in the rate of retirements over the past year. The lean staffing structures of many municipalities, as well as the [older average age of public employees](#), raises the stakes for communities facing these challenges.

The knowledge and service vacuums that can occur when key employees leave local government can pose threats to operational and fiscal stability. Vacancies disrupt routines and can potentially derail important projects. The search for replacements diverts time and effort away from other objectives, and, in the case of a prolonged vacancy, a community may need to expend additional, unanticipated funds on contract services to fill the gap. Further, remaining staff are often called upon to backfill roles, train inexperienced newcomers, or improvise creative solutions — all of which divert resources from other vital tasks.

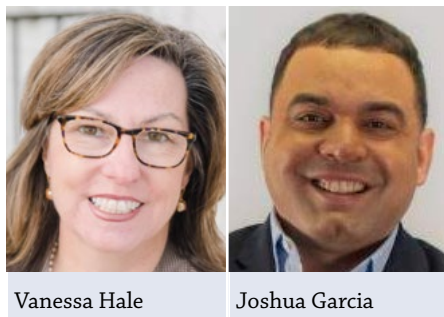
Local leaders are advised to be attentive to measures that can help manage the risks associated with employee departures, whether they can be anticipated (such as retirements) or not. To minimize the disruptions of employee transitions, municipalities can take proactive, concrete steps to plan for succession in key positions.

Communities with dedicated human resources departments may be better able to employ systematic approaches, while small towns that operate with very few employees in each department often find it difficult to groom in-house candidates for critical roles, or to cross-train staff to hold the line during vacancies at any level.

Succession planning strategies

While municipalities face varying challenges, the following are some strategies that leaders can pursue to ensure smooth personnel transitions:

- Assign succession planning objectives to the human resources director or to the town manager, city manager or similar officeholder as part of annual goal setting. In smaller communities



Vanessa Hale

Joshua Garcia

without an HR department or administrator, consider forming an ad hoc succession committee or include the objectives in the mission of a standing personnel committee.

- Within the community's organizational structure, identify operationally crucial positions and determine those that may be hardest to replace due to the required skills and knowledge.
- Provide access to professional development opportunities for employees and encourage their use. Ensure that cross-training is taking place within departments, and, when appropriate, among departments. Develop procedure manuals with step-by-step instructions for the most critical tasks, at a minimum.
- Identify employees with the skills, aptitudes and interest in being promoted, including those who might currently work in other departments. Systematically develop the knowledge and competencies of those employees through mentoring, funding training opportunities, setting up job shadowing practices, and delegating increasing responsibilities within their departments.
- Especially in small municipalities with limited personnel, department heads and executive staff should cultivate professional network relationships to source for potential recruits.
- Survey compensation in similar, nearby communities to ensure that your community is sufficiently competitive to quickly refill vacancies with good replacements.
- When informed of a pending departure, plan for time overlap, if possible, so that the departing employee can help orient and train his

or her replacement.

- If positions are not able to be filled in a timely manner, use temporary/ interim staffing to ensure continuity of operations.
- Evaluate options for changing or merging positions or titles, sharing costs with other towns, or contracting out for services as alternatives to filling a vacancy.

Local examples

Southborough Assistant Town Administrator Vanessa Hale, who handles human resources duties in her town, said “efficient and thoughtful succession planning” is an important tool.

“It provides an opportunity to on-board much more quickly, decreases the time spent bringing a manager up to speed, and provides a quick transition when we promote from within,” she said. “It’s also fiscally prudent, with low recruitment costs. The icing on the cake is the morale boost it provides when it is handled swiftly and soundly.”

Blandford Town Administrator Joshua Garcia said employee retention and succession planning “are critical to avoid gaps in services and mitigate any potential liability to the business of the local government and the safety of the public.”

In his small town (pop. 1,200), he said, “it’s difficult to compete with large cities when it comes to attracting strong qualified candidates to carry out critical roles in town. Therefore, my planning is target-specific, flexible and sometimes non-traditional.”

Garcia said he tries to target candidates who are planning to retire, have retired, or are looking for a part-time role.

“Creative planning and flexibility are important,” he said.

Zack Blake is Chief of the Technical Assistance Bureau at the Division of Local Services, and Jared Curtis and Tara Lynch are members of the bureau’s team. This article will also be published in the DLS’s City & Town on June 3.

Environment Committee chairs meet with MMA

By Ariela Lovett

Rep. Carolyn Dykema and Sen. Becca Rausch, the new co-chairs of the Joint Committee on the Environment, Natural Resources and Agriculture, met with the MMA Policy Committee on Energy and the Environment on May 12 to discuss policy priorities for the current two-year legislative session.

Dykema said her committee's top priorities are COVID recovery, climate change (particularly protecting water resources and open space, and coastal impacts), and environmental justice. She said the committee will hold virtual hearings approximately every two weeks, and local officials are encouraged to sign up to testify or to submit written comments.

Rausch invited MMA policy committee members to share their challenges related to environmental issues in their com-



Carolyn Dykema

Becca Rausch

munities. Committee members identified drought conditions in the Ipswich River watershed, increased recycling contract costs, and PFAS contamination in drinking water, among other issues.

Two bills in the MMA's legislative package for 2021-2022 have been assigned to the Committee on the Environment, Natural Resources and Agriculture: HB. 1000, An Act to assist municipal and

district ratepayers, and HB. 2152, An Act providing for the establishment of sustainable water resource funds. Hearings for these bills have not yet been scheduled.

Policy committee members discussed other legislative priorities among the bills that have been assigned to the Environment, Natural Resources and Agriculture Committee, including in the areas of solid waste and recycling and water resources.

As the former vice chair of the Telecommunications, Utilities and Energy Committee, Dykema led a Green Recovery Task Force that held hearings on topics of concern to a variety of stakeholders related to a sustainable recovery from the COVID-19 pandemic. The [MMA gave a presentation to the task force in December](#). ●

Kennedy Library Foundation recognizes Hanover fire captain

By Jennifer Kavanaugh

Hanover Fire Captain Fred Freeman, who led a [mobile health service to bring COVID-19 testing and other medical services to people's homes](#), has received national recognition for his pandemic work with an honor from the John F. Kennedy Library Foundation.

On May 26, Freeman was one of seven people to receive Profiles in COVID Courage awards for their service, during an online ceremony, [Celebrating Courage](#), that was hosted by Jimmy Fallon and featured an awards presentation by Caroline Kennedy and her son Jack Schlossberg. He was honored for "putting the needs of the community above his own health and safety" in his efforts to help vulnerable residents who needed testing and other health services at home.

The ceremony featured a brief video about Freeman and the town of Hanover's efforts to serve the public during the pandemic. Freeman, who is also a registered nurse and paramedic, led the development of a mobile integrated health program to bring services directly to residents. In a partnership with South Shore Health System, Hanover paramedics were giving residents COVID tests in their homes and bringing the swabs to be analyzed at South Shore Health in Weymouth.

In a separate effort, the department also



Hanover Fire Captain Fred Freeman discusses his department's mobile health unit during the John F. Kennedy Library Foundation's May 26 virtual ceremony, Celebrating Courage.

built a COVID testing system for staff and students in the town's public schools.

"I feel really proud of what we did here in Hanover," Freeman said during the video presentation. "It wasn't just the right thing. It's our honor and our privilege to serve them."

Fire Chief Jeffrey Blanchard said Freeman "basically ended up heading a department that we'd never had before, which is this mobile integrated health, and we had to take a number of different town departments and get them to work together in order to make this happen."

The Kennedy Library Foundation traditionally gives a Profile in Courage Award each May to a public official who has demon-

strated politically courageous leadership. This year's recipient was former Massachusetts governor and current U.S. Sen. Mitt Romney of Utah, who broke with his Republican colleagues and voted to convict then-President Donald Trump during his 2020 impeachment trial.

This year, the foundation decided to also recognize seven individuals who made sacrifices and took risks in helping the sick and vulnerable and providing critical services during the pandemic. Chosen from thousands of nominations, the group includes first responders, private citizens and public officials from around the country, including Michigan Gov. Gretchen Whitmer.

As bad as the worldwide pandemic has been, Schlossberg said, "We see a silver lining, and the COVID Courage award celebrates the heroes of this pandemic whose compassion and bravery inspire us."

Hanover Town Manager Joseph Colangelo called Freeman a "genuinely nice guy" whose humble personality made it easy for people to rally around him and the mobile integrated health service.

"It's one thing to dream up and see the vision of this program," Colangelo said, "and it's another thing to, every day, for over a year, to carry it out day after day through some of the most challenging times that we've ever had, and to do it with such grace and humility and poise." ●

Webinar covers code of conduct for municipal boards

By Denise Baker

[Codes of conduct for municipal boards and committees was the subject of a free webinar](#) hosted on May 12 by the Massachusetts Select Board Association and the Massachusetts Interlocal Insurance Association. Featured speakers were attorney and investigator Regina Ryan and Sandwich Town Manager Bud Dunham.

A code of conduct should give direction on board interaction with other board and committee members, the community, town staff, and the town administrator, Ryan said. The code should cover all written material, including social media posts and emails.

[A sample code of conduct and harassment and discrimination policy are available with the webinar recording on the MMA website.](#)

When it comes to implementing a code of conduct, Ryan suggested that one policy apply to all appointed and elected officials acting on behalf of the town. When a new board or committee member is sworn in, the town clerk should be responsible for having him or her sign off on receiving a copy of the code. This should also be done upon reappointment or re-election.

Once a code is adopted, it is the role of the chair of the select board and other boards and committees to enforce the policies and monitor as needed. If a member violates a tenet of the code, he or she can be asked to attend a training session. Municipalities can check with their insurer about the availability of training on this and related topics.

When a complaint is filed, Ryan said, it should be investigated, even if it's against a board member who is accountable to the voters. The town needs to demonstrate



Attorney and investigator Regina Ryan discusses municipal codes of conduct during a May 12 webinar hosted by the Massachusetts Select Board Association.

that it took the complaint seriously. In smaller towns that may not have a town administrator to manage an investigation, an outside firm should be engaged to do the work. Professional liability carriers, like MIIA, can assist with this service.

Ryan said she has seen an increase in recent years of harassment and discrimination claims involving municipal elected and appointed officials. These could involve a select board member mistreating a department head, a planning board member pressuring an employee for information outside the boundaries of their position, or a board member harassing another volunteer or town employee.

She said all appointed and elected officials need to realize how significant an impact their behavior has on staff who work hard for their communities. She advised elected officials to watch their tone, be respectful, and be consistent.

Ryan said she has also seen an uptick in conflicts between town administrators and select boards. She recommends that local officials work through appropriate channels and not involve outside parties in disputes.

Another area where conflict can arise, Ryan said, is when individual board members communicate directly with department heads. In some cases, they may be given information or services that aren't given to others, which can create hard feelings and damage the working relationship with the other members. It also breaks the chain of command, since most department heads report directly to the town administrator, if the town has one. This is another area where harassment complaints have been developing, Ryan said, as staff often feel obliged to field inquiries from board or committee members. A clear chain of command should be in place and observed by officials and staff, she said.

In Sandwich, Dunham said, Select Board members are given town email accounts, and that is the only communication method he and other staff use with the board members. His advice: Never write anything in an email that you "don't want a jury of eight people staring at you and listening to you read in court."

In some cases, Ryan said, it is residents who are harassing staff. This can take the form of repeated visits to a town office, inappropriate behavior and language, or activity that can be considered threatening. Dunham suggested asking the police department for assistance, as they are often aware of the individual.

Ryan has more than 25 years of experience in municipal work and specializes in harassment and discrimination investigations through her firm, Discrimination and Harassment Solutions.

More than 400 local officials attended the webinar. ●

MMCA to examine ARPA funding on June 24

The Massachusetts Municipal Councilors' Association will hold a "lunch and learn" webinar on June 24 covering the \$1.9 trillion American Rescue Plan Act, which is beginning to distribute federal pandemic relief funding to states and communities across the country.

During a presentation titled "ARPA: Infrastructure, Timelines and Everything Else Councilors Need to Know," MMA Executive Director Geoff Beckwith will provide an overview of the American Rescue Plan, including the qualifying

programs and purposes, what they mean for residents, students, and small businesses, and the distribution of funds to non-entitlement communities.

Beckwith will also discuss the role councilors can play in communicating with their constituents and working with state legislators as well as the state's congressional delegation as the ARPA rollout continues.

Barnstable Public Works Director Dan Santos will discuss the use of ARPA funds for a water or sewer project. In

late 2020, Barnstable adopted a Comprehensive Wastewater Treatment Plan. Santos will discuss Barnstable's approach and offer strategies for councilors to take back to their communities as they consider similar projects.

All city and town councilors are invited to this free Zoom webinar, which will run from noon to 1 p.m., and may [register online](#).

Contact: MMA Senior Member Services Coordinator Denise Baker at dbaker@mma.org

ARPA

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in 2021 and 50% in 2022.

Unlike much of the country, Massachusetts is unique in that it has only five functioning county government structures among the state's 14 counties.

Where county government has been abolished (Berkshire, Essex, Franklin, Hampden, Hampshire, Middlesex, Nantucket, Suffolk and Worcester), the county's share of funds will initially be allocated to the state and then redistributed to the county's communities on a per capita basis. These counties will receive approximately \$945 million of the county allocations designated for Massachusetts.

Functioning counties in Massachusetts (Barnstable, Bristol, Dukes, Norfolk and Plymouth) will receive their allocation directly from the U.S. Treasury, through the same process used for counties nationwide. These counties will receive approximately \$393 million of the county allocations for Massachusetts.

Baker-Polito administration officials report that they have also applied to the Treasury on behalf of the communities in non-functioning counties, and await further clarification about when to expect those funds.

How and when municipalities will receive funds

Payments to states, counties, Metropolitan Cities, and non-entitlement communities will be evenly divided into two tranches, with the first being allocated in the coming weeks and the second round arriving 12 months after the first.

States, counties, and Metro Cities have already started to receive their first tranche directly from the Treasury. Funding to non-entitlement communities will be distributed first to the respective state government for redistribution to communities.

Officials in the Baker-Polito administration report that the Commonwealth has already applied to the Treasury on behalf of the non-entitlement communities, and that those funds will be distributed through the same pipeline that is used to distribute the state's local aid to municipalities. The ARPA requires states to allocate the first tranche of funds to non-entitlement communities within 30

days of receipt.

Each non-entitlement community must confirm to state officials its interest in receiving funds. If a municipality wishes to decline federal funding, it must affirm that decision to state finance officials, and the money would be returned to the Treasury.

The state will need to collect certain documentation from non-entitlement communities as required by the Treasury. Additional details will be announced through the Division of Local Services.

On May 19, the Federal Funds Office published a [memo outlining steps for Metropolitan Cities to apply for the Coronavirus Local Fiscal Recovery Fund](#).

On June 1, the office issued a memo on [steps required for non-entitlement units of government to receive CLFRF allocations](#).

Eligible expense categories

Treasury guidance provides welcome flexibility for eligible uses among the four main spending categories identified in the statute:

- Response to the public health emergency or its negative economic consequences
- Provision of premium pay to eligible workers
- Revenue replacement
- Investments in water, sewer and broadband infrastructure

In the first category, the guidance provides for a wide range of potential uses, including COVID mitigation and containment, behavioral health care to address situations exacerbated by the pandemic, and public health and safety employee costs.

The guidance around negative economic consequences includes rebuilding public sector capacity, including by rehiring public sector staff, and replenishing unemployment insurance trust funds to pre-pandemic levels. Recipients may also use funding to build internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach and technology infrastructure.

Regarding premium pay for essential workers, the term "essential worker" is very broad and is not limited to municipal employees.

For infrastructure, the American Rescue Plan Act focused on water, sewer and broadband projects. For water and sewer, the Treasury has aligned the types of 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 funds](#).

Recipients can use this funding to invest in an array of projects related to drinking water infrastructure, as well as wastewater infrastructure, including managing or treating storm water or subsurface drainage water. In addition, the Treasury guidance allows for spending on cybersecurity aimed at protecting water and sewer infrastructure; projects promoting climate change resilience (for instance reducing energy consumption on water and sewer facilities); and lead line service replacement.

Broadband infrastructure eligibility focuses on households and businesses that do not have an existing wireline connection capable of reliably delivering 25 Mbps download/3 Mbps upload. Last-mile connections and affordable service are key focus areas of the Treasury's guidance around broadband infrastructure eligible uses.

Under the category of revenue replacement, the Treasury has established a methodology to calculate the reduction in revenue, and allows recipients to recalculate revenue loss at several points throughout the program, supporting municipalities that experienced a lagging impact of the crisis on revenues.

Once a shortfall has been identified, municipalities have broad latitude to use this funding to support government services, up to the amount of lost revenue. Under the Interim Final Rule, government services can include, but are not limited to, maintenance or "pay-go funded" building of infrastructure, including roads; modernization of cybersecurity, including hardware, software and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.

The [MMA hosted a Zoom webinar on May 20](#) featuring officials from the National League of Cities and the Baker-Polito administration who present-

Continued on next page

DLS and OIG offer ‘Overview of Municipal Audits’ webinar on June 9

The Division of Local Services and the Office of the Inspector General are jointly hosting the webinar “Overview of Municipal Audits” on Wednesday, June 9, at 10 a.m.

According to the DLS, external audits are an important local tool that can assist a community in improving its financial controls and practices. This helps with the protection of the community’s assets, potential upgrades in its bond rating, and increased public confidence in the local government.

This webinar will answer questions such as:

- What are the different components of an audit, and what do they cover?
- What are the benefits of having an audit completed in my community?
- What are the best practices for procuring a local audit?
- How often is my community required to have an external audit?

DLS and OIG staff will be available to

answer other questions related to this topic.

[Registration is available online](#), where registrants may also post any questions they might have in advance. ●

ARPA

Continued from previous page

ed information on allowable uses of American Recovery Plan Act funds for municipalities.

Ineligible uses of ARPA funds

In general, categories of ineligible expenditures include:

- Using the money for federal matching funds
- Premium pay for employees who were able to telework during the public health emergency
- Funding pension accounts, paying off outstanding debt, or making deposits to reserve accounts or rainy day funds

Providing equity-focused services

The Treasury guidance recognizes that

certain communities were harder hit by the public health emergency and allows additional flexibility for spending in areas that were disproportionately impacted. This expanded eligibility includes addressing health and educational disparities, investing in housing and neighborhoods, and promoting healthy childhood environments. Areas that are recognized as Qualified Census Tracts (low-income areas as designated by the U.S. Department of Housing and Urban Development) are presumed to be eligible for these additional fund uses. For areas that are not Qualified Census Tracts, the guidance provides a detailed explanation for how a municipality may determine eligibility criteria for similar funding needs.

Reporting requirements

The covered period for State and Local Fiscal Recovery Funds runs from March

3, 2021, through Dec. 31, 2024. The Treasury guidance permits funds that are obligated by Dec. 31, 2024, to be expended through Dec. 31, 2026.

For Metropolitan Cities, an interim report will be required by Aug. 31, 2021, and expense reports will be filed quarterly thereafter for the duration of the covered period.

Metro Cities with a population above 250,000 will have to file an annual recovery performance report with the Treasury highlighting the outcomes of their expenditures, in addition to the reporting requirements for all Metro Cities.

Non-entitlement communities will have to submit annual project and expenditure reports, with the first being due on Oct. 31, 2021. ●

VAX PROGRAM

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to search elsewhere and in many cases opted out of the system after they found an appointment elsewhere.

Homebound Vaccination Program

The expansion of the Homebound Vaccination Program will support continued vaccination of hard-to-reach populations.

The administration [launched](#) the program on March 29 for individuals who met specific federal criteria, such as requiring significant support to leave their home for a medical appointment. As of

May 24, any individual who has trouble getting to a vaccine site became eligible for the homebound program.

Individuals can call 833-983-0485, Monday through Friday, 9 a.m.-5 p.m., to register for an in-home vaccination. The phone line has representatives who speak English and Spanish, and translation services are available in more than 100 languages.

After registering, individuals will be called within five business days by the state’s homebound vaccine provider, Commonwealth Care Alliance, to schedule an appointment. The administration states that it may take some time to get an appointment, and the quickest way

to get vaccinated remains to schedule an appointment at a vaccination site.

The Homebound Program is primarily using the single-dose Johnson & Johnson vaccine, which requires just one visit to an individual’s home. For individuals 12 to 17 years old who are homebound, the program is offering Pfizer vaccines. Homebound youth were encouraged to register for the Homebound Program by May 28 to ensure that an in-home vaccination could be scheduled during the month of June.

The Commonwealth is focusing on a [targeted, community-based approach](#) to reach residents who have not yet received a first vaccine dose. ●

MMHR's Boot Camp webinars cover range of HR issues

By Isabelle Nichols

The Massachusetts Municipal Human Resources association held its eighth annual HR101 Boot Camp virtually this spring as a five-session webinar series.

The series kicked off with a discussion about developing job descriptions, led by past MMHR Chair Mary Beth Bernard, the human resources director in Wrentham. The session covered why it is important to maintain accurate, up-to-date job descriptions for each position, the key components of a job description, and how job descriptions come into play in the recruitment, hiring and performance evaluation processes. Bernard also provided a helpful list of “do’s and don’ts” for the classification and compensation process.

The second session focused on workers’ compensation and paid leave under [Chapter 41, Section 111F](#), in the time of COVID-19. Lori Burke, director of absence management and specialty services with AllOneHealth, gave an overview of Massachusetts workers’ compensation regulations, Section 111F, the [Family and Medical Leave Act](#) and the [Americans with Disabilities Act Amendments Act](#). She discussed the importance of using a case management approach when a work-related injury occurs.



Attorney Jaime Kenny (top left) and Jean Haertl (top right), CEO of Safety & Respect at Work, speak with Vanessa Hale, vice chair of the Massachusetts Municipal Human Resources association, during the third session of the HR101 Boot Camp series.

For the third session of the series, Jean Haertl, CEO of Safety & Respect at Work, and attorney Jaime Kenny, a partner with Clifford & Kenny, led a training on complaint triage and policies, investigations and discipline. The session covered how to conduct a proper investigation, interim measures that can be put in place while an investigation is ongoing, and disciplinary and remedial action.

The theme of the fourth session in the series was municipal leave laws 101. Leading the discussion were attorney Jackie Kugell, a partner with Morgan, Brown and Joy, and Yetunde Buraimoh,

an associate with Morgan, Brown and Joy. The session covered the FMLA, the [Massachusetts Paid Family and Medical Leave Act](#), the ADAAA, and the [Massachusetts Parental Leave Act](#). Kugell and Buraimoh also covered the various state and federal leave laws that apply to situations of domestic violence, jury duty and court attendance, Veterans Day and Memorial Day leave, victim and witness leave, and military leave.

The webinar series concluded with a discussion about developing a diversity hiring policy. MMHR Chair Dolores Hamilton, the human resources director in Framingham, and Dr. Martisa Barros, the chief diversity, equity and inclusion officer in Framingham, discussed the diversity hiring policy developed by the city of Framingham and how municipalities can operationalize such a policy. Hamilton and Barros also shared their newly developed diversity hiring guide, which includes diverse hiring websites to use for recruitment, a diversity recruitment checklist, and sample interview questions.

More than 150 human resources professionals registered for the Boot Camp webinar series. ●

MMHR to discuss ‘costing out’ contracts on June 17

The virtual Annual Meeting of Massachusetts Municipal Human Resources on June 17 will cover “costing out” contracts.

Decisions that are made during contract negotiations can have long-term implications for cities and towns, both intended and unintended. Costing out the contract helps ensure that municipal employers are as prepared as possible when they get to the negotiation table.

A panel discussion, “Costing Out Contracts: The Key to Successful Negotiations,” will feature Chatham Town Manager Jill Goldsmith, Arlington Deputy Town Manager Sandy Pooler, and Attorney Melissa Murray, a partner at Norris, Murray, and Pelouquin, LLC.



Sandy Pooler

Jill Goldsmith



Melissa Murray

The meeting will include a vote on the fiscal 2022 budget and MMHR board slate, presentation of the 2021 Skop Award, and an MMA legislative update from Legislative Director John Robertson.

Voting on the fiscal 2022 MMHR Board

of Directors slate and budget will be conducted online. Additional details about the voting process will be shared with all MMHR members in the coming weeks.

The free Zoom webinar will be

held from 10:30 a.m. to 12:30 p.m.

Contact: MMA Member Services Coordinator Isabelle Nichols at inichols@mma.org

With health insurance market in flux, it's time to plan ahead

By Chris Bailey

As the world emerges from COVID-19 lockdown and we return to more "normal" operations and matters, health insurance coverage is among those items seeing new focus and attention both regionally and nationally.

While the federal government, through various programs, made sure COVID testing, treatment and vaccinations were covered for most folks, people are now starting to return to their providers and seeking elective surgeries and other care they put off during the pandemic.

Knowing what has changed in the market since COVID began will undoubtedly help health care consumers. And as employers bring people back to work, it is important to understand what's taking place in the health insurance market in order to make strategic plans for the next contractual period.

In April, Fallon Health announced that it would exit most of the commercial health insurance market and focus predominantly on public plans like MassHealth and Medicare. While members have 18 months to transition, Fallon's decision has left

many Massachusetts communities seeking a new provider. (Nearly 16,000 people in the Massachusetts Group Insurance Commission pool are with Fallon, as are 18 communities in Worcester County.)

Further, the [merger of Tufts Health Plan and Harvard Pilgrim Health Care](#) is creating some questions and tension in the marketplace, as employers and plan members question how it might affect their coverage benefits and costs. On the upside, the two health plans say that over time, more than \$100 million in savings is anticipated through administrative synergies, which will go directly to mitigating premium increases and the out-of-pocket burden for members.

Some industry insiders warn that there is always the potential for other shake-ups as well.

Preparing for next year

While some communities may have fatigue from just finishing their fiscal 2022 health insurance purchasing, given the current market situation, insurance executives say it's best to start planning now for fiscal 2023. (This is particularly true for those needing to make a change due to the Fallon Health exit.)

Communities are advised to seek the following from their health care provider:

1. Security. It's important to know that your health plan will be around this year and next. Get assurances from potential providers that they don't plan to exit the Massachusetts market.
2. Longevity. Most health insurance providers in Massachusetts have been around for a long time. While new players may have arrived, they come with experience from other areas. Still, it's good to ask for a detailed corporate history from all potential providers. Make sure their experience in the health insurance market, and that of their leadership, is top-notch.
3. Stability. The pandemic upended a lot of things, and the health insurance industry was not spared. According to a Fitch Ratings report from May, health insurance providers had a relatively stable end to a turbulent year (2020), but uncertainty lies ahead. So it's important to work with a provider whose outlook is stable. Check the insurer's annual reports and quarterly statements. Look for those that have a better-than-average retention rate, ongoing

■ MIIA continued on 18

MIIA welcomes new medical, dental and vision members

MIIA is welcoming the following communities and municipal organizations as new members to its medical, vision and dental plans for fiscal 2022:

Medical: Carlisle, Cherry Valley/Rochdale Water, Marion, Nashoba Associated Boards of Health, Sutton and West Boylston

Dental: Bristol, Buckland, Carlisle, Cherry Valley/Rochdale Water, Danvers, Dracut, Essex, Georgetown, Greater Lawrence School District, Littleton, Manchester, Marion, Nashoba Associated Boards of Health, North Adams, Norwell, Pathfinder Tech,

Spencer, Sutton, Topsfield, Tyngsboro, Walpole, Woburn and Worthington

Vision: Amesbury, Barre, Berlin-Boylston Regional School District, Blackstone-Millville Regional School District, Bristol, Brookfield, Carlisle, Chelmsford, Cohasset, Danvers, Essex, Florida, Freetown, Georgetown, Granville, Hamilton, Littleton, Lunenburg, Manchester, Marion, Masconomet Regional School District, Mendon, Merrimac, Middleton, Newbury, North Adams, Norwell, Pathfinder Tech, Princeton, Quaboag Regional School District, Ralph Mahar Regional School District, Rutland, Southeastern

Massachusetts Regional Emergency Communications Center, Southbridge, Sterling, Southwick-Tolland-Granville Regional School District, Sturbridge, Sutton, Swansea, Tolland, Topsfield, Triton Regional School District, Tyngsborough, Winchendon, Woburn and Worthington

MIIA looks forward to helping these new members manage their health insurance and workplace wellness environments while providing access to an extensive network of hospitals, physicians, and essential health care providers.

Around the Commonwealth

Andover

Town launches one-stop online data shop

Hoping to bolster transparency around municipal operations and provide one-stop information for residents, Andover recently launched an online data portal detailing everything from historical property-tax analysis and demographic data to response times for potholes and beaver complaints.

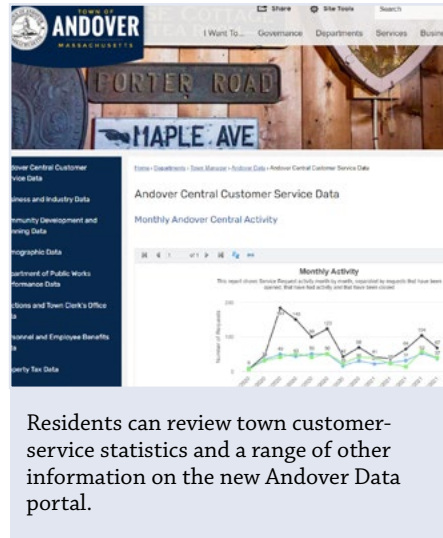
In late April, the town unveiled [Andover Data](#), which provides statistics on various aspects of the town's work, including its customer-service response rates, business and industry activity, community development and planning projects, public works performance, demographics, elections and town clerk data, and streetlight locations.

The town will update the data and add topics as it receives new information, said Assistant Town Manager Patrick Lawlor. He added that the Andover Data portal provides a digital complement to Andover's plans to include a customer-service center in its renovation of town offices.

"This model has carried through to every element of government here, from our physical interactions to our digital interactions," Lawlor said. "Ultimately, our goal is to have a stronger and better relationship with our community."

Lawlor said the data portal grew out of its 311 phone service and [Andover Central](#), an online customer-service hub, which the town launched a year-and-a-half ago. Both services allow residents to make service requests. The popularity of Andover Central, which allows residents to track requests, encouraged officials to broaden transparency around town operations, he said.

According to Lawlor, the town wanted to display the customer-service data it was generating from the 311 system, as well as other useful information for residents. For instance, Andover was publishing interesting data in its annual report, but couldn't be sure how many people actually read the 100 page-plus publication.



Residents can review town customer-service statistics and a range of other information on the new Andover Data portal.

"Part of this, too, was this sort of inherent belief that we need to do a better job of telling our story," Lawlor said. "The actual output of the town services is pretty remarkable, so that's a story worth telling."

Thanks to the portal, residents can learn that the town resurfaced 14.5 miles of road and installed more than 3,500 feet of curbing in 2019, Lawlor said. They can also learn how their property tax bills have changed over time, and how theirs compare to tax bills in other communities. Lawlor said he researched old Finance Committee reports to help assemble historical tax data.

"There are a lot of things that we talk about a lot, and that don't have a lot of context, and I think this is a tool to provide that context," Lawlor said.

The town soon hopes to include a real-time, energy-use tracker for public buildings; a tracker showing which streets have been plowed or sanded during winter storms; and information detailing the efficiencies created through fiscal management and technology improvements.

The town also hopes to work with high school students, Lawlor said, and use data contributed by residents. He envisions "a cross-pollination of everybody in town" to keep the project moving forward.

The data portal took six to seven months to materialize, Lawlor said. The project

didn't cost much money, as the work was largely completed by himself, staff in the town manager's office, and a small interdepartmental team. Going forward, he said, the town will expect every department to contribute relevant data.

"It's going to be something that we're going to really engage every department and every employee in town to look at and say, 'What's some information that we can display that will not only build our trust with the community, but it will help us work better, too?'" Lawlor said.

— Jennifer Kavanaugh

Chelsea

City pilots debit card-based guaranteed income program

In response to the effects of the COVID-19 pandemic on the community, Chelsea last fall launched a pilot guaranteed-income program in the form of reloadable debit cards, called Chelsea Eats: Chelsea Food Debit Card Program.

The city initially began a municipal food distribution effort in April 2020 in order to assist those facing food insecurity that deepened during the pandemic. But running municipal food pantries took significant time and effort, and city funds were being used on non-food items, like transportation, packing boxes and unloading trucks, according to City Manager Tom Ambrosino.

"On a hot summer day, people are waiting in line for an hour to get a box of food to have to carry it back to their home," Ambrosino said. "A lot of us felt this was an undignified way for people to meet their food needs."

So the city pursued "a better way."

The program was announced last July, and recipients were selected by lottery in September, with the first distribution coming right before the Thanksgiving holiday. The city received more applications than it had the funding for. A total of 3,615 households applied for the program, and 2,074 were chosen in the weighted lottery.

The cards were provided in a partnership with Visa and can be used anywhere Visa is accepted. The amounts on the

Around the Commonwealth

cards vary by household size, with most receiving \$400 per month, with one-person households receiving \$200 and two-person households receiving \$300.

Ambrosino said funding for Chelsea Eats has come from general city funds, the federal CARES Act, and philanthropic contributions. The city received significant support from Shah Family Foundation, as well as United Way, Massachusetts General Hospital and Beth Israel.

The cards can be replenished monthly for a period of six months, and are currently due to expire on June 30. Ambrosino said he anticipates that the program will be able to run through Labor Day, but is not a financially viable long-term program for the city.

“These kinds of programs need to be run at a larger scale, supported by the state and federal government,” Ambrosino said.

In partnership with the city, The Rapaport Institute for Greater Boston at the Harvard Kennedy School released an [evaluation on initial card spending](#) through early March. The evaluation has information on each purchase made with a card, including store or vendor name, location, date of purchase, amount spent, and general description of what the store or vendor provides (but not the items purchased). The evaluation finds that 73.3% of spending occurred at places where food is the primary product, with 32% at Market Basket grocery stores, overwhelmingly at the Chelsea location. The evaluation also found that more than half of total spending occurred in Chelsea.

“We needed to get people through the pandemic, which we have done, gotten them through the worst of it,” Ambrosino said. “But we also wanted to prove that this kind of program can work, and the funds can be spent responsibly.”

– *Meredith Gabrilka*

Revere

City launches Fully Vaccinated Business badges program

The city of Revere on May 20 began distributing stickers to small businesses



The city of Revere is distributing stickers to small businesses whose employees are fully vaccinated.

whose employees are fully vaccinated. The stickers, often displayed at the business entrance, are part of a campaign to raise awareness about the importance of vaccination across the city, according to city officials.

Small businesses can join the program by applying through the city’s Inspectional Services Department, which then sends a COVID inspector to the small business for an attestation and designates it as a Fully Vaccinated Business. The city [lists Fully Vaccinated Businesses](#) on its website.

“This program helps provide our residents with another level of comfort to safely patronize our businesses and encourages them to shop and dine locally,” said Mayor Brian Arrigo. “Our small businesses are the backbone of our city, and once again they are showing their commitment to a safe full reopening.”

Revere businesses that were approved for stickers on the first day include Cafeteria Las Delicias Colombianas, Exito Multiservice, Circle Auto Gallery, the American Legion, Moccia Insurance, Peter Woo’s, Pine River Fish Market, and Terri’s Place.

As of mid-May, 41% of Revere residents were fully vaccinated and 55% had received their first dose. To celebrate and inspire the rising vaccination numbers, Arrigo announced that a month of festivities is being planned for this summer for fully vaccinated residents. “Revere’s Rockin’ Rebound” is scheduled to launch in the first week of June.

– *John Ouellette*

Fall River

Fire stations become Safe Stations for people seeking addiction treatment

The city of Fall River has opened its six fire stations to people facing addiction, helping people get treatment and services now rather than having to respond to overdoses later.

The Safe Stations program, possibly the first of its kind in the state, allows people to walk into any city fire station between 7 a.m. and 9 p.m. and request addiction help in a judgment-free environment. While there, people receive an initial medical screening, help from a recovery coach, and, if needed, a mental health evaluation. The program has helped 15 people since its March 1 launch.

In the field, Fire Lt. William Lonardo said, he can reverse an overdose with the drug Narcan and take a patient to the hospital, but he can’t reverse a family’s heartbreak or help clean up the aftermath. This program allows the department to help prevent overdoses, he said.

“It kind of redefines our role,” Lonardo said. “It’s really neat, actually, in that we have patients who now come to us, instead of us having to go to them. ... When you’re looking for different ways to be useful to your community, this is a big one.”

Initially delayed by the pandemic, the city took about a year to develop its program. It’s modeled after the Providence Safe Stations program in Rhode Island, a state that has seen several such programs materialize in recent years. City officials also researched New Hampshire programs dating back to 2016, and said they are hearing that interest is starting to build here in Massachusetts.

“This program is starting to flourish into other communities, which is a great, great thing,” said Timothy Oliveira, Fall River’s director of medical services.

The city is collaborating with nonprofits and medical providers to offer the service. The Fire Department provides

■ COMMONWEALTH *continued on 18*

Let us know about your local news

Every day across the Commonwealth, municipal leaders are figuring out ways to deliver services more efficiently, save taxpayers money, engage more citizens in the vital work of local government, or generally improve the effectiveness of the layer of government that has the most direct impact on people's lives.

Massachusetts town and city halls regularly serve as laboratories for creative thinking in an effort to provide even better services to residents. Local leaders have repeatedly shown ingenu-

ity through the years — even more so during the pandemic.

The MMA is proud of the work that our members do, and whenever possible, we want to recognize and help spread the word about the local creative solutions. If your community has launched a new program or initiative, or has found a unique solution for a common problem, please let us know by filling out our new [Local News Tips form](#) on the MMA website.

Local officials often tell the MMA that they want to know more about what other communities are doing so they can learn from each other's experiences. By letting us know about your new programs and initiatives, you can help the MMA foster that mutual learning through our news coverage and social media, and contribute to the innovations that are improving local government. ●

COMMONWEALTH

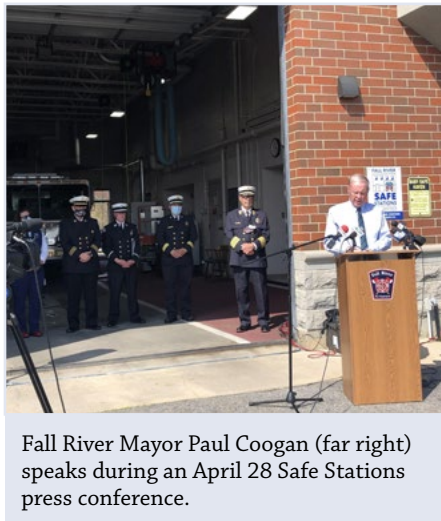
Continued from page 17

the stations and transportation. It works with Steppingstone Inc., which provides the recovery coaches; Stanley Street Treatment and Rehabilitation; St. Anne's Hospital/Steward Health; and Boston Medical Center and Bay Cove Human Services, which partner to provide mental health services.

Officials said the program doesn't cost the city much to run. Besides providing transportation and access to the stations, it has spent money mainly on COVID tests, flyers, and "Safe Station" building signs. Steppingstone pays for the recovery coaches.

When a person seeks help at a fire station, personnel find a private meeting spot and request a recovery coach. So far, only a couple people have needed urgent medical attention, officials said.

Typically, recovery coaches have 30-minute response times, and need only an hour or so to arrange next steps for the



Fall River Mayor Paul Coogan (far right) speaks during an April 28 Safe Stations press conference.

client — possibly longer if Bay Cove needs to send someone to conduct a mental health evaluation.

The process cuts bureaucratic delays that often confront people seeking help, particularly those with mental-health diagnoses, said Stephanie Perry, an

addiction nurse specialist at St. Anne's Hospital in Fall River. Otherwise, those patients can wait days in the emergency room before getting transferred, she said. In one case, Perry said, a woman who spent three days in the ER without getting a treatment bed went to a fire station a week later. Within an hour, she met a recovery coach and arrived at her detox bed almost immediately afterward.

"That's an amazing outcome, considering what it could have been," Perry said.

The program's main benefit, she said, is that "those recovery coaches are coming right to that person at the time of need."

—Jennifer Kavanaugh

This monthly column features regional and local news briefs related to local government in Massachusetts. To suggest a news item for this column, email editor@mma.org.

MIIA

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relationships with health care providers and facilities, and high satisfaction ratings. The [National Committee for Quality Assurance keeps ratings of each insurance provider on its website](#).

4. Innovation. According to an article in the May Harvard Business Review, people no longer accept "one-size-fits-all" solu-

tions, including for health care. "Consumer needs and perspectives on health insurance coverage vary widely across many dimensions, including generational differences," the article states. "It's inevitable that demands for more personalization in health care will reach a tipping point." Seek a provider that will look at your employees' unique needs and craft plan solutions that encourage wellness and prevention and offer new and innovative benefits that can

help them have the best quality of life.

MIIA believes in open and honest dialogue and listens closely to the needs of members when helping them craft insurance coverage for employees. Make sure to ask the same of your insurer or broker. Doing so can make the health insurance discussion productive and beneficial for you and your employees.

Chris Bailey is MIIA's Health Trust Manager.

WEMO discusses encouraging women to run for office

By Isabelle Nichols

[Women Elected Municipal Officials held its inaugural spring symposium](#), Opening Doors for Women, virtually on April 30.

The symposium kicked off with a welcome from WEMO Chair and Newburyport Mayor Donna Holaday, followed by a presentation by Jarinete Santos, political pipeline director with She Should Run, a nonprofit that offers a starting place for women to explore their options regarding public office.

Santos discussed some of the barriers that women face in considering a run for office, and provided resources that women who are in the consideration phase can turn to for support.

WEMO Committee members each spoke briefly about why they ran for office, the challenges they faced when running, and what they have found rewarding about running for and holding public office.



Jarinete Santos, political pipeline director with She Should Run, shared resources for women who are considering a run for office during a Women Elected Municipal Officials virtual symposium on April 30.

The symposium concluded with a panel discussion featuring Sarah Johnson, executive director of Local Progress, and Erin Vilardi, founder and CEO of Vote Run Lead. The panel, moderated by WEMO First Vice Chair and Methuen

City Councillor Eunice Zeigler, explored question like:

- How do you know if it's the right time to run for office?
- Why does having women in governing roles matter?
- What are key resources that can assist women to prepare to run for office?
- What are challenges and obstacles commonly raised by women who are considering a run for office?
- What kind of people should women have on their team when considering a run for office?

Panelists responded to a number of questions about topics like preparing to move up to a higher level of elected office, combatting “imposter syndrome,” and strategies to increase voter turnout in local elections. ●

Public Health Excellence Grant Program reopens

A Request for Response for the Public Health Excellence Grant Program for Shared Services was reopened on May 26. The [RFR and other materials can be found online](#).

The Massachusetts Department of Public Health's Office of Local and Regional Health seeks proposals from qualified vendors to support public health cross-jurisdictional, shared-service arrangements. The DPH received new funding in fiscal 2021 for grants to advance the recommendations of the Special Commission on Local and Regional Public Health in its final report of June 2019: “[Blueprint for Public Health Excellence: Recommendations for Improved Effectiveness and Efficiency of Local Public Health Protections](#).”

As noted in the Blueprint, Massachusetts and national evidence supports cross-jurisdictional sharing as a means to improve effectiveness and efficiency. In working together, municipalities are better able to meet statutory require-

ments, respond to public health emergencies, and plan public health improvements.

The Public Health Excellence Grant Program is designed to address the commission's recommendations for improved effectiveness and efficiency of local and regional public health by expanding opportunities for sharing of public health services.

Only municipalities, federally recognized tribes, or regional planning agencies/regional government councils representing local boards of health are eligible to receive these grant funds. Applicants may submit proposals that fall into one of the following three categories:

1. To expand shared services arrangements to include more municipalities
2. To expand shared services arrangements to provide a more comprehensive and equitable set of public health services and/or sustainable business model
3. To support new cross-jurisdictional sharing arrangements

3. To support new cross-jurisdictional sharing arrangements

The Office of Local and Regional Health anticipates awarding approximately five contracts with an annualized amount of up to \$300,000 each. These contracts are in addition to the 29 contracts awarded in April 2021.

Applications must be submitted by June 29 at noon via email.

The [application form is available online](#). Details on how to submit are included in the RFR at the same link.

The DPH will hold a bidders conference webinar on Thursday, June 3, at 3 p.m. [Click here to participate](#). ●

Officials asked to update information for Municipal Directory

For the past month, the MMA has been gathering updates from cities and towns for its 2021-2022 Massachusetts Municipal Directory, a comprehensive resource for connecting with colleagues in local government.

On May 3, municipalities started receiving emails with login information and a link to an online tool that they can use to update their community's information. Emails have been sent to all cities. Towns receive the emails on a rolling basis shortly after their annual elections.

As of May 22, 129 communities had updated their information using the convenient online tool. Middleborough was the first community to complete its updates this year, with Town Manager Robert Nunes submitting them at 11:25

a.m. on May 3.

In most cases, the emails go to the chief municipal official and to a selected designee in each community. They are asked to review and update an online form, which is pre-populated with personnel information that the MMA currently has on file. The form should take only a few minutes to update and submit.

The MMA is also accepting advertising orders for the directory. Organizations that are interested in advertising in the directory can [download and complete the advertising form](#). Completed advertising forms should be sent to Karen LaPointe at sales.kml@mma.org.

The Massachusetts Municipal Directory includes listings of local officials and

contact information, as well as demographic and financial data, for all of the state's 351 cities and towns. There are also sections devoted to state and federal government agencies, relevant professional organizations, and regional school districts, as well as a guide to products and services for municipalities.

The new edition of the directory is expected to be published in early September.

For more information, contact Directory Editor Jennifer Kavanaugh or Database Administrator Ruby Sadoques at directory@mma.org. ●

Human services group discusses vaccine education and hesitancy

The MMA Human Services Council hosted a [webinar on May 21 covering COVID-19 vaccine education](#) and strategies to address vaccine hesitancy.

Shazie Senen, Program Coordinator and COVID-19 Vaccine Ambassador with the Department of Public Health, provided an overview of the COVID-19 vaccines, their development process, and vaccine safety.

Senen also addressed some frequently asked questions about the vaccines, including how and where to get a vaccine, side effects, and current vaccination rates.

Senen shared additional tools and resources for vaccine information, including materials that can be distributed to community members.

MIIA Wellness Representative Tira

Hanrahan led a discussion about vaccine hesitancy. She discussed current vaccine uptake rates in the United States and Massachusetts, as well as estimated hesitancy rates.

Hanrahan discussed the reasons behind vaccine hesitancy and offered tips for overcoming it at both the individual and community levels.

— *Isabelle Nichols*



A panel discusses vaccine education and hesitancy during an MMA Human Services Council webinar on May 21. Pictured are MIIA Wellness Representative Tira Hanrahan (top left); Shazie Senen, Program Coordinator and COVID-19 Vaccine Ambassador with the Department of Public Health (top right); and Laura Ducharme, community services coordinator in Acton and president of the MMA Human Services Council.

Commercial Driver Licensing requirements are changing

Commercial Driver Licensing requirements under federal regulation are changing, and cities and towns will need to register with the Federal Motor Carrier Safety Administration as a training provider and be subject to the requirements under 49 CFR 380 if they wish to continue to train CDL drivers.

The new requirements will be applicable in February 2022, according to the Motor Carrier Safety Administration, and

may substantially change the model for how cities and towns generate their population of CDL drivers for both schools and public works vehicles.

More information is available on the [Entry-Level Driver Training Provider Registry](#). The registry will help commercial driver's license applicants connect with training providers who are self-certified to provide required entry-level driver training. Visitors may sign up

to receive news and updates from the FMCSA about the registry and the new requirements for CDL applicants, training providers, and State Driver Licensing Agencies.

Under a previously passed regulation, effective January 2020, CDL drivers are subject to drug and alcohol testing requirements under 49 CFR 382. For more information, visit the [FMCSA Drug and Alcohol Clearinghouse](#). ●

ATFC discusses how FinComs can boost their positive impact

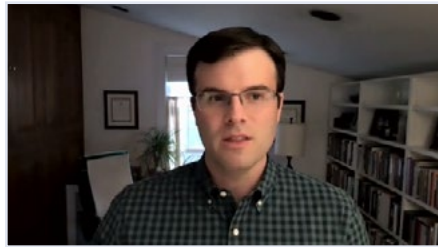
By Denise Baker

Association of Town Finance Committees President Brian Boyle was the featured speaker during the association's May 19 webinar, "[Upping Your Finance Committee Game: How to Harness and Develop Volunteer Energy.](#)"

Boyle, who serves as chair of Bolton's Advisory Committee, has worked on two large projects in the past five years: developing and implementing financial policies for the town and updating its Master Plan. He used both as examples during his presentation.

Before tackling a project that is outside the typical scope of a finance committee's responsibilities, Boyle said, it's important to get to know fellow committee members: what are their strengths, availability, and priorities? When beginning a project, he said, determine what other committees or town departments it will affect, and be sure to develop relationships there. It's important to work collaboratively, especially in smaller communities, where volunteers do much of the work on special projects.

Another important factor is timing. Summer and early fall are usually the best times for finance committees to engage in project work, before the budget



Association of Town Finance Committees President Brian Boyle discusses tackling larger projects during a May 19 webinar.

season begins.

Once the finance committee decides on a project, it has to be presented to everyone involved. This may include the select board, the professional town finance staff, and the school committee. All parties should be on board before the work begins and a team is assembled.

Boyle emphasized the importance of using data and resources that are readily available online. In particular, the [Division of Local Services website](#) has a large volume of data that is searchable, making it relatively easy to find comparable communities. The DLS also offers guidance through its Technical Assistance Bureau.

When Bolton was developing a set of financial policies, Boyle said he was able to use another community's policies as a template and adapt them to his town's needs, rather than starting from scratch. (A list of resources can be found on the last page of [Boyle's Powerpoint presentation.](#))

Another source of support is the local regional planning agency, which may offer grants or funding to assist committees with special projects, or may be able to provide staff support to do some of the needed research or data analysis. Boyle said Bolton received significant assistance from the Metropolitan Area Planning Commission when updating its Master Plan.

Boyle encouraged attendees to make sure to mark and celebrate any successful projects and outcomes involving the finance committee. Three months after Bolton adopted its financial policies, S&P Global Ratings upgraded the town's bond rating to AAA, citing the policies as a contributing factor. This news was featured in the local newspaper and communicated to residents in a variety of ways. ●

Women Leading Government, WEMO to celebrate 19th amendment

On June 25, Women Leading Government and Women Elected Municipal Officials will jointly host a webinar to celebrate the centennial of the 19th Amendment.

June 25, 2020, marked the 100-year anniversary of the amendment that granted women the right to vote in the United States. This year, on that same date, WLG and WEMO will celebrate the historic milestone while also looking ahead to the work still to be done.

The webinar will begin at 10 a.m. with a moving and thought-provoking 30-minute movie created by Suffrage100MA: "The Fight for Women's Suffrage: Looking Back, Marching Forward."



Freddie Kay

Katrina Huff-Larmond

Following the movie, a panel of speakers will share their thoughts:

- Suffrage100MA Executive Director Freddie Kay
- Winchester Town Manager and former

Fitchburg Mayor Lisa Wong, who will discuss how racism, sexism and discrimination still linger and impact American politics

The meeting will close with a facilitated discussion led by Randolph Town Councillor and Suffrage100MA Vice President Katrina Huff-Larmond.

All WLG and WEMO members have received an invitation to register. [They may also register online.](#)

Contact: Senior Member Services Coordinator Denise Baker at dbaker@mma.org

MMA-Suffolk programs update

On May 14, the MMA and Suffolk University graduated the 15th and 16th classes of the Certificate in Local Government Leadership and Management program.

The application period ended April 30 for the certificate programs scheduled to begin this fall in Barnstable and Marlborough, which will be the 17th and 18th held by the MMA and Suffolk.

The Certificate in Local Government Leadership and Management is a five-course, graduate-level program held over the course of 25 Fridays. The program is designed for municipal employees looking to further their careers in municipal management. Sample classes include budgeting, human resources management, and strategic leadership.

Information about the 2022-2023 programs will be available in the fall.

Finance Management Seminar

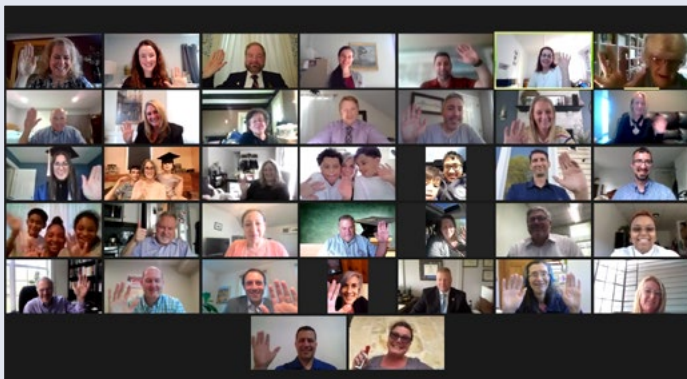
The application deadline is July 31 for the fall 2021 MMA-Suffolk Municipal Finance Management Seminar. [The application is available on the MMA website.](#)

The seminar provides an overview of Massachusetts municipal finance, including the operational aspects of finance structure, systems and processes in Massachusetts cities and towns. Topics include budgeting, financial reporting, treasury functions, property assessment, and costing out contracts.

The seminar is for municipal officials interested in furthering their careers in municipal finance as well as for employees who are new to municipal finance. Applicants must be employed by a city or town, and must have the approval of their municipal manager, administrator or mayor to apply.

The program will be held virtually on five Fridays beginning in mid-October. The cost of the seminar is \$825.

For more information about the MMA-Suffolk programs, visit www.mma.org/suffolk or email Katie McCue at kmccue@mma.org.



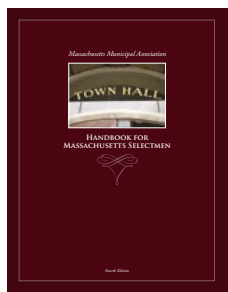
Students from the 2020-2021 MMA-Suffolk Certificate in Local Government Leadership and Management programs held in Shrewsbury (top) and Danvers gathered virtually for their graduation ceremonies on May 14. The Shrewsbury program had 24 graduates, and the Danvers program had 21.

MMA's Handbook for Massachusetts Selectmen now available digitally

The MMA's Handbook for Massachusetts Selectmen, a 250-page comprehensive guide to the roles and responsibilities of select board members in Massachusetts, is available to all select board members for free in a digital format.

During the spring town election period, the searchable PDF is sent by email to all new select board members, along with other welcoming materials from the Massachusetts Select Board Association.

The 11-chapter handbook covers subject areas such as administrative and regulatory responsibilities; financial



appointments, holding public meetings and hearings, town meeting, Proposition 2½, insurance, tax rates, collective bargaining, legal representation, public

management; human resources, personnel and labor relations; and land use and community development. It covers topics such as complying with the open meeting and ethics laws, making

safety, public works, and the role of a town manager or administrator.

To order the PDF, send an email to Jessica Obasohan at the MMA at jobasohan@mma.org.

The handbook is also available as a hard copy, at a cost of \$25 for MMA member communities and \$49 for nonmembers. To order a hard copy of the handbook, visit the [publications page](#) of the MMA website. (There's an additional \$5 charge for postage.)

– MMA Member Services Coordinator **Isabelle Nichols**

State, locals to step up enforcement of tobacco rules

By D.J. Wilson

In November 2019, the state updated several laws dealing with tobacco and vape (e-cigarette) sales, raising mandated fines for the sale of products to minors and raising the minimum purchase age from 18 to 21.

Many of the updates came as a result of cities and towns enacting the same policies locally — notably a policy that limits the sale of flavored tobacco and vape products. As of late 2019, 148 cities and towns had taken advantage of a federal Court of Appeals decision that supported a 2012 city ordinance in Providence, Rhode Island, to extend the 2009 federal flavored cigarette sales restriction to include all conventional tobacco and vape products.

[Section 6 of Chapter 270](#), which for decades has been the state law that prohibits the sale of tobacco products to minors, had a minimum graduated fining scheme of \$100/\$200/\$300. Most municipalities included this law in local tobacco control measures, often adding a tobacco sales permit suspension for repeat offenders and sometimes increasing the fine amounts.

The 2019 law raised the mandated fining scheme to \$1,000/\$2,000/\$5,000.

A subsequent Department of Public Health regulation, found at 105 CMR 665, also instituted a 36-month tolling period and provided for a local tobacco sales permit suspension where a local measure is silent on either penalty condition.

The updated state law raised the minimum legal sales age for tobacco products from 18 to 21 and followed the 26 cities and towns that had removed a sales ban exemption for menthol, mint and wintergreen flavors. (These flavors were exempted by both the federal government and the Providence ordinance.) Additionally, high-nicotine-content vape products can only be sold in adult-only retail tobacco stores and “smoking bars” (cigar bars, hookah bars, vape bars). Only “smoking bars” approved by the Massachusetts Department of Revenue are exempt from the flavor sales restriction and may allow only in-store consumption of flavored tobacco or vape products.

Tobacco product retailers received a letter from the DPH in December 2019, and dozens of local health departments reached out to tobacco and vape retailers to remind them of the new state laws, notably the higher fines.

Renewed enforcement efforts

During 2020, COVID-19 restrictions limited enforcement to answering complaints. But inspectors are now getting back into stores to conduct retailer inspections, informational visits and compliance checks.

Selling to minors under age 21 and selling prohibited flavored products — the two most frequent violations — will result in issuance of the mandated higher state fines. Municipalities deposit these fines in their general fund, with the exception of a few cities and towns that have established revolving funds that are earmarked for tobacco enforcement.

At the federal level, the U.S. Food and Drug Administration recently agreed to revisit its 2009 regulation banning the sale of flavored cigarettes. New proposed rules would remove the exemption for menthol, mint and wintergreen flavors and extend the regulation to cigars as well. (Menthol cigarettes account for one-third of all cigarettes sold nationally.)

Massachusetts law exceeds the FDA proposal, as the scope of the state policy includes all conventional tobacco products and vaping products. ●

SPRING MEETINGS

Continued from page 7

Dugan, “given the high levels of public participation and increased transparency it has provided over the past year.”

[In June 2020, Gov. Charlie Baker signed legislation allowing representative town meetings to meet virtually](#), but that authorization expires at the end of this June. The governor on May 25 [filed legislation that would extend this practice](#), and the [MMA has urged legislative leaders to continue several COVID-era accommodations for cities and towns](#), including “that towns have a permanent option to conduct remote town meetings, and that this authority

also be extended to open town meeting communities.” The MMA also urged the Legislature to extend town election accommodations, including rules governing voting by mail and other “election innovations” born of the pandemic.

“We are operating under the assumption that the state Legislature will expand voter access via early voting and/or vote by mail,” said Easton Town Administrator Connor Read, adding that the town expanded staffing in its fiscal 2022 budget to facilitate these voting options and amended bylaws to allow the Select Board to specify an election date in April each year. He said the town used its new bylaw to move the 2021 town election to a Saturday “to allow for more social dis-

tance at the polls” (located at a school).

As the annual town meeting season wraps up next month, municipal leaders across Massachusetts are looking back with pride in communities that used their wits to weather a unique storm, and forward to a future that may be forever changed by the pandemic.

“It does seem like today is a little bit of a catharsis,” Yarmouth Town Manager Kenneth Mudie said at the outset of the town’s socially distanced outdoor meeting on May 22, as reported in the Cape Cod Times. “The community has been through a lot, and today we hopefully gather as friends and citizens to continue moving the town forward, which is what town meeting is really about.” ●

People



Ari Sky

Ari Sky became the new town administrator in Lakeville on May 17.

Sky, a member of the MMA Fiscal Policy Committee, served as New Bedford's chief financial officer for the past eight years. He previously

spent many years working in Virginia, including more than four years as the director of management and budget for Fauquier County and 11 years as a budget officer for Loudoun County. He had also served as the director of administrative services for the District of Columbia Public Schools; borough manager for Yeadon, Pennsylvania; management analyst for Arlington County, Virginia; and legislative assistant for the U.S. House of Representatives.

Sky has a bachelor's degree in politics and history from Brandeis University, and a master's degree in public administration from American University.

In Lakeville, Sky replaces **Maureen Candito**, who left the position in October.



Justin Sultzbach

Justin Sultzbach became the new town manager in Winchendon on May 17.

Sultzbach previously served as assistant town administrator in Tyngsborough since 2017. He had also worked for the town of

Watertown from 2014 to 2017, first as a principal account clerk in the treasurer's office and later as an assistant assessor. Other previous roles include senior technical clerk for Suffolk University and senior legislative intern for Sen. Mark Montigny. He also served as a member of the Lowell Cultural Council from 2017 to 2019.

Sultzbach has a master's degree in public policy from Suffolk University, and a

bachelor's degree in political science from Franklin Pierce University.

In Winchendon, Sultzbach replaces **Keith Hickey**, who became town administrator in Kingston in February.



Thomas Gregory

Thomas Gregory will become Hudson's new executive assistant on June 7.

Gregory has been town administrator in Spencer since 2018. Before that, he served three years as an assistant town administrator

in Walpole and four years as the assistant to the town manager in Shrewsbury. He was the director of supportive housing for the city of Worcester from 2009 to 2011, and a staff assistant in that city's Office of Housing and Neighborhood Development from 2006 to 2009. He has also worked as a legislative aide and as a teacher of Latin and history at St. Sebastian's School in Needham.

Gregory has a bachelor's degree in classics from the College of the Holy Cross and a master's degree in public administration from Clark University.



Thomas Moses

In Hudson, Gregory replaces **Thomas Moses**, who retired on May 7 after more than seven years as executive assistant. Before arriving in Hudson, Moses had served in several financial roles, including seven years as

chief financial officer in Lowell and two separate periods, totaling five years, as Gloucester's CFO. Moses, who served on the MMA Fiscal Policy Committee, also served four years as Groveland's finance director and five years as Cambridge's assistant finance director, and had spent several years as an assistant treasurer in the private sector. He has a bachelor's degree in biology from the University of Pennsylvania, and a master of business

administration degree from San Jose State University.



Jennifer Wolowicz

Jennifer Wolowicz became Monson's new permanent town administrator on April 27, after having served a couple of months as the interim administrator.

Before coming to Monson, Wolowicz spent more than

15 years in South Hadley, where she was most recently the deputy administrator for two years, and was the assistant town administrator for six years before that. In South Hadley, she had also served as interim town administrator, acting town administrator, facilities manager, personnel manager and chief procurement officer.

She has a bachelor's degree in business management and marketing from Elms College, and a master's degree in public administration from Westfield State University.

Wolowicz replaces **Evan Brassard**, who left in February to become Grafton's town administrator.



Mark Roberts



Emanne Khan

Mark Roberts and **Emanne Khan** are working with the MMA this summer as Communications interns.

Originally from Hong Kong, Roberts just completed his junior year at Tufts University, where he is majoring in quantitative economics and minoring in urban studies.

Khan, who is originally from New

People

Hampshire, just finished her sophomore year at Boston University, where she is a political science major.

Roberts and Khan will primarily be working on the Massachusetts Municipal Directory project.



Bruce Garlow

Bruce Garlow, a longtime public servant in local government, died on April 23 at age 72.

A native of Brooklyn, New York, and a longtime resident of Becket, Garlow worked for the U.S. Postal

Service before moving to Berkshire County in 1976 and becoming involved in local government. He served two decades as administrator for the town of

Richmond, before retiring in 2009. He had also served as town administrator in West Stockbridge, and as interim administrator in Lanesborough, and consulted with the law firm of Bernstein, Cushner & Kimmell on municipal affairs. In the 1980s, he had also served as a district aide for former Rep. Christopher Hodgkins, managing his district office in Lee.

Garlow had served as chair of Small Town Administrators of Massachusetts, and his role as town moderator in Becket led to his becoming secretary of the board of the Massachusetts Moderators Association. He belonged to the Massachusetts Association of Conservation Commissions, which named him conservation administrator of the year in 2001. He also served in numerous other local and regional government committees and organizations.



Gail Feckley

Leominster City Councillor **Gail Feckley** died on May 16 at age 69.

Feckley had served on the City Council for six years, four of which as the council's vice president. She had also been a faculty assistant at

Fitchburg State University, with 35 years of service to the university.

This monthly column highlights transitions, accomplishments and awards, and life events of municipal officials. To submit information for People, contact MMA Associate Editor Jennifer Kavanaugh at 800-882-1498 or jkavanaugh@mma.org.

New select board members elected

The following are new select board members elected in annual town elections from April 16 through May 24. This listing is meant to highlight first-time select board members, but it's possible that some listed here are returning to their board after previous service. If we are missing a new member, let us know by emailing newsselectmen@mma.org.

Abington: Alex Hagerty
Adams: Howard Rosenberg
Ashby: Matthew Leonard
Auburn: Sara Ruffli
Belchertown: Nick Pucel
Bourne: Mary Jane Mastrangelo
Boxborough: Jennifer Campbell, Diana Lipari
Bridgewater: Eric Moore
Brookfield: Adam Jolicoeur
Brookline: Miriam Aschkenasy
Buckland: Clinton Phillips
Charlton: Barbara Zurawski
Cheshire: Raymond Killeen, Shawn McGrath
Chester: Jason Forgue
Colrain: Thomas Griffin
Cummington: Brian Gilman
Danvers: Matthew Duggan
East Brookfield: Robert Button, Braedon Hatt
Easton: Jennifer Stacy, James Stebbins
Falmouth: Onjalé Scott Price
Foxborough: Seth Ferguson

Georgetown: Amy Smith
Gill: Charles Garbiel II
Grafton: Raymond Mead
Granby: Richard Beaulieu
Great Barrington: Eric Gabriel, Garfield Reed
Halifax: Ashley DiSesa
Hampden: Craig Rivest
Hanover: Steve Louko
Hanson: Joseph Weeks III
Harvard: Erin McBee
Harwich: Mary Anderson
Hingham: Elizabeth Klein
Hopedale: Glenda Hazard
Hopkinton: Muriel Kramer
Hudson: Michael Burks, Shawn Sadowski
Ipswich: Sarah Ann Player
Kingston: Kimberley Emberg, Sheila Vaughn
Lee: Robert Jones
Leverett: Melissa Colbert
Lunenburg: Louis Franco
Marshfield: Jim Kilcoyne
Mattapoissett: Jodi Lynn Bauer
Medway: Frank Rossi
Merrimac: Chris Manni
Millis: Craig Schultze
Monterey: Justin Makuc
Mount Washington: Eric Mendelsohn
New Salem: Hugh Mackay
Northborough: Kristen Wixted
Northfield: Bernard Boudreau, Mary Bowen
Norwell: Thomas Reardon, Peter Smellie
Orange: Andrew Smith
Pepperell: Mark Mathews

Petersham: Becky Legare
Plymouth: Harry Helm
Provincetown: Leslie Sandberg
Rutland: Carol Benoit
Sandisfield: Alex Bowman
Savoy: Melanie Glynn
Shrewsbury: Theresa Flynn
Southborough: Andrew Dennington II
Spencer: Jared Grigg
Stow: Zackory Burns
Sunderland: Christyl Drake-Tremblay
Topsfield: Cam Brown
Townsend: Charles Sexton-Diranian
Wakefield: Anne Danehy
Warwick: Alan Genovese
Warren: Richard Eichacker, Derick Veliz
Washington: Kent Lew
Wayland: Adam Gutbezah, Carol Martin
Wenham: Dianne Bucco, Catherine Harrison
Westford: John Cunningham
West Newbury: Wendy Reed
Westwood: Robert Gotti
Wilbraham: Theresa Goodrich
Williamstown: Wade Hasty, Jeffrey Johnson
Wilmington: Lilia Maselli
Winchendon: Danielle LaPointe
Yarmouth: Peter Smith

DIRECTOR'S REPORT

Continued from page 2

that impose conditions and requirements on a diverse range of communities, is always tricky. The more restrictive the rules, the worse the fit and the harder it is for everyone to comply.

This issue is a perfect case study. With multiple councils, boards and commissions in place in each of our 351 cities and towns, there are thousands of public bodies that come under the open meeting law. Even our smallest towns each have about 20 boards, committees and commissions. Medium-sized communities have about 35 such entities. Larger communities have even more. Simple math brings us close to 10,000 local bodies that must comply with the open meeting law — just at the municipal level.

Different public bodies have different capacity or need for remote and in-person meetings. How one board chooses or is capable of operating remotely varies widely from other boards in the same city or town, and this variation is even more drastic from municipality to municipality, especially in those regions that still lack robust broadband infrastructure.

That is why we believe maintaining flexibility is important and why we disagree with pending legislative proposals that would mandate that each public body provide a remote video platform for all meetings and require that every meeting have a physical location available for public participation.

Mandating all meetings to offer simultaneous remote and in-person access would require expensive hybrid meeting formats that integrate in-person and virtual interaction. While that may be the format of the future, and an aspirational goal, it is impractical today. Nearly every city and town hall would be forced to retrofit all meeting spaces with expensive technology (cameras, microphone systems, multiple large-screen displays, and more costly platform licenses). Without these investments, a hybrid meeting experience would be a cacophony of iPads, laptops, audio feedback, sound echoes and the like.

The best policy is to allow the *option* of remote meetings, providing communities with a base upon which they can build going forward, investing in technology on an affordable self-funded timeline, while allowing in-person reengagement and reconnection as committees wish to do so.

For these reasons, the MMA is asking the Legislature to grant public bodies a permanent *option* to hold remote meetings, and that this action be expedited as a top legislative priority to avoid disruption to local deliberations and decision-making.

Along with the option of permanent remote meetings of public bodies, the MMA is also asking lawmakers to advance permanent legislation to allow for remote representative and open town meetings, election provisions such as the option to vote by mail, the ability to move municipal election and caucus dates during future emergencies, and the continuation of expedited permitting for outdoor table service and take-out alcoholic beverages.

With the support of our partners in state government, Massachusetts can act on the innovations and lessons learned during the past 14 months, and use them to improve government operations, transparency and public engagement to ensure a swifter recovery for our communities. This should be a thoughtful process that ensures the time, resources and planning necessary to have a seamless transition to the new normal. ●

EMERGENCY MEASURES

Continued from page 1

this extension legislation is essential,” said MMA Executive Director Geoff Beckwith. “There are many innovations and operational improvements that we want to keep in place, and this bill would give municipal and state leaders adequate time to enact permanent provisions.”

The [MMA sent a letter to legislative leadership on May 24 requesting that they act quickly on a number of permanent changes](#) to ensure a seamless transition after the state of emergency is lifted.

To allow public bodies to safely meet during the pandemic and ensure public access to meetings, Gov. Baker issued an executive order in March 2020 allowing these bodies to meet quorum requirements even if meetings were held remotely through electronic means, as long as measures were taken to ensure the public with electronic access to the proceedings. The bill filed by the governor on May 25 would extend these provisions through Sept. 1 of

this year. The governor said the extension would allow additional time to consider possible permanent changes to the open meeting law to provide for greater flexibility in conducting open meetings using electronic streaming and similar measures.

The governor’s bill would also give municipalities the authority to extend special permits for restaurants offering outdoor dining, issued under the state of emergency, through Nov. 29 of this year. Under an executive order issued in 2020, municipalities were permitted to use an expedited process to approve temporary permits for new or expanded outdoor dining and alcohol service. Without a legislative extension, special permits granted under the order will expire 60 days after the end of the state of emergency.

The legislation would also extend a protection adopted in an executive order that prohibits medical providers from billing patients who have received COVID-related emergency and inpatient services for charges in excess of costs paid by their

insurers.

On June 1, the Senate Committee on Ways and Means accepted written comments only on the governor’s bill and a bill filed by Sen. William Brownsberger that would temporarily extend remote town meetings and other flexibilities until June 30 (S. 27).

The [MMA submitted testimony](#), stating, “While we support these temporary extensions, we urge you to consider making these changes permanent.”

In summary, the MMA wrote, “We would like to see permanent extensions of the following: the option for public bodies to conduct remote or virtual meetings, allowance for remote Town Meetings that is also extended to Open Town Meeting communities, election provisions such as the option to vote by mail and to move municipal election and caucus dates during emergencies, and expedited permitting for outdoor table service and take-out alcoholic beverages.” ●

Classified Advertisements

EMPLOYMENT OPPORTUNITIES

State Housing Administrator Winchester Housing Authority

Part-time, 18-hours per week position of State Housing Administrator to perform administrative duties in support of state public housing programs. Experience in public housing, Microsoft Word, Excel and PHAnetwork software desired. Salary range: \$18-\$22 per hour depending on experience. Flexible work week. The position is open until filled. Qualified Candidates must submit a resume by email to Susan Cashell, Executive Director at sdcashell@winchesterha.org. Winchester Housing Authority is an Affirmative Action/Equal Opportunity Employer.

Human Resources Director Town of Littleton

The Human Resources Director, working under the direction of the Town Administrator, is responsible for developing, managing and enforcing policies and procedures that will ensure the town is compliant with local, state and federal laws and serves the employees and retirees of the town. Minimum Qualifications: Bachelor's degree; minimum of five years' progressively responsible experience in benefits administration, HR and contract negotiations; or any equivalent combination of education and experience. Starting pay range is \$87,174-\$108,889/year commensurate with experience. Application Process: Email cover letter, resume, and employment application materials to: HR@littletonma.org. Application materials must be received in the Littleton Human Resources Office by Monday, June 14, at 4 p.m. Full job description can be found at www.littletonma.org/human-resources/pages/employment-opportunities. The town of Littleton is an EOE.

City Engineer City of Everett

The City Engineer performs professional civil engineering work in the field or office, supervising the design, construction, development, and maintenance of city projects, facilities, and engineering personnel (including engineering consultants) involved in such activities. cityofeverett.com/Jobs/CityEngineer.

Town Administrator Town of Warren

The town of Warren seeks qualified applicants for the position of Town Administrator. The Town Administrator is appointed by, and reports to, the Board of Selectmen. They act as the agent for the Board, serving as their initial point of contact, assisting and advising in discharging their duties of office. They will work with considerable independence to perform managerial and administrative functions and coordinate the activities of the various departments, commissions, boards, committees, and offices of the town. Applicants should be versed in municipal operations management, grant writing, and conflict resolution. Salary range is \$75,000 to \$90,000 negotiated based on education and relevant experience. For more information, visit www.warren-ma.gov. Candidates should submit a cover letter, resume, college transcripts, and three letters of reference to Board of Selectmen, 48 High St., Warren, MA 01083 or via email to selectmen@warren-ma.gov. Deadline for applications is June 30.

Building Department Assistant Town of Wayland

High level, responsible and complex administrative and technical work in assisting the Building Commissioner to discharge the functions of the office; office management work related to the administrative, accounting, and supervisory work of the department; all other related work as required. May attend bi-monthly or as needed Zoning Board of Appeals meetings, takes and prepares minutes via laptop computer, transcribes and distributes minutes for approval; coordinates all Zoning Board of Appeals meetings and agendas; prepares all relevant information packets, as well as preparing, typing, recording, and posting of all zoning appeal decisions, minutes, abutters lists and mailings. Provides technical information to residents and professionals regarding town of Wayland zoning bylaws and Building Department policies and procedures. Recommended Minimum Qualifications: Education: High school diploma; associate's degree in a related field of endeavor preferred. Experience: Over three years of experience in general administrative work, building, zoning or other land use functions. Municipal experience preferred; related experience in bookkeeping and computers desirable. Date posted: May 24. Closing date: Open until filled. To apply: Please submit a resume and cover letter to the Human Resources Manager, Town of Wayland, 41 Cochituate Road, Wayland, MA 01778 or hr@wayland.ma.us. The Town of Wayland is an Equal Opportunity Employer.

Council on Aging/Senior Center Director Town of Spencer

The town of Spencer is seeking a self-motivated, energetic individual qualified for the position of Council on Aging/Senior Center Director for 34 hours a week. A bachelor's degree in social work, human services, sociology, psychology, or related field is required with three to five years of Council on Aging experience, or related programming experience with senior citizens required, and three to five years of employee supervisory experience preferred. Job description, application, and additional details

available at: www.spencerma.gov/home/pages/employment-opportunities. Salary range \$49,557-\$61,491, DOQ. Submit resume and application to Town of Spencer, Town Administrator's Office, 157 Main St., Spencer, MA 01515. EEO Employer.

Grants Management Specialist Metropolitan Area Planning Council

The MAPC seeks to hire a Grants Management Specialist within the agency's Homeland Security Division of its Municipal Collaboration Department. This individual must be a computer savvy, organized professional with effective communication skills who has solid grants management experience. The Specialist will work within the MAPC Municipal Collaboration Team on the execution of a variety of federal and state funded public safety grants. Bachelor's degree and a minimum of four years of relevant work experience. Massachusetts Certified Public Purchasing Official (MCPPO) certification preferred. Interested candidates should submit a cover letter and resume. Apply online at www.mapc.org/jobs.

Water and Sewer Superintendent Town of Ayer

The town of Ayer is seeking a self-motivated, highly qualified applicant for the new position of Water and Sewer Superintendent to report to the Director of Public Works. The Water & Sewer Superintendent is responsible for the technical, operational and maintenance work for the town's water and sewer systems. Responsibilities include managing and scheduling 11 staff members, overseeing operations and capital budgets, capital project planning and oversight, MassDEP/EPA reporting, and providing excellent customer service. For qualifications and additional information: www.ayer.ma.us/about-ayer/pages/employment-opportunities. The town of Ayer is an Equal Opportunity Employer. Applications must be received by June 18.

■ CLASSIFIEDS *continued on 28*

Classified advertising rates and information

The Beacon publishes classified ads from units of government, public agencies, and companies.

Classified advertising categories are: Employment Opportunities, Requests for Proposals, and Services. Only one job opening or RFP can be listed per ad. The MMA cannot assume responsibility for information or claims made in any advertisement.

Classified advertising rates

Classified ad rates include publication in The

Beacon and on www.mma.org, though a discount is available for those who request placement of an ad only in The Beacon or on the website.

Member rates

- \$100 for first 100 words; \$100 for each additional block of up to 100 words
- Rate for one format only (print or website): \$75 for first 100 words, \$75 for each additional block of up to 100 words

Nonmember rates

- \$150 for first 100 words; \$150 for each additional block of up to 100 words
- Rate for one format only (print or website): \$125 for first 100 words, \$125 for each additional block of up to 100 words

Beacon deadlines and publication dates

The Beacon is published on the first business day of each month, except in the summer, when a combined July-August issue is printed in mid-July.

Summer Beacon

Deadline: July 14
Publication: July 22

September Beacon

Deadline: August 25
Publication: September 1

Placing an ad

You may use our convenient online form at www.mma.org.

For more information, call Meredith Gabriliska at the MMA at 617-426-7272.

Missed the Beacon deadline for an employment ad? You can still get the word out – right away.

See www.mma.org for details.

Classified Advertisements

CLASSIFIEDS

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Assistant Director Rockport Public Library

The Rockport Public Library is seeking candidates for the new position of Assistant Director. Please use the link below for duties, responsibilities, qualifications and application instructions. rockportlibrary.org/wp-content/uploads/2021/05/Assistant-Director-20210524.pdf.

Administrative Assistant to the Chief of Police

Town of Townsend

The Townsend Police Department is seeking applications for a full-time Administrative Assistant. General duties include but are not limited to management of personnel files, payroll, bills payable, tracking expenses, maintaining department records and applications, data entry/input including spreadsheets, preparing correspondence, assisting with department budgets, processing of insurance claims, as well as other duties assigned. A complete job description can be obtained upon request. Salary range is \$42,010-\$55,415 with a competitive benefits package. Anyone wishing to apply should submit a resume with a cover letter to: Townsend Police Department, Attn: Chief James Sartell, 70 Brookline Road, Townsend, MA 01469 or via email to admin@townsendpd.org.

Plant Operations Manager Upper Blackstone Clean Water

Upper Blackstone Clean Water is currently accepting resumes for a Plant Operations Manager. As one of New England's largest clean water treatment plants, the facility provides biological nutrient removal treatment for flows originating in the greater Worcester area while also providing biosolids management using incineration for numerous Massachusetts communities. The Plant Operations Manager directs and supervises a department of twenty licensed operators who sustain the 24/7 staffed operation of the clean water treatment plant. This manager participates as part of a team who prioritize and plan facility projects and needs ranging from hiring and training to routine maintenance and long-term capital upgrades and improvements. The work involves significant technical knowledge as well as considerable independent judgement in planning work and making decisions. Responsibilities include adherence to regulatory requirements including NPDES permitting, federal and state air permit compliance, and storm water reporting. Other responsibilities include annual purchase agreements for chemicals and energy, including coordination of solar energy sites. The plant operations manager coordinates the control and management of hauled wastes including sludge and septage. Responds to and participates in emergency calls. Candidates must have a minimum of a bachelor's degree with major work in chemistry, life sciences, environmental engineering, or a related field. A minimum of 10 years' experience in wastewater treatment, three years in a supervisory capacity is expected. Candidates must have the ability to obtain a MA Grade 7C Wastewater Operator's License. Competitive benefits include MA state retirement system. Salary based on education and experience. Send letter of interest and resume to: Liz Mailhot, Upper Blackstone Clean Water, 50 Route 20, Millbury, MA 01527, hr@ubcleanwater.org.

Town Administrator Town of Jericho, Vermont

The town of Jericho, Vermont, seeks a collaborative and dynamic full-time Town Administrator. Jericho (pop. 5,000) has a \$4.0 million budget and nine full-time employees. A detailed job description is available at jerichovt.org/town-departments/news_feed/town-administrator-job-posting. Bachelor's degree plus four years of related experience or equivalent combination. Salary range is \$65,000 to \$85,000, commensurate with experience and training. Excellent benefits are offered. To apply, please email a cover letter, resume, and contact information for three references as PDF file attachments, in confidence, to municipal.recruitment@vlct.org with Jericho as the subject. Our preferred deadline to receive applications is Friday, June 4.

Program Coordinator Metropolitan Area Planning Council

The MAPC, the regional planning agency for Metro Boston, seeks to hire a Program Coordinator within the agency's Homeland Security Division of its Municipal Collaboration Department. Working closely with another Program Coordinator that is already on staff, s/he/they will manage emergency preparedness grants, specifically for the Northeast Homeland Security Regional Advisory Council (NERAC). Apply online at www.mapc.org/jobs. The position is open until filled. Interested candidates should submit a cover letter and resume. Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region.

Executive Assistant to the Town Administrator and Select Board Town of Westminster

The town of Westminster is seeking qualified applicants for the position of Executive Assistant to the Town Administrator and Select Board. This position provides highly professional and executive administrative support to the Town Administrator; performs varied, responsible and confidential functions requiring knowledge of departmental and municipal operations. Excellent judgment and strong customer service and interpersonal communication skills when responding to inquiries and interacting with the public, boards and committees are necessary. Assists the Town Administrator with a wide variety of administrative issues and special projects as directed. Successful applicants will possess a bachelor's degree in public administration, political science, business administration or related field; three to five years of office experience; or any equivalent combination of education, training and experience. Successful candidate must have strong organizational and public relations skills, be capable of exercising good judgment, the ability to manage multiple projects, with attention to details and the ability to meet deadlines. Must be highly proficient with technology, have strong administrative skills. Working knowledge of office procedures, budget preparations, familiarity with municipal government, local bylaws and state regulations. Must be able to obtain Notary Public, and Massachusetts Certified Public Purchasing Official (MCPPO) designation. Application and job description is available on the town website at www.westminster-ma.gov, Human Resources or email sfichtel@westminster-ma.gov. The position will remain open until filled, applications reviewed daily. DOEQ. EOE

Water Worker 3 Town of Wayland

Department: Department of Public Works. Union/Grade: Teamsters/D-12. Full-time: 40 hours/week. Salary Range: \$30.92/hr-\$38.83/hr. Description of position: Performs technical and skilled manual work in the operation of a water treatment plant and water treatment systems; performs skilled manual and technical work in construction and maintenance of the water distribution system. Recommended Minimum Qualifications: Education: High school diploma; additional related education or training is preferred. Experience: Three years of experience working in public water systems. Experience in a water treatment plant is desirable. Licenses/Certificates: Minimum of a full Grade 2 Treatment (2T) at time of hire; full Grade 2 Distribution (2D) at time of hire or in training Grade 2 Distribution (2D) as soon as possible within DEP regulatory guidelines and applicable laws. Must have a valid Class B driver's license. Must have a valid 2B hoisting license, 2A preferred. Date posted: May 18. Closing date: Open until filled. Apply to: Human Resources Manager, Town of Wayland, 41 Cochituate Road, Wayland, MA 01778 or hr@wayland.ma.us. The town of Wayland is an Equal Opportunity Employer.

Police Chief City of Methuen

The city of Methuen is seeking qualified and experienced candidates for the position of Police Chief. Under the general direction of the Mayor, the Police Chief is the chief administrative officer of the police department, responsible for planning, directing, controlling, coordinating, and staffing all activities of the department to preserve the peace, protect persons and property and enforce the law. Essential Duties: Organizes, directs, and oversees all staff resources, e.g., makes assignments, provides training, evaluates performance, determines discipline, participates in collective bargaining, handles grievances, and maintains personnel record system aligned to existing Commonwealth of Massachusetts Civil Service guidelines in alignment with Human Resources; develops and oversees operating policies and procedures to ensure achievement and retention of Commonwealth police accreditation; delegates authority, monitors daily duties and assignments for officers; reviews activities and incidents; plans and executes programs to prevent and repress crime, apprehend, and prosecute law violators; modifies and adopts new programs and techniques to improve effectiveness of department; prepares and submits to appropriate office/organization various reports, e.g., annual report and monthly arrests. Notify appropriate organization (state or federal) of incidents occurring within the city involving deaths, injuries, lost persons, and vehicular accidents; directs, coordinates, and keeps apprised of all activities of the department. As necessary and at his own discretion, takes charge at scenes of emergencies, serious crimes, or accidents, making final decisions as to courses of action and protection of citizens, property, and police personnel. Cooperates with officials of other jurisdictions on investigations and apprehension of suspects; serves as primary representative of the department with civic organizations, public interest groups, elected representatives, schools, etc. by attending meetings related to public safety problems and/or enforcement; appears before the State Legislature and City Council to present testimony on proposed statutes, bills, and ordinances affecting the Police Department; consults with the Mayor in the development of overall policies,

Classified Advertisements

programs, and procedures to govern the activities of the department; prepares the department budget with the approval of the Chief Administrative and Financial Officer and Mayor and directs the expenditure of allocated funds; oversees all payroll, requisitions, and PO's, makes recommendations to the Mayor regarding any major purchases. Performs other related duties as required. For a full job description visit: www.cityofmethuen.net. Apply: Submit application, cover letter, and resume to: City of Methuen, Human Resource Department, Room 206, 41 Pleasant St., Methuen, MA 01844 or emailed to HumanResources@cityofmethuen.net. Please reference "Police Chief" in the subject line. Hours of work: Full-Time (40-plus hours)/benefitted. Salary ranges up to \$220,000 (starting salary commensurate w/qualifications.) Non-civil service position. Position open until filled. The city of Methuen is an equal opportunity/affirmative action employer and service provider.

Principal Assessor

Town of Florida

The town of Florida seeks qualified and experienced applicants for the Principal Assessor position. The Principal Assessor is a part time position and functions as a member of the Senior Management Team and has direct responsibility for the professional, administrative and supervisory work related to the valuation of all residential, industrial, commercial real estate and personal property within the town, in accordance with the Department of Revenue regulations, related Massachusetts General Laws, and town bylaws. The Principal Assessor provides time-sensitive financial information, analysis and consultation to the Boards of Assessors, Town Administrator and other town officials. The successful candidate will have working knowledge of Mass. laws relating to municipal property assessment for tax purposes, computerized appraisal systems, hold a Massachusetts Accredited Assessor certificate in municipal assessing, possess a bachelor's degree with over five years of experience, preferably in a municipal setting, or an equivalent combination of education and experience. Salary range for FY21 is \$12,000 depending on experience. Interested applicants should send a cover letter and resume on or before June 30 to Christine Dobbert, Town Administrator, Town of Florida, 379 Mohawk Trail, Drury, MA 01343 via email to: townhall.floridamass@gmail.com.

Town Accountant

Town of Norwell

Are you a Town Accountant or a municipal finance officer who is driven to succeed, takes great pride in your work product, who is looking for an employment opportunity where there is solid fiscal strategy, stable leadership, a great financial team? Due to an upcoming retirement, the town of Norwell has an outstanding opportunity for a star player to join our collaborative and enthusiastic management team – a place where your knowledge and input will be a valuable asset. Excellent starting salary of \$115K+ to be negotiated based on final candidate's qualifications, experience, education and current certifications. Competitive benefits package. Norwell is a beautiful South Shore town (11,492 pop) known for its North River location, natural beauty, extensive trail system, annual triple AAA bond rating, and an annual awardee by the Government Finance Officers Association of the Certificate of Achievement for Excellence in Financial Reporting (CAFR). The FY22 projected budget for both the town and the schools is approximately

\$59.4M. Reporting to the Town Administrator, and under the supervisory direction of the Finance Director, the Town Accountant will perform all the duties in accordance with the provisions of Massachusetts General Laws, town bylaws, and the policies of the town to include performing professional administrative, supervisory, and technical work in maintaining comprehensive accounting records. Work includes maintaining a complete set of financial records for all appropriations, expenditures, receipts, assessments, levies and abatements initiated by town departments; maintenance of chart of accounts; approval and auditing of all payrolls, bills, drafts, orders and other expenditures to ensure accuracy, and adherence to appropriate procedures and availability of funds. Associate's or higher (bachelor's desired) degree in accounting, finance, business or related field; minimum three-plus years of supervisory experience in accounting or financial management; experience in municipal accounting with a Certified Government Accountants (CGA) or Certified Government Financial Manager (CGRM) strongly preferred; or any equivalent combination of education and experience. Visit www.townofnorwell.net to view the job posting. Send resume and town job application to bchlds@townofnorwell.net in PDF format. Interested applicants should apply immediately; position open until filled. EOE/AA/ADA Employer.

City Clerk

City of Lawrence

Pay: \$95,000-\$115,000 annual salary (to be paid bi-weekly.) Union: Exempt non-union, contract. Duties: The City Clerk shall have the care and custody of all city records, documents. Vital statistics, bonds of city offices, contracts, maps, plans and papers, and shall have such powers and duties with respect to the regulations and supervision of the elections and issuance of licenses as are provided by law. As Clerk to the City Council, the city clerk shall attend and give notice of all meetings of the city council to its members and to the public, keep a journal of the proceedings and perform such other duties as may be assigned by the charter, by ordinance, or by the vote of the city council. As the city's Chief Election Officer, the City Clerk is responsible for all aspects of voter registration, absentee voting and election administration for all elections and serves as the Campaign Finance Officer for local elections. The City Clerk serves as a member of the Board of Registrars of Voters and Clerk to the Board of Registrars of Voters. The City Clerk shall have such additional powers and duties as the City Council may from time to time prescribe. Qualifications: Bachelor's degree in business, government or related field and a minimum of five years' experience in a managerial and supervisory role. A combination of education and experience totaling 10 years of relevant experience may be substituted. Special Requirement: Certification from the International Institute of Municipal Clerks (IIMC) is preferred and must be obtained within four years of employment if not currently held. For more information, visit: www.cityoflawrence.com/255/Personnel---Hiring---Jobs.

Interim Transportation Director Salem Public Schools

Responsible for the organization, administration, supervision in the area of the school district transportation system in accordance with state law and policies along with school district policies. To

apply and review the complete job description, please [click here](#).

Director of Facilities Salem Public Schools

This highly visible leader is responsible for ensuring a safe, healthy, functional, and clean environment for students, staff and the community and supervising the maintenance of the physical plant and facilities as well as the grounds of the Salem Public Schools. This position is responsible for managing all departmental employees including custodial, maintenance, and clerical staff, as well as outside vendors and contractors. Salary range: \$115,000-\$125,000. To apply and review the complete job description, [click here](#).

Chief Information Officer Norfolk County Registry of Deeds

The Chief Information Officer (CIO) provides oversight and direct management of the Registry of Deeds major IT operation and its associated technologies. Key duties include: Primary support of online research application, in-house document management system, and associated IBM server; oversight of maintenance, support and enhancement of the Registry's hardware and software infrastructure, networks, voice, data, imaging, and internal and web-based applications; ensuring that cyber security and disaster recovery best practices are maintained; customer service to public and end users; supervises and assists Network Administrator. Minimum seven years of experience in a similar CIO role. Bachelor's degree in computer science, business administration or a related field or equivalent experience. Salary Range: \$122,000 to \$127,000. Applicants: Letter of Interest and Resume to Marguerite L. Lee at mlee@norfolkdeeds.org.

Conservation Agent

Town of Palmer

The town of Palmer seeks a proven conservation professional with excellent written and oral skills and thorough working knowledge of the Wetlands/River Protection Acts and local wetlands bylaws. Provides environmental/open space planning support and periodic Title V assistance; reviews stormwater permit applications; Provides technical support to the Conservation Commission. Associate's degree in environmental science or related field and three years of experience in a similar capacity; or a combination of education and experience. MACC "Fundamentals" certification required to be completed within one year of hire. This is a non-union position with a starting rate of \$22.50 per hour. Job description available at www.townofpalmer.com/index.asp?SEC=A7CA5C61-9D53-4451-8BB8-BD5A5572B10F. Submit resume to rmcnutt@townofpalmer.com or mail/bring to 4417 Main St., Palmer, MA 01069.

Human Resources and Talent Acquisition Specialist

Town of Acton

The town of Acton is accepting applications for a Human Resources and Talent Acquisition Specialist. This is a full-time, benefitted position. Main duties include, but not limited to: Sourcing and recruiting candidates using a variety of outlets, acting as first point of contact and develop relationships with prospective talent, working with Department/Division Heads on creating interview panels, interview

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CLASSIFIEDS

Continued from page 29

questions and Assessment Centers, assisting HR Officer and Assistant Town Accountant with biweekly payroll processing, working with Payroll Office to implement changes in employee pay and benefits, assisting department/division heads in screening and digitally organizing resumes from various sources and providing administrative support for the Human Resources and Payroll Department. Minimum Entrance Requirements: Associate's degree in business management, accounting or related field plus two years' experience; or any equivalent combination of education and experience. Preferred Qualifications: Excellent computer skills in Word, Excel and Access. Working knowledge of MUNIS applications. Past municipal experience. SHRM Certified. For more information and how to apply visit www.actonma.gov/jobs.

Elementary School Principal Chicopee Public Schools

Chicopee Public Schools is looking for a talented and student-centered Elementary School Principal to be the educational leader and manager of the school, and supervise the operation and management of the school and the school property. This position is responsible for consistent application of district policies, budgetary management and hiring and supervision of all personnel assigned to the school. The Principal works with the Central Office Administration, staff, families and students, to develop the distinctive educational mission and instructional leadership of the school, including the school's educational organization, staffing pattern, and community involvement. Qualified, interested candidates should apply through SchoolSpring.com Job ID 3524141.

Director of Career and Technical Education

Chicopee Public Schools

Chicopee Public Schools is looking for a dynamic and engaging Director of Career and Technical Education. This position is directly responsible to the Superintendent of Schools for the administration and supervision of all Career and Technical Education (CTE), Chapter 74 (Ref: M.G.L. C. 74, Sec. 4.05.2), and Non-Chapter 74 Career Pathways programs offered throughout the district. Qualified, interested candidates should apply through SchoolSpring.com Job ID 3524117.

Comptroller/Director of Finance City of Leominster

The city of Leominster is hiring a full-time Comptroller/Director of Finance. Comptroller reviews financial data with city department heads and recommends strategies to the administration to effectively manage related fiscal impact on the city's operations. Job description and salary are located on the city of Leominster website under Career Opportunities, at www.leominster-ma.gov. For further information you may also contact Whurley@leominster-ma.gov.

Town Manager

Town of Eliot, Maine

The town of Eliot, Maine is seeking a dynamic and successful municipal management professional to serve as Town Manager. This full-service community with 28 FT and 20 PT employees and

an operating budget of \$7.2 million. Successful candidates have a bachelor's degree (or equivalent) in public administration or related and five or more years of progressively responsible experience in municipal management, including budgeting, policy administration, personnel, and community relations. Strong leadership and interpersonal skills are required. Deadline to apply is June 15, send resume and cover letter to Chairman of the Town Manager Search Committee at chairsearchcommittee@eliotme.org. The town of Eliot is an EOE.

Executive Director

Lexington Housing Assistance Board, Inc. ("LexHAB")

Reports to: LexHAB Board of Directors. FLSA Status: Exempt. General Summary: Under the general supervision of the LexHAB Board, an independently chartered not-for-profit corporation, the director will provide oversight of the day-to-day administration of LexHAB. This position is expected to be part-time. The full description is posted on LexHAB's website: lexingtonma.gov/lexHAB.

Water Pollution Control Facility Assistant Chief Operator

Town of Marion

The town of Marion is accepting applications for a full-time Assistant Chief Operator (ACO) at our SBR wastewater treatment facility. A MA Grade 5C license is required. This is a full-time, benefit eligible, union position. Must be available for after hour emergency calls and weekend duty shifts on a rotating basis. The ideal candidate must work as a member of a team to operate and maintain the wastewater collection, treatment and discharge system in accordance with the plant NPDES permit and CMOM requirements. Some experience (wastewater treatment, mechanical, plumbing, SCADA) is required with ACO experience preferred. A valid MA Class D driver's license is required. Record keeping, troubleshooting, and communication skills are essential. Please send resume to: Town of Marion - Sewer Division, 50 Benson Brook Road, Marion, MA 02738 or email to rtilden@marionma.gov. No phone calls please. The town of Marion is an equal opportunity employer.

Civilian Dispatcher

Town of Saugus

Applications are being accepted for a full-time Civilian Dispatcher at the Public Safety Building. Responsibilities include receiving calls on E-911 systems, determining appropriate level of response, and dispatching public safety personnel calmly and clearly to locations where corrective action is needed. Responsibilities also include maintaining proper records of all communications, providing information and assistance to the general public, as well as various clerical and computer-related functions. Applicants must be able to work well under pressure. Please email applications/resumes to hr@saugus-ma.gov.

Sewer Division Foreman

Town of Saugus

A Sewer Division Foreman is wanted in our Department of Public Works Department! The person in this role repairs, maintains and tests the sewer lift stations and sewer collection system by performing the following duties personally or through subordinates. Must be available for emergency services 24 hours a day, seven days a week, and 365 days of the year. Qualifications: A Grade 2 Wastewater Operator's License is required. If you do not possess this license, it

is required within a year of employment. Please email all cover letters/resumes to the Human Resources Department at HR@saugus-ma.gov.

Payroll Director

City of Medford

Non-Union CAF 12 - \$1,312.57-\$1,533.96 (FLSA Exempt) Implements and maintains city's payroll system. Prepares solutions for any potential systems modifications and changes to payroll processing. Acts as liaison between payroll and audit to ensure documentation of system functions and capabilities and to facilitate payroll reporting requests. Supervises and coordinates all city payroll activities. Responsibilities include responding to needs of the systems and departments being supported by the Treasurer/Collector. To apply and review the complete job description www.medfordma.org/departments/personnel/jobs.

SERVICES

Municipal Energy Services

Through the MMA's MunEnergy program, MMA members have access to an energy contract designed exclusively for Massachusetts cities and towns. The MunEnergy program offers access to energy experts at Constellation, a vetted municipal energy contractor, and options for sustainability programs. Energy professionals at Constellation, the MMA-endorsed supplier for MunEnergy, work with municipalities to manage electricity costs for the long-term. Constellation is also on the forefront of sustainability programs and provides financial support to the MMA for its promotional and marketing efforts. To learn more, visit www.mma.org/about-mma/services/munenergy. To be notified about MunEnergy events, send contact information for the person on your team who handles energy for your city or town to energy@mma.org.

Leadership Excellence Program

On the heels of our sold-out spring program, the UMass Donahue Institute, with University Without Walls (UWW) and UMass Online, is again offering an online leadership development certificate. The Leadership Excellence program is for leaders who want to add new skills and tools for successfully implementing organizational change and propelling their careers forward. Five interactive online modules provide 30 hours of hands-on learning over eight weeks. Participants also complete two leadership assessments and receive individualized coaching to interpret the results. Completion will earn learners a certificate and is accredited to award three CEUs through UWW. www.donahue.umass.edu/leadershipexcellence.

Tax Collection, Tax Foreclosure Services and Tax Valuation Appeals

Law Offices of Aldo A. Cipriano & Associates, established in 1979, has been providing tax collection and foreclosure services in Land Court to municipalities effectively for over 41 years. Our staff will provide assistance in positive collection efforts to reduce tax delinquent accounts. We have experienced auctioneers available to conduct foreclosure auctions. We also offer legal services to municipal Boards of Assessors in defense of Real Estate assessments and valuation before the Appellate Tax Board. Please

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contact us at 508-485-7245 or aldoc.esq@comcast.net for additional information.

Online Only Auction Services

Auctions International, Inc. is an online auction company specializing in the sale of municipal surplus. We currently serve dozens of municipal agencies and school districts throughout the Commonwealth, including MassDOT, MassOSD, and UMass Amherst. Give your dedicated Account Manager a call today and see how our program can turn your agency's surplus assets into usable funds. We offer zero seller's commission plus the ability to accept/decline high bid prices, penalty-free. Dave Cazeault, 800-536-1401 x138, Dave@auctionsinternational.com, www.auctionsinternational.com.

Public Management Consultants

MMA Consulting Group Inc. provides consulting services to cities, towns, and other public agencies. We specialize in public safety/emergency response (police, fire, EMS) issues, the design and administration of assessment centers, structured oral panels, and recruitment of police and fire executives. For information, contact Mark Morse, President, MMA Consulting Group Inc., 101 Court St. #7, Plymouth, MA 02360; 508-746-3653; mmagcinc@gmail.com.

Municipal Accounting Services

Melanson is one of the largest non-national Certified Public Accounting firms in New England and has been a leader in the accounting and auditing profession for over 42 years. Our Governmental Services Department includes eight principals and 65 professionals who work exclusively on governmental services. Among them are our outsourcing professionals, who are here for you and have the experience and knowledge to help solve your internal accounting challenges. We provide both long- and short-term services as well as flexible access, either remotely or on-site without adding to your long-term employee benefit costs. Contact us today! contactus@melansoncpas.com

Executive Recruiting, Management and Governance Consulting Services

Community Paradigm Associates provides comprehensive professional services to public sector, private sector, and not-for-profit clients, including organizational and management studies, executive recruiting, operational analyses, personnel studies, compensation and classification plans, charter development, strategic planning, leadership training, and facilitation services. Community Paradigm Associates has a team of seasoned associates with expertise in all aspects of municipal government. For more information, contact Principal Bernard Lynch at 978-621-6733 or BLynch@CommunityParadigm.com; www.communityparadigm.com.

Executive Recruiting, Interim Staffing, Human Resources and Management Consulting

GovHR USA/GovTempsUSA provides executive recruiting and interim staffing solutions, management and human resource consulting to local government and nonprofit clients across the country. Seasoned local government professionals provide five-star quality services including: Classification and Compensation Studies; Temporary and Outsourced staffing; Performance Evaluation System and Training. Visit our website at www.GovHRUSA.com or contact

us at 847-380-3240 or info@govhrusa.com to discuss how we may serve your organization. Post to our job board at www.govhrjobs.com.

Management, Human Resources and Executive Search

Rutherford Advisors Inc., DBA The Executive Suite, with more than 40 years' experience, is an expert in providing comprehensive, detailed and effective classification and compensation plans; human resource, performance evaluation, and management efficiency studies; interim management; and executive and senior staff recruitment for public, nonprofit and private organizations. We emphasize innovative solutions to commonly encountered management challenges. For discussion on your needs, please contact Warren J. Rutherford at 508-778-7700 or wjr@theexecutivesuite.com, or visit www.theexecutivesuite.com.

GIS Consulting Services

As a local government, does your community expect more from you? Geospatial technology is a great tool to use to meet these expectations and build trust. Spatial Relationships is a GIS consulting firm in Boston that specializes in on-demand personalized GIS services for local government. Need extra GIS support for an important project, but don't want to deal with the overhead of a large firm? Don't have GIS staff, but have a one-time need? Indispensable GIS staff going out on leave? We're here to help. To learn more about us, please visit www.spatial-relationships.com.

Town Counsel Services

KP | Law is a municipal law firm. With offices in Boston, Hyannis, Lenox, Northampton and Worcester, we serve as town counsel to more than 125 towns throughout Massachusetts, from Provincetown to Williamstown, and as special counsel to another 90. For more than 30 years, we have devoted ourselves to municipal law and have become experts in the defense of all areas of municipal trial matters. We have specialists in all areas of municipal law and maintain an environmental and land use law department that is on the cutting edge of planning, zoning and conservation. KP | Law is highly sensitive to the limited legal services budgets of Massachusetts communities and thus has highly competitive billing rates to give your town the best quality legal counsel in the most cost-efficient manner. There is never a need for special counsel. Our breadth and depth of experience helps keep our cost per opinion to a minimum and enables us to service our clients quickly and efficiently, and is consistent with our commitment to excellence. For additional information on the legal services that KP | Law provides, please visit www.k-plaw.com or contact Lauren Goldberg, Esq., at 617-556-0007, or toll-free at 800-548-3522, or at lgoldberg@k-plaw.com.

General Consultant, Recruiting and Special Studies

Municipal Resources Inc. has been providing management solutions to New England municipalities since 1989. MRI is able to provide expertise when and where it's needed. Our services include executive recruitments, assessment centers and promotional testing; public safety organizational studies; finance operations; interim staffing; internal investigations; efficiency and regionalization studies. MRI has an extensive group of experienced subject experts that are able to provide the technical and management

expertise that can help communities deliver quality services and resolve complex problems with real-world solutions. Contact us at 866-501-0352 or info@mrigrv.com.

Town Counsel/Legal Services

Brooks & DeRensis, P.C., is available to provide services to government entities at the state, county, city, town or regional district level. Legal services available include procurement law, contracts, eminent domain, labor relations and civil rights. Contact Jack Dolan for labor, employment, civil rights and retirement matters or Paul DeRensis for all other public law issues at 857-259-5200.

Organizational Development and Conflict Resolution

The Mediation Group is New England's one-stop shopping for conflict resolution and organizational development. With 30-plus years of experience, our multi-disciplinary team provides individuals and organizations with support to move forward constructively and improve functionality. Our services include: facilitation, mediation, training and coaching, leadership development, cultural competency, independent workplace investigations, stakeholder assessments, public engagement and process design. For more information, visit www.themediationgroup.org, email info@themediationgroup.org or call 617-277-9232.

Town Counsel Services

Miyares and Harrington LLP provides Town and Special Counsel services to help build and implement local programs that serve community needs. We have the expertise you require, based on decades of real-world experience. We take the time to understand your situation. We inquire, listen, and respond. We provide options that will work for you. We are committed to the values of democracy, to preservation and enhancement of natural resources and the built environment, and to excellence and care in support of municipal objectives. We offer competitive rates, personal service, diligent attention to our clients' needs, and good humor. Please contact us at contact@miyares-harrington.com or 617-489-1600.

Tax Title Legal Services

KP | Law has been providing a full range of legal services to municipal treasurers and collectors for more than 30 years. Our experienced tax title attorneys draft collection letters and payment agreements; prepare all instruments relative to tax takings and tax sales; draft pleadings for Land Court foreclosures; and provide full representation of municipalities in Land Court actions. We also provide assistance with disposition or reuse of tax parcels. The breadth of our experience, volume, use of experienced paralegals, state-of-the-art computer and informational services, and close proximity to the Land Court enables us to provide prompt, cost-effective services. For additional information, please visit www.k-plaw.com or contact Lauren Goldberg, Esq. at 617-556-0007, or toll-free at 800-548-3522, or at lgoldberg@k-plaw.com.

Municipal Financial Management Software: Accounting, Cloud, Utility and Collections

VADAR Systems provides financial management software to more than 100 Massachusetts municipalities. Our accounting, cloud, utility and collections applications are designed exclusively for Massachusetts municipalities by Massachusetts end

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users. The VADAR Cloud maximizes efficiency with 24/7 secure, remote access to all your applications from any device. Our user support offers unparalleled expertise. Proudly serving Massachusetts for 20-plus years. For a free on-site demonstration, please contact us at 877-823-2700 or sales@vadarsystems.com. Learn more at www.VADARsystems.com. Locally owned and operated at 20 Main St., Suite G1, Acton, MA 01701.

Labor Counsel Services/Municipal Human Resources Specialists

Clifford and Kenny, LLP provides quality representation to cities, towns and school districts in the area of labor and employment. Attorneys John Clifford and Jaime Kenny have many years of experience in representing clients for collective bargaining and personnel-related matters including discipline and discharge of unionized employees. We have extensive experience in the area of police and fire injured-on-duty cases, and have worked extensively with municipalities and insurers to resolve costly long-term claims. We offer training in sexual harassment, social media and the "just cause analysis" to municipal managers. We also serve as appointed hearing officers on a case-by-case basis. Many of our clients take advantage of a flat monthly rate for unlimited phone calls and emails, which encourages key managers to

work with counsel prior to making critical personnel decisions. Check our website at CliffordKennyLaw.com to see a complete list of our satisfied clients or call John Clifford or Jaime Kenny at 781-924-5796 for more information.

Municipal Financial Management Services

Eric A. Kinsherf, CPA, has been involved in municipal finance since 1994 in various capacities, ranging from Finance Director to an auditor of municipalities as a Certified Public Accountant. Cities and towns in need of a CPA specializing in municipal auditing and consulting are offered services such as municipal audits, assistance in year-end closing, interim treasurer, collector and town accountant services, revenue forecasting, and capital financing plan assistance. If you are in need of a municipal auditor or a financial consultant, please contact Eric Kinsherf at eric@erickinsherfcpa.com or at 508-833-8508. Learn more at www.erickinsherfcpa.com.

Human Resources Consulting

Human Resources Services Inc. provides a full range of human resource management consulting services to Massachusetts' local governments and other public agencies. Specialization includes compensation/classification, performance appraisal, job analysis and evaluation, job descriptions, salary/benefits and

total compensation surveys and analytics, personnel policies/handbooks, staffing and organizational management studies, HR audits and assessments, HR training services, recruitment and selection services, web-based HR services, and special projects. Please contact Sandy Stapczynski, President, Human Resources Services Inc., 9 Bartlet St., Suite 186, Andover, MA 01810; 978-474-0200; hrcsconsulting@comcast.net; or visit www.hrcsconsultinginc.com. WBE certified.

Executive Recruitment and Municipal Management

Groux-White Consulting, LLC, is a full-service municipal management consulting firm specializing in executive recruitment, interim management, form of government studies, organizational effectiveness evaluations, strategic and financial planning and conflict resolution. Tom Groux and Rick White, One Pelham Road, Lexington, MA 02421; rickwhite58@verizon.net; 781-572-6332; ●

State agencies, organizations offer help with caregiving stress

By Kathryn Downes

According to the AARP, there are an estimated 800,000 family caregivers living in Massachusetts. The Family Caregiver Alliance reports that many caregivers care for both young children and aging parents, and one in six work full- or part-time, balancing career responsibilities with their caregiving roles.

In many ways, the pandemic has exacerbated the stress of family caregivers, while also increasing the number of family caregivers globally. [National research](#) from the U.S. Centers for Disease Control and Prevention finds that, during COVID-19, family caregivers have experienced increased anxiety, depression and substance use. This has been particularly adverse for caregivers of color, millennial caregivers, and essential workers.

The Executive Office of Elder Affairs offers several resources for family caregivers who may benefit from community services and support. Individuals can start by connecting with MassOptions, a free state-sponsored resource that facilitates access to community supports

(reachable at 800-243-4636 or www.massoptions.org). MassOptions is designed for people looking for help with aging and disability services.

When contacting MassOptions, individuals may wish to be connected to their local Aging Services Access Point, a nonprofit aging care agency, to reach a specialist from the free [Family Caregiver Support Program](#).

The Family Caregiver Support Program is for people caring for an older loved one or an adult living with a disability, including Alzheimer's and dementia. The program provides help to caregivers in a variety of ways — by sharing information and tips to help navigate caregiving, suggesting local resources, providing respite care for caregivers who need a break, and lending a listening ear. Caregiver specialists may also help with referrals to home care services or facility-based care.

Caregivers may also reach out to their local council on aging or senior center to learn about resources, including support groups, information sessions, and in some cases, respite care opportunities in

their community.

In addition to the community supports offered via the aging services network, the Executive Office of Elder Affairs is a co-founder of the Massachusetts Caregiver Coalition, which is committed to increasing support for caregivers in the workplace. Any employer is welcome to join this collaboration of employers from the public, private, and nonprofit sectors. The coalition provides resources, webinars and a collective learning space for organizational leadership, human resources professionals, and passionate employees. For more information about the coalition, visit mehi.masstech.org/massachusetts-caregiver-coalition.

To learn more about the Massachusetts Caregiver Coalition or any of the programs and services available to support family caregivers, visit www.mass.gov/topics/caregiving or contact MassCaregiver@mass.gov.

Kathryn Downes is Director of Policy at the Executive Office of Elder Affairs.



Massachusetts Municipal Association

3 Center Plaza, Suite 610, Boston, MA 02108

JUNE

3 Massachusetts Municipal Management Association, Spring Conference, remote meeting 9:15-11:45 a.m. Contact: Senior Member Services Coordinator Denise Baker

8 Massachusetts Municipal Councillors' Association, remote board meeting. Contact: MMA Senior Member Services Coordinator Denise Baker

8 MMA Board of Directors, remote meeting, 10-11 a.m. Contact: MMA Executive Director's office

8 Massachusetts Select Board Association, remote board meeting, 2-3:30 p.m. Contact: MMA Member Services Coordinator Isabelle Nichols

16 Massachusetts Select Board Association, Leadership Conference remote meeting 1, 12-1 p.m. Contact: MMA Member Services Coordinator Isabelle Nichols

17 Massachusetts Municipal Human Resources, remote annual meeting, 10:30 a.m.-12:30 p.m. Contact: MMA Member Services Coordinator Isabelle Nichols

23 Massachusetts Mayors' Association, remote meeting, 10-11 a.m. Contact: MMA Membership and Communications Director Candace Pierce

24 Massachusetts Municipal Councillors' Association, webinar, 12-1 p.m. Contact: MMA Senior Member Services Coordinator Denise Baker

25 Women Leading Government and Women Elected Municipal Officials, joint remote meeting, 10 a.m.-noon. Contacts: MMA Senior Member Services Coordinator Denise Baker or MMA Member Services Coordinator Isabelle Nichols

If any part of the address on this issue is incorrect, please email the correct information to database@mma.org.

Due to the COVID-19 pandemic, the MMA is hosting meetings remotely until after Labor Day. Meeting details may be subject to change.

30 Massachusetts Select Board Association, Leadership Conference remote meeting 2, 12-1 p.m. Contact: MMA Member Services Coordinator Isabelle Nichols

14 MMA Board of Directors. Contact: MMA Executive Director's office

14 Massachusetts Select Board Association, board meeting. Contact: MMA Member Services Coordinator Isabelle Nichols

JULY

14 Massachusetts Select Board Association, Leadership Conference remote meeting 3, 12-1 p.m. Contact: MMA Member Services Coordinator Isabelle Nichols

17 Massachusetts Municipal Management Association, monthly meeting, 9 a.m.-1 p.m. Lake Pearl, Wrentham. Contact: Senior Member Services Coordinator Denise Baker

28 Massachusetts Mayors' Association, remote monthly meeting, 10-11 a.m. Contact: MMA Communications and Membership Director Candace Pierce

22 Massachusetts Mayors' Association, monthly meeting, 10 a.m.-1 p.m. Contact: MMA Communications and Membership Director Candace Pierce

28 Massachusetts Select Board Association, Leadership Conference remote meeting 4, 12-1 p.m. Contact: MMA Member Services Coordinator Isabelle Nichols

23 Massachusetts Municipal Human Resources, Fall Conference. 2-6 p.m. Contact: MMA Member Services Coordinator Isabelle Nichols

SEPTEMBER

9 Massachusetts Municipal Councillors' Association, webinar. Contact: MMA Senior Member Services Coordinator Denise Baker

10 Massachusetts Select Board Association, webinar. Contact: MMA Member Services Coordinator Isabelle Nichols

14 Massachusetts Municipal Councillors' Association, board meeting. Contact: MMA Senior Member Services Coordinator Denise Baker

To list an event of interest to municipal officials in The Beacon, send information about the event, including date, location, sponsorship, cost, and whom to call for more information, to editor@mma.org.

MMA contacts
Denise Baker can be reached at dbaker@mma.org

Isabelle Nichols can be reached at inichols@mma.org

Timmery Kuck can be reached at tkuck@mma.org

For more information, visit www.mma.org.

Online registration is available for most of these events.