

## Local, state officials discuss COVID crisis

By John Ouellette

Just moments before the governor extended the non-essential business closure and stay-at-home advisory through May 4 due to the COVID-19 public health emergency, top-level state officials on March 31 answered a range of pressing questions from local officials across the state during a conference call.

The discussion was the third in a series of conference calls the MMA is convening with key state officials every Tuesday afternoon during the COVID emergency.

### Fiscal and operational issues

A number of local leaders expressed concerns about the impact of COVID-related shutdowns on [state and local revenue and budgets](#) – and local aid – both for the remainder of fiscal 2020 and for fiscal 2021. Sean Cronin, senior deputy commissioner at the Division of Local Services, said the secretary of Administration and Finance is scheduled to meet (virtually) next Tuesday with the chairs of the House and Senate Ways and Means committees to discuss a possible downward adjustment to the fiscal 2021 state revenue projection that was used as a basis for the budget that Gov. Charlie Baker filed in January – a budget



Karyn Polito



Sean Cronin

that anticipated a 2.8% increase in state tax collections.

“So there will be more to come after that meeting,” he said.

**Municipal relief legislation:** Cronin went over some highlights of two pending municipal relief bills filed by the governor. (Details [here](#) and [here](#).) Among other provisions, the bills would:

- Allow town moderators to continue town meetings due to a public health emergency
- Allow towns to delay town meetings until after June 30
- Allow for a month-to-month budget process for towns that are unable to enact a local budget before fiscal 2021 begins on July 1
- Allow municipalities to appropriate

free cash beyond June 30 and before free cash is certified for fiscal 2021 due to a delayed town meeting

- Allow amortization of fiscal 2020 COVID-related deficit spending over three years (local option)
- Allow communities, at local option, to extend the due date for fourth quarter property tax bills to as late as June 1
- Allow communities, at local option, to waive interest and penalties on certain bills
- Suspend the cap on hours worked by retirees
- Modify the local permitting process

### Non-essential business closure

Lt. Gov. Karyn Polito referenced the extension of the non-essential business emergency order, and said the administration has updated the “[COVID-19 Essential Services](#)” categories for businesses and other organizations that provide essential services and workforces related to COVID-19 that are permitted to operate brick-and-mortar facilities during the emergency.

**Construction:** She said the administration would release more guidance for municipalities this afternoon and

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## Cities, towns confront unprecedented budget challenges

By John Robertson

The COVID-19 pandemic and the state’s assertive response to protect public health have turned what looked in January to be a routine municipal budget season into one of unprecedented uncertainty and turmoil.

The impact of the public health crisis on the economy and state and local finances is expected to be severe, and may mark the start of a recession.

### Fiscal 2020

With just three months to go, the outlook for local revenues and spending needs this year has taken a sharp turn for the worse. Revenue counted on to balance fiscal 2020 budgets is certain to fall short of expectations, and unplanned spending on local public health – for first-responders and other COVID-19 needs – will be substantial.

With a state stabilization fund total of about \$3.5 billion, there isn’t talk yet of

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## 2020 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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# Executive Director's Report

## A message of appreciation, admiration and hope

This is a message to you – the local government leaders of Massachusetts – from your partners on the MMA staff. It is a message of deep appreciation, abiding admiration, and hope.

We voice our deepest appreciation because suddenly, with no discernable warning, thousands of you, as mayors, select board members, town and city managers, councillors, municipal professionals and employees, and volunteers who have been elected and appointed to local leadership positions, are on the front line of a life-and-death battle to protect your residents and neighbors.

You are making rapid-fire decisions, allocating and deploying resources, collaborating, advocating and pleading with state and federal partners, creating new ways of engaging, informing and governing, all to safeguard the people you serve. Local government is the first line of defense against COVID-19, and you ARE local government.

We voice our abiding admiration because your personal and municipal lives have been turned upside down, yet you continue to step forward into this firestorm without complaint, without regard to your sacrifice, and without interest in political gain. Leadership in



By **Geoffrey Beckwith**

its most basic form is doing what needs to be done when it needs to be done, no matter how difficult. You are carrying the mantle of leadership as if it weighs nothing, but it is a very heavy burden in these times.

We voice our hope, not because we believe that Massachusetts will be unscathed by this

horrible threat, or that some magical event will prevent a surge of illness here at home. We voice our hope because we will get through this, and because of your leadership and selfless service, countless lives will be saved, our communities will remain connected, and our towns and cities will be the essential source of renewal for society and our economy.

In reflecting on how to hold onto and hold up hope during such times, there is perhaps no better source of wisdom than Václav Havel, the poet-turned-president of the Czech Republic, who lived a life on the front lines of conflict and strife for decades. His words have been an inspiration to millions of people who ask how one can persevere and prevail in the face of overwhelming situations.

■ **DIRECTOR'S REPORT** *continued on 18*



April 2020 | Volume XLVII, Number 4

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Printed on Recycled Paper

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617-426-7272 • [www.mma.org](http://www.mma.org)

Twitter and Facebook: @massmunicipal

**Periodicals Postage Paid at Boston, MA, and additional mailing offices.**

**The Beacon** (ISSN 0199-235X) is published monthly, except for a combined July-August issue, by the Massachusetts Municipal Association, One Winthrop Square, Boston, MA 02110. The MMA is composed of the Massachusetts Selectmen's Association, the Massachusetts Mayors' Association, the Massachusetts Municipal Management Association, the Massachusetts Municipal Councillors' Association, and the Association of Town Finance Committees. Subscription rate for **The Beacon** is \$36 per year. An \$18 subscription fee is included in dues payments for members. POSTMASTER: Send address changes to **The Beacon**, One Winthrop Square, Boston, MA 02110.

*We encourage readers to send comments, story ideas, news items, and events notices to [editor@mma.org](mailto:editor@mma.org).*

# Towns scramble to change meetings, elections

By Jennifer Kavanaugh

Amid the uncertainty of a pandemic, many communities are grappling with whether or when to reschedule annual town meetings and elections, while maintaining their budget processes and operations.

On March 23, the Legislature passed and Gov. Charlie Baker signed a law making it easier for towns to reschedule their spring elections, specifically allowing any municipal election that had been scheduled for May 30 or earlier to be pushed back as far as June 30. Previously, municipalities had to get either a court order or a special act of the Legislature to change their election dates.

Many towns had been waiting for the Legislature and governor to act, and have now begun reworking their spring schedules – while facing the ongoing challenge of not knowing when the COVID-19 emergency may subside and how stay-at-home advisories may change in the coming weeks.

In an MMA online COVID-19 Forum where municipal officials discuss governing challenges, leaders from across the state have shared their communities' decision-making processes around town meeting and election scheduling. Many have started rescheduling events, while others are waiting for greater certainty about the public health situation.

A major challenge in rescheduling meetings and elections is predicting when people will be able to gather safely again, said Truro Town Manager Rae Ann Palmer. Truro has already postponed its April 28 Town Meeting to a date to be determined, and the Select Board will discuss in early April what to do with its election, originally scheduled for May 12.

“The Town Meeting warrant is completed, not printed or signed, so we have some flexibility on the date,” Palmer said.

During this time of scheduling uncertainty, it's important to keep key parties in the loop, said Halifax Town Administrator Charlie Seelig. That would include the select board, town moderator, town counsel, town clerk,



Residents vote during a town meeting.  
Photo credit: David Kidd/Governing

finance committee, town accountant, and whoever manages the facilities involved with these events, he said.

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“There is concern that even after the emergency is lifted, some people will be afraid of large public gatherings for some time.”

– Hamilton Town Manager Joseph Domelowicz

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Halifax has chosen new dates for its Town Meeting and election, which were originally scheduled for May. Now, the town expects to hold its Town Meeting on June 15, and election on June 20, Seelig said.

The town of Hamilton was scheduled to hold its Town Meeting on April 4 and its election on April 9, but town leaders plan to postpone them, pending COVID-19 developments, said Town Manager Joseph Domelowicz. He said officials have been maintaining communication with residents as the situation rapidly evolves.

“Overall, I feel our community is responding as well as we could expect,” Domelowicz said. “Most residents have been supportive and offered to help. On the other side, our elected officials are listening to residents' concerns, and we are trying to respond in ways that help the residents know we're hearing them.”

When Hamilton does set a new Town Meeting date, there will be a

stressful time crunch for preparations, Domelowicz said. While the Town Meeting warrant is closed, he said, officials have yet to take votes and make recommendations on the articles. The town will need time to print the warrant, and its finance team will have much work to do to close out the current fiscal year and open the next one, possibly simultaneously, he said.

Other issues include getting public input on the changes, making sure the town will be able to get a quorum on the new date, and making sure residents are mentally ready for Town Meeting, Domelowicz said.

“There is concern that even after the emergency is lifted, some people will be afraid of large public gatherings for some time,” he said.

The town of Groton has decided to move its annual Town Meeting from April 27 to May 18, and its election from May 19 to June 9. The town hadn't posted its Town Meeting warrant before making the change, and rescheduling the Town Meeting automatically triggered a move of the election date under Groton's bylaws, said Town Manager Mark Haddad.

“This was actually a very easy decision for the Select Board,” Haddad said. “Given what is happening with this pandemic, the Select Board has acted swiftly and forcefully in the best interest of our residents and employees.”

Haddad said the town is updating its website, Facebook page and Twitter account, and getting information to local newspapers to keep residents informed about the changes. Haddad is also making public service announcements on the local cable station. He said the town is in good shape for the time being.

“As long as we have a budget in place by June 30 [the day before the start of fiscal 2021], we should be OK,” Haddad said. ●

# Law allows towns to postpone annual spring elections

On March 23, the Legislature passed and the governor signed a law that allows municipalities to postpone their local elections scheduled for this spring.

Elections scheduled to take place before May 30 may be rescheduled to a date prior to June 30. The decision to postpone can be made by the select board, town council, board of registrars or city council.

The law (S. 2608, as enacted) sets the rules for public notice of any postponed election, voter registration, absentee ballots, early voting and other special rules. It also expands access to absentee ballots and allows early voting by mail for elections on or before June 30.

It appears that the rules governing



nomination papers were not changed by this law.

The House and Senate also approved orders to delay four special legislative elections. Special elections to fill vacant House seats for the Third Bristol and 37th Middlesex districts are moved to June 2. The Senate postponed special elections for the Plymouth and Barnsta-

ble District and the Second Hampden and Hampshire District to May 19.

While the elections law applies to elections held on or before June 30, the Elections Division in the Office of the Secretary of the Commonwealth says it will continue to work with the Legislature on preparations and accommodations for the Sept. 1 state primary and Nov. 3 state election.

For details, visit the Elections Division's web page for COVID-19 election updates ([www.sec.state.ma.us/ele/covid-19/covid-19.htm](http://www.sec.state.ma.us/ele/covid-19/covid-19.htm).) ●

## State budget writers to host discussion of COVID impacts

State budget leaders on April 7 are scheduled to hold an economic roundtable with key experts to discuss the economic impacts and fiscal implications of the COVID-19 pandemic on the Commonwealth.

The summit was announced on March 31 by Administration and Finance Secretary Michael Heffernan, Senate Ways and Means Committee Chair Michael Rodrigues, and House Ways and Means Committee Chair Aaron Michlewitz.

Participants will be invited to join via video, audio conference or in-person. Participants in Room 428 at the State House will be practicing social distancing.

The event will be closed to the public, but will be streamed at [malegislature.com/Events](http://malegislature.com/Events), beginning at 10 a.m.

Sen. Rodrigues said the roundtable "will help us to better understand current fiscal conditions and the health of our state's economy during this unprece-

ded time ... as we begin to assess the challenges we face together in managing the remainder of fiscal year 2020, planning for fiscal year 2021, and mitigating the economic disruption caused by this public health crisis."

Rep. Michlewitz called the fiscal situation the Commonwealth is facing "both dire and unprecedented," adding that, "It is crucial that we have as clear of a picture as possible before we make any substantial budgetary decisions." ●

## MMA team working remotely to support local government

In response to the Baker-Polito administration's directive to offer remote work options for non-essential private-sector employees during the COVID-19 emergency, the MMA has moved most of its operations out of its office at One Winthrop Square in Boston.

Scott Anderson, the MMA's information systems and network services administrator, worked tirelessly with staff and partners at MIIA to get all staff the equipment and tools they need to work remotely. Staff are now equipped with appropriate computers and laptops at home, and the MMA has purchased several Zoom licenses to allow staff to effectively communicate with local government officials, the administration, and key stakeholders.



Several MMA administrative and finance staff continue to go to the MMA office on a limited, as-needed basis to ensure continuity of operations.

"The MMA remains as committed as ever to providing our staff with the

tools, resources, and equipment to work from the safety and security of their homes, while providing excellent and timely services to our members," said Katie McCue, MMA director of administration and finance. "The well-being of our staff and their families is our number one priority. We're thankful that we were able to offer flexibility to work from home so that we can continue to work on behalf of our members."

The office closure began on Monday, March 16, and is expected to last until at least May 4. As always, members may reach any member of the MMA staff at their email address (first initial, last name @mma.org) or by calling 617-426-7272 and the person's extension number listed on the MMA website. ●

# House OK's landmark transportation bills

By Ariela Lovett

On March 4 and 5, the House passed two landmark transportation finance bills just days before Gov. Charlie Baker declared a state of emergency in response to the COVID-19 pandemic.

The related bills would make substantial investments in transportation systems and infrastructure across the Commonwealth, including a boost for the Chapter 90 local road and bridge program.

By vote of 150-1, the House approved an \$18 billion bond bill authorizing targeted spending on state and local transportation needs over 10 years. The House also passed, 113-40, a major tax bill projected to generate more than half a billion dollars per year in new revenue for transportation.

The House's bond bill would provide a 50% increase for Chapter 90, to \$300 million for a one-year authorization, a provision that was added by House leadership. Earlier versions of the bill, including the transportation bond bill filed by the governor last summer and those released subsequently by various legislative committees, would have level-funded Chapter 90 at \$200 million. An increase in state aid for local roads and bridges has been a top priority of the MMA for many years.

Before COVID-19 hit Massachusetts, Senate leaders had been planning to unveil their own transportation package. With state leaders now focused on the public health emergency, however, it is unclear when legislators will be able to return to transportation finance.

On March 5, members of the MMA Policy Committee on Public Works, Transportation and Public Utilities visited the State House to speak with legislators about the importance of Chapter 90 funding to maintaining and improving the 30,000 miles of roads and thousands of

bridges that are the responsibility of local governments. During the visit, the State House News Service interviewed the policy committee's chair, Mount Washington Selectboard Member Jim Lovejoy, and committee member and North Adams Mayor Tom Bernard.

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**“Mayor Tom Bernard said at the current funding levels, it would take 73 years to repave every road in North Adams,” State House News reported**

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“Bernard said at the current funding levels, it would take 73 years to repave every road in North Adams,” State House News reported, “[while] Mount Washington, according to Lovejoy, receives about \$70,000 per year, according to the reimbursement formula, but faces costs of up to \$1 million to repave a single mile of roadway. ‘For most communities, it’s a lifeblood of funding for their municipal roads, Lovejoy said.’”

The single largest revenue source in the House's bill is a 5-cent increase in the state's gas tax, expected to raise between \$150 million and \$175 million. A 9-cent increase in the tax on diesel fuel would raise another \$32 million.

The bill would also raise revenue through changes to the minimum corporate income tax, fee increases for ride-hailing services, and elimination of a sales tax exemption for car rental companies.

A new special commission would study and make recommendations on the development and deployment of possible

congestion pricing and variable tolling in the Commonwealth.

The revenue bill earmarks not less than \$160 million for the MBTA, \$15 million for regional transit authorities, and \$10 million for new rural transit assistance.

Gov. Baker has stated his opposition to proposals to raise taxes to fund transportation, specifically the gas tax, going so far as to say that he would decline to sign such a bill.

At the MMA Annual Business Meeting on Jan. 25, municipal leaders from across the state overwhelmingly approved a policy resolution on transportation that included support for an increase to the state gas tax.

The MMA resolution also aligns with other components of the House transportation package.

Around the time of the House vote, State House News reported that Senate leadership was planning to take a different approach, with an emphasis on policy over revenue and taxes. Senate Ways and Means Committee Chair Michael Rodrigues said, “We will let the policies dictate the revenues rather than let the revenues dictate the policy.”

Despite a common understanding of the need to invest significantly in the Commonwealth's transportation systems and infrastructure, policy differences between the House and Senate, and uncertainty surrounding the economic condition of Massachusetts due to the COVID-19 crisis could result in a long negotiation process between the two branches before the July 31 end to the current legislative session. ●

# Federal law extends paid leave and sick time benefits

By Lisa C. Adams

On March 18, Congress passed the Families First Coronavirus Response Act, with two components relative to paid leave, the Emergency Family and Medical Leave Expansion Act and the Emergency Paid Sick Leave Act.

Both apply to all political subdivisions of the Commonwealth, including school districts and municipalities, effective on April 1.

Under the family and medical leave expansion act, employees who have been employed for at least 30 calendar days may take Public Health Emergency Leave if they are unable to work or telework during a COVID-19 emergency declared by a federal, state or local authority because of a need to care for a child under 18 years old where the school or childcare facility has been closed or the childcare provider is unavailable.

The first 10 days of leave may consist of unpaid leave; however, an employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for unpaid leave. Beyond the first 10 days, an employer must provide paid leave for each day taken. If an employee's leave is foreseeable, the employee must provide notice of leave as is reasonable.

The paid leave is calculated based on an amount that is not less than two-thirds of an employee's regular rate of pay up to \$200 per day and \$10,000 in the aggregate, and the number of hours the employee would otherwise be normally scheduled to work. Employers, however, may elect to exceed these amounts. The law includes specific rules for employees whose schedules vary from week to week.

In general, employees must be reinstated to their jobs following their use of leave. Public Health Emergency Leave ends on Dec. 31, 2020.

## Sick leave

The Emergency Paid Sick Leave Act affords employees paid sick time starting on April 2 if they are unable to work or telework because they are:

- Subject to quarantine or isolation related to COVID-19

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Full-time employees are entitled to 80 hours of paid sick time, and part-time employees are entitled to the number of hours equal to the time the employee works, on average, over a two-week period.

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- Have been advised by a health care provider to self-quarantine
- Have symptoms and are seeking a medical diagnosis
- Caring for an individual who has been ordered or advised to self-quarantine
- Caring for their child if the school or childcare facility has been closed or the childcare provider is unavailable
- Experiencing any other substantially similar condition determined by the secretary of Health and Human Services in consultation with the secretary of the Treasury and the secretary of Labor

Full-time employees are entitled to 80 hours of paid sick time, and part-time employees are entitled to the number of hours equal to the time the employee works, on average, over a two-week period. Employers may not require employees to use other accrued paid leave before using paid sick leave under this law.

Paid sick leave for an employee ends when the employee's need for the leave ends and he or she returns to the next scheduled work shift. Paid sick time is available immediately, regardless of how long an employee has been employed, and employers may not require employees, as a condition of providing paid leave, to find a replacement to cover the hours during which they used paid sick time.

The amount of leave is calculated based on the employee's required compensation and the number of hours the employee would otherwise be normally scheduled to work, up to \$511 per day

and \$5,110 in the aggregate if an employee takes leave for their own health and \$200 per day and \$2,000 in the aggregate for the other reasons listed.

Employees will be paid the greater of the employee's regular rate of pay, the federal minimum wage, and the minimum wage in the state or locality in which the employee is employed. Paid sick leave under this law is in addition to any paid leave provided under state or local law or under a collective bargaining agreement.

## Penalties

The sick leave act imposes penalties for employers who do not comply, and it makes it unlawful for employers to discharge, discipline or in any other manner discriminate against an employee who takes leave or files a complaint under the act.

Employers must provide notice of this law to employees by posting in a conspicuous place in the workplace a notice that will be prepared or approved by the Secretary of Labor, and employers may require employees to follow reasonable notice procedures to continue receiving paid sick leave.

The sick leave act expires on Dec. 31, 2020, and employees may not carry over leave from one year to the next.

Under both acts, employers of health care providers or emergency responders may exclude such employees from being eligible for Public Health Emergency Leave or Emergency Paid Sick Leave.

For more information, visit [www.dol.gov/agencies/whd/pandemic](http://www.dol.gov/agencies/whd/pandemic). ●

# Parts of open meeting law suspended during crisis

On March 13, Gov. Charlie Baker issued an Executive Order suspending certain provisions of the open meeting law due to the ongoing COVID-19 public health emergency.

The order is intended to enable public bodies to carry out some of their responsibilities while adhering to public health recommendations regarding social distancing.

The order relieves public bodies from the requirement in the open meeting law that meetings be conducted in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body through adequate, alternative means.

According to the Attorney General's Division of Open Government, which is charged with enforcing the law, "adequate, alternative means" may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body in real time. A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable afterwards.

In addition, all members of a public body may participate in a meeting remotely, the AG's office states. The open meeting law's requirement that a quorum of the body and the chair be physically present at the meeting location is suspended.

All other provisions of the open meeting law, such as the requirements regarding posting notice of meetings and creating and maintaining accurate meeting minutes, as well as the limited, enumerated purposes for holding an executive session, remain in effect.

The governor's executive order is responsive to many of the concerns that municipal officials have raised over the past several days as communities



Gov. Charlie Baker and Lt. Gov. Karyn Polito announce an order limiting large gathering in the Commonwealth and provide an update on efforts to contain the spread of the coronavirus on March 13. (Photo: Joshua Qualls/Governor's Press Office)

grapple with the public crisis.

Following the advice of public health professionals to reduce the spread of the virus, cities and towns are considering restricting access to many public buildings, seeking to hold meetings remotely, placing caps on the size of public meetings and events, and taking other actions to protect the public and those most vulnerable to the novel coronavirus.

Without changes, the MMA has argued that the open meeting law and related regulations would make it virtually impossible to take all of these steps and conduct necessary governmental business.

"The governor's Executive Order provides municipalities and state agencies with an important measure of relief from the open meeting law during the public health emergency," said MMA Executive Director Geoff Beckwith. "The MMA has been in close contact with the governor's office regarding open meeting law issues, and many others, and we appreciate that the administration is taking action to address those concerns."

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"The governor's Executive Order provides municipalities and state agencies with an important measure of relief from the open meeting law during the public health emergency."

- MMA Executive Director Geoff Beckwith.

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Local officials may want to consult with their municipal counsel to see how this action could provide relief or flexibility while moving forward with local actions under state law and local charter provisions to protect the public and the municipal workforce during this unprecedented emergency. ●

# Telework cybersecurity advice for cities and towns

By Stephanie Helm

As we modify our work practices to operate remotely, cybersecurity must continue to be an important element of municipal safety and security.

Cyber adversaries look for opportunities in uncertain times to launch a scam or sneak into a network. For example, we have seen false links purporting to be related to the COVID-19 crisis to lure a “click,” which downloads malware, and we have seen distributed denial of services (or DDOS) attacks against key government websites.

While our attention is focused on responding to the immediate needs of our citizens, we should recognize these realistic cybersecurity risks.

As your workforce transitions to remote working, below are some tips to help municipal leaders and your employees establish sound practices to support cybersecurity. We’ve included links to trusted resources that you and your staff can look to for further guidance.

## Municipal leaders

- Clearly articulate the importance of maintaining cybersecurity best practices during remote operations. Encourage vigilance and good cybersecurity hygiene in this new operating environment. If you make this part of your expectations, you will continue to support the Commonwealth’s commitment to cybersecurity resilience.
- Keep in contact with employees to ascertain “how is it going?” from a technical perspective. Ensure that contact information for your “helpdesk” or IT support personnel is available.
- Encourage “see something, say something” to promote cybersecurity vigilance. This will avoid employees trying to solve problems themselves, which may introduce practices dangerous to cybersecurity.
- Engage your IT team early to support hardware, software and licensing requirements. Ask about cybersecurity risks specifically.
- Public records requirements are still valid for municipal business done remotely. Ensure that your employees



Stephanie Helm, director of the MassCyberCenter, updates the Local Government Advisory Commission on Nov. 12 about the state’s efforts to fight cybercrime and educate local communities on the issue. Listening is Lt. Gov. Karyn Polito.

understand these requirements and maintain continuity on the remote systems.

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While our attention is focused on responding to the immediate needs of our citizens, we should recognize these realistic cybersecurity risks.

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## Employees

- Use government-issued devices that are compliant with municipal IT systems and applications.
- Do not use personal email accounts, instant messaging or texts to conduct municipal business. Public records requirements are still valid for municipal business.
- Continue to abide by municipal cybersecurity precautions. Continue password management, avoid clicking on links that may download malware, and be on alert for social engineering scams.
- Protect your government-issued equipment and secure it when not in use.
- Do not loan your government-issued

equipment to others.

## References for teleworking support

- CIS Controls Telework and Small Office Network Security Guide, from Center for Internet Security: [bit.ly/CISControls](https://www.cisecurity.com/cis-controls-telework/)
- Computer Security Resource Center Telework Cybersecurity Tips, from National Institute of Standards and Technology, updated March 19: <https://csrc.nist.gov>
- NIST Guide to Enterprise Telework, Remote Access, and Bring Your Own Device (BYOD) Security: [bit.ly/NISTGuide](https://www.nist.gov/enterprise-telework-remote-access-and-bring-your-own-device-byod-security)
- [Telework.gov](https://www.telework.gov): The Guide to Telework in the Federal Government, outlining practical information to assist federal agencies: [bit.ly/FedTeleworkGd](https://www.telework.gov)
- [Telework.gov](https://www.telework.gov): Security and IT: [bit.ly/TeleworkSecurity](https://www.telework.gov)

*Stephanie Helm is Director of the MassCyberCenter at the MassTech Collaborative ([www.masscybercenter.org](http://www.masscybercenter.org)).*

# CPA funds can be used for rental assistance

By Ariela Lovett

As larger numbers of residents struggle to make ends meet amid a changing employment landscape due to the COVID-19 pandemic, the Community Preservation Act could provide a safety net for some.

The Community Preservation Coalition, which manages the program for 176 member cities and towns, confirmed in an email newsletter that CPA funds can be used for rental assistance as defined in Section 2 of the CPA legislation.

The 2012 amendments to the CPA law clarify that rental assistance support is allowable under the Community Housing category of funding, including, but not limited to, “programs that provide grants, loans, rental assistance, security deposits, interest-rate write

downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to an entity that owns, operates or manages such housing, for the purpose of making housing affordable.”

Guidelines for using CPA funds for rental assistance are provided by the Massachusetts Housing Partnership at [bit.ly/CPARental](http://bit.ly/CPARental).

Georgetown, Gloucester, Somerville, Waltham, and some towns on Martha’s Vineyard have used CPA funds in previous years to provide rental assistance support to community housing tenants, according to the Community Preservation Coalition.

In January, CPA communities received a second distribution of funds, from the delayed fiscal 2019 close-out budget.

Allocations from the \$20 million surplus amount were calculated based on the formula used to determine the state match from the CPA Trust Fund. The annual distribution from the CPA Trust Fund was last made in November 2019.

With the surplus funds included, the state match to CPA communities was 23.9% for fiscal 2019, totalling more than \$43 million. Without the surplus funds, the state match would have been only 13.9%.

The text of the CPA legislation is available at [www.communitypreservation.org/text-legislation](http://www.communitypreservation.org/text-legislation). Detailed information about past projects, filtered by community, type of project, and year, can be accessed at [www.communitypreservation.org/databank/projectsdatabase](http://www.communitypreservation.org/databank/projectsdatabase). ●

## U.S. Census Bureau makes adjustments due to COVID-19

By Brittney Franklin

On March 18, the U.S. Census Bureau announced it would be suspending 2020 Census field operations for two weeks, until April 1, to protect the health and safety of the American public, Census Bureau employees, and those going through the hiring process for temporary census taker positions.

Three days earlier, the Census Bureau had announced other operational updates related to the COVID-19 public health emergency.

### Counting students

One change involves the counting of college students who may now be home due to school closures. College students living in on-campus housing are counted through their university as part of the Group Quarters Operation, which counts all students living in university-owned housing.

In general, students in colleges and universities temporarily closed due to the COVID-19 pandemic will still be counted as part of this process. Even if they are home on census day, April

1, they should be counted according to the residence criteria, which states they should be counted where they live and sleep most of the time. Schools are being asked to contact their students and remind them to respond.

### Group quarters

The Census Bureau is encouraging group quarters administrators who may be in charge of operations such as nursing homes, prisons and other institutional living facilities to find a way to count their residents that minimizes in-person contact.

Service providers at emergency and transitional shelters, soup kitchens and regularly scheduled mobile food vans are being asked by the Census Bureau to count the populations they serve, if they remain open. This is to be done through an interview with each person served a meal or staying at the facility.

### Follow-up

The Census Bureau will be delaying follow-up operations with households that haven’t responded to census mailings.

Census takers begin following up around some colleges and universities first, so they can count households in areas with off-campus housing before the end of the spring semester. This follow-up operation will be delayed from April 9 to April 23.

The planned completion date for census data collection is July 31, but the date may need to be adjusted as the COVID emergency evolves in order to achieve a complete and accurate count.

Census statistics are used to determine the number of seats each state holds in the U.S. House of Representatives and informs how billions of dollars in federal funds will be allocated by state, local and federal lawmakers annually for the next 10 years.

As of March 21, 16.7% of households have responded to the 2020 Census.

The Census Bureau has a self-response rate map for the 2020 census at <https://2020census.gov/en/response-rates.html>. ●

# State, local governments reassess plastic bans

By Ariela Lovett

With residents stocking up on groceries and restaurants only able to offer takeout and delivery services, communities have been forced to suspend their restrictions on single-use plastic bags and reassess other packaging restrictions, at least during the COVID-19 emergency.

On March 25, Gov. Charlie Baker announced a statewide suspension of local bans on plastic bags and a prohibition on bringing reusable bags into the essential retailers, such as grocery stores and pharmacies, that remain open during the state of emergency.

State and local officials have expressed concerns that reusable shopping bags that are brought into establishments could carry and spread the coronavirus, which causes COVID-19.

Boston Mayor Martin Walsh, who announced a temporary suspension of the city's plastic bag ban on March 25, said essential retailers also need added flexibility during the ongoing public health emergency.

In mid-March, the town of Brookline announced a suspension of its local ban on polystyrene containers in order to give food purveyors flexibility as they quickly transition to offering only takeout and delivery during the state of emergency.

The governor has not announced a statewide suspension of other limitations or bans on plastic products.

On March 23, Gov. Baker signed an emergency order guaranteeing that intrastate waste and recycling collection and disposal would continue uninterrupted during the COVID-19 emergency, classifying these services as essential. The order also provides relief from state and federal requirements governing the hours of service for commercial vehicle operators in the waste and recycling sector, while still protecting the health and safety of workers.

Some environmental advocates have expressed opposition to the plastic bag ban suspension, saying there isn't definitive evidence that reusable bags are a source of virus transmission.

More than 100 cities and towns have passed local bylaws or ordinances to restrict single-use plastic bags, and many others have added restrictions on the use of polystyrene and other products known to be harmful to the environment.

At a legislative hearing in April 2019, the MMA testified in support of a statewide ban on the distribution of single-use plastic bags. The bill saw several changes when it was reported out of the Joint Committee on the Environment, Natural Resources and Agriculture, including a removal of fees on paper bags and a preemption of local authority, about which the MMA expressed concerns. A separate bill banning plastic bags statewide passed the Senate in late 2019. To date, the branches have not moved to reconcile the differences in the two bills. ●

# Essential water, sewer services uninterrupted during COVID emergency

By Ariela Lovett

Providers of public water and sewer services are working around the clock to ensure that Massachusetts residents continue to receive these essential services, without compromising the health and safety of workers or customers.

Department of Environmental Protection Commissioner Martin Suuberg and his staff have been leading regular calls with public water and sewer suppliers to discuss operational concerns and answer questions. Issues related to staffing configuration, licensing requirements, potential equipment or chemical shortages, and state and federal regulations have all been raised.

As with other essential services, the state and key stakeholders are working to establish procedures for expedited licensing of drinking and wastewater professionals who could fill personnel gaps due to illness, including looking at those who may have recently retired or have a recently lapsed license.

Suppliers are taking every possible

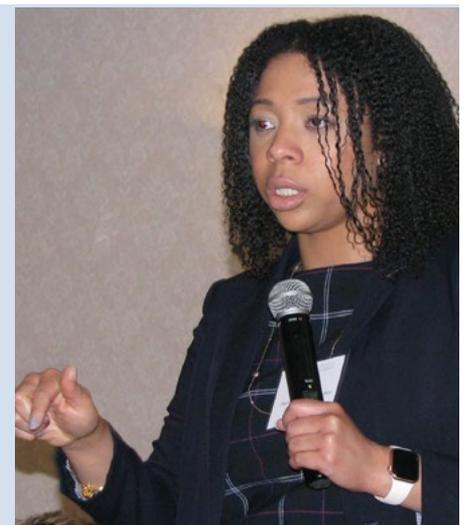
precaution to protect workers and customers from transmitting or contracting COVID-19, including using designated trucks and gear for each worker or pair of workers, and finding safe alternatives to entering homes for required water sampling.

The MassDEP has informally committed

to postponing promulgation of final environmental regulations on matters such as PFAS in drinking water during the state of emergency. The MMA continues to monitor the full range of public works and environmental issues and to advocate on behalf of local government interests. ●

## HR urged to stress honest conversations in promoting diversity

Attorney Talia Gee, chief diversity and inclusion officer in Springfield, tells human resources professionals that she works with departments throughout the city to ensure that both new and more established employees feel comfortable at work. She said it's important to have honest conversations with employees. "I think that has made all the difference," she told attendees during the Massachusetts Municipal Human Resources association's March 5 meeting in Westford.



# Health and Medical Coordinating Coalitions ready

By Mark Oram and D.J. Wilson

When the coronavirus public health emergency hit, the state's Health and Medical Coordinating Coalitions were already organized and ready to help with the response.

It was nearly 20 years ago when the Department of Public Health identified Emergency Preparedness regions in Massachusetts. Beginning in 2004, with 9/11 funding from the U.S. Centers for Disease Control's response to bioterrorism, the DPH began distributing funds using a population-based formula.

In 2013, the DPH introduced the Health and Medical Coordinating Coalition model to replace the original Emergency Preparedness programs.

The HMCCs cover all the Commonwealth's municipalities within six regions. A host agency is chosen for each HMCC, which receives CDC funding, via the DPH, to coordinate the coalition, hire staff, and allocate funding to cities, towns and sub-regions. The host agent does not need to be a municipality.

This formal collaboration between local public health departments and health care organizations aims to coordinate planning, response, recovery and mitigation for regional public health activities, including emergencies.

Each HMCC has core members from local public health agencies, public and private emergency medical services, nursing homes and long-term care facilities, hospitals and acute care facilities, community health centers, and large ambulatory care organizations.

HMCCs may expand their membership to include health care providers, mental health agencies, home health providers, and first responders such as police, fire and emergency managers.

Most HMCCs meet monthly, and they routinely provide training for members on how to respond to emergencies. Past emergency responses have included West Nile Virus, Eastern Equine Encephalitis, and flu vaccine shortages. Exercises are occasionally held to allow for "on-hands" training with hypothetical incidents.

For emergency preparations, an HMCC

coordinates regional efforts for all phases of a disaster cycle and remains involved until the end of the emergency. Such regional coordination improves information sharing and effective response, while building capacity to handle local disaster responses.

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**This formal collaboration between local public health departments and health care organizations aims to coordinate planning, response, recovery and mitigation for regional public health activities, including emergencies.**

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In addition to region-specific public health issues, the HMCCs typically address the following tasks:

- Develop all-hazards response plans consistent with municipal Comprehensive Emergency Management Plans
- Educate residents on prevention and control measures
- Maintain disease surveillance and investigation
- Maintain essential public health functions during emergency periods
- Dispense vaccine and other emergency

treatment at emergency dispensing sites

For example, Ashland, a town of 19,000, belongs to Region 4AB. Issues currently being addressed are: handling COVID-19 cases, surge capacity issues, and planning for the pandemic and coordination with municipal departments on continuity of operation plans and securing personal protective equipment.

Details about each of the six HMCCs, their host agent and the municipalities they serve can be found at [www.mass.gov/service-details/learn-about-the-health-and-medical-coordinating-coalitions](http://www.mass.gov/service-details/learn-about-the-health-and-medical-coordinating-coalitions).

When the state activates its Emergency Operations Center, the DPH is the lead agency, responsible for assessment, coordination, technical assistance, testing, coordinating hospital care, coordinating mental health and crisis counseling, and ensuring food and drug safety as well as issuing public health information.

Additionally, the Medical Reserve Corps of Massachusetts assembles emergency response volunteers within 38 units across the Commonwealth. To find a Medical Reserve Corps that serves each city or town, visit [www.mamedicalreservecorps.org](http://www.mamedicalreservecorps.org).

*Mark Oram is the Health Director in Ashland and a city councillor in Marlborough. D.J. Wilson is the tobacco control director/public health liaison at the MMA.*

## MMHR discusses workplace diversity

Cally Ritter, principal at Positive Ripple Training & Consulting, speaks with human resources officials on March 5 about the role that unconscious bias plays in recruitment and management decisions. "When we are in a position of privilege, we have blind spots," Ritter told members of the Massachusetts Municipal Human Resources association at a meeting in Westford. She said it's important for HR professionals to have these uncomfortable discussions, and to consider how they can engage other colleagues who have not given these issues as much thought.



# Tips for supporting employees through COVID crisis

By Steven Bernstein

The COVID-19 pandemic has challenged us in unprecedented ways – globally, nationally, individually and occupationally. Like any health scare, it has fueled fear, anxiety, uncertainty and other uncomfortable feelings.

This heightening of emotions is likely to be showing up in workplaces, both for those who still must report for duty as well as for those who now must work remotely.

Some employees, and managers, will be overwhelmed by the need to balance work responsibilities with child and family care while kids are home from school. Some will have trouble keeping up with all of the sudden changes and technologies now required in their work. Some will experience a reawakening of depression, substance abuse issues or panic attacks.

Among other COVID-related challenges, municipal government managers must help to quell workplace anxiety, support employees (and themselves), and provide needed resources.

The following are some tips and strategies:

## First and foremost

- Recognize that even as a manager, you'll have your own feelings, thoughts and concerns about the pandemic. That's OK. These emotions can even be used to gain a more complete understanding of what employees may be experiencing.
- Know that whatever you and your employees are feeling about the pandemic are normal, expectable responses to an abnormal event. There is no right or wrong way to feel.
- Make yourself available to employees for information, support and guidance. Do your best to remain calm and confident, as you help set the tone as a manager.
- Be sure to follow recommended federal and state coronavirus response protocols. It's important for you to stay healthy so you can continue to provide leadership.

## Communicate, inform, think ahead

- Provide essential hygiene tools, such as hand sanitizers, disinfectant wipes, tissues and touchless trash cans, to mitigate disease spread and so employees feel protected.
- Educate employees about the symptoms of COVID-19. Knowledge sharing fosters transparency and trust.
- Remind employees to keep their laptops and other equipment sanitary and secure. Build awareness about where germs are most likely to be found in an office, such as desktops, office phones, keyboards, and especially door handles (a known spreader of viruses like coronavirus).
- Train for backup, as time and resources permit. Develop a plan to ensure that key team members train at least one backup person to take over their job in case of illness. This will ensure an effective business continuity plan.
- Show employees that you're on their side, especially during times of adversity. Encourage them to see this challenge as an opportunity to grow, develop and help others.
- Remind employees to reach out to their Employee Assistance Program for help with the stresses of the COVID emergency or any work-life concern. Those feeling overwhelmed are not alone. Their Employee Assistance Program offers free, confidential support, and can be a partner in thinking through how to best manage your COVID-related workplace issues.

## Model and promote self-care

- Focus on well-being. With so much beyond our control right now, it's important to keep your sights on what you can control. Get more sleep, read a new book, take a warm bath, or a walk somewhere quiet. Whatever it is, now is the time to prioritize your physical, mental and spiritual well-being.
- Maintain your routine. It's important to keep some sense of normalcy, where possible. If you're working remotely, check in with co-workers and try to stick to a typical daily routine. Set regular meetings. It's important to not feel like you're alone and disconnected



During COVID-19 emergency, municipal managers are challenged to support employees (and themselves), and provide needed resources both for those who still must report for duty as well as those working remotely.

from your usual network.

- Talk it out, and listen to your feelings. Any stress or anxiety you're feeling is real – and a good reason to connect with friends, family or a professional counselor/therapist (depending on the severity of what you're experiencing) for support. Talking about it is a sign of strength, not weakness.
- Stay connected. Whether you use video chats, emails or voice calls, check in with family, friends and colleagues regularly. Send each other gifts, have virtual movie nights, and keep your spirits up.
- Finally, the adage, "This too shall pass," is a helpful refrain in times like this.

Steven Bernstein is an EAP Account Manager with AllOneHealth EAP (<https://allonehealth.com/eap-2>). For assistance, MIIA members may call 800-451-1834 or visit [allonehealth.com/MIIEAP](https://allonehealth.com/MIIEAP).

## Effective facility maintenance can avoid potential costly losses

By Stephen Batchelder

This past winter was relatively mild, which typically means less property damage and cleanup for cities and towns. It is important, however, not to forego seasonal property maintenance tasks, including assessing winter damage and preparing for the spring and summer months ahead.

### Winter wrap-up

Winter inspectional and preventive maintenance practices should remain in place as municipal operations transition into spring. Now is a great time to inspect and evaluate the condition and maintenance needs of key heating systems (boilers, furnaces, unit ventilators, sprinkler systems, and water heaters). These systems have generally been working continuously over the winter months and may begin to show signs of wear and tear, inefficiency, and leakage – all key indicators of the need for repair or preventive maintenance.

Unit ventilator failure has been a high-frequency loss type this year. As heating and cooling systems are inspected and maintained in a building, it is imperative that all of the unit ventilators are included in the scope of work. Problems with unit ventilators, including freezing, seizing and failing, can often be identified before a failure occurs.

Thermography cameras can be particularly helpful in identifying dampers that may be stuck or compromised. The effective use of these tools is a major asset in understanding HVAC and plumbing systems and preventing premature failures. Not only can thermal cameras alert facility managers to problems ahead of time, they can also decrease labor costs and keep workers safe.

A significant contributor to property loss is water damage. To help minimize this damage, the presence of water in the vicinity of heating equipment can be an indicator of imminent failure and the need for professional service or repair.

### Spring walkthrough

Cold temperatures, snow, ice, and even salt can cause quite a bit of damage to any structures out in the elements.

It is important to closely inspect buildings and landscaping, taking note of any cracks in the foundation, walkways and parking lots; broken or loose pavement; sinkholes; missing roof shingles; separations or erosion of siding and masonry; and broken, cracked or leaking windows.

Inspect irrigation and drainage systems for leaks and blockages and other forms of damage. Be sure to inspect gutters, nozzles, sprinkler heads, and valves as well. As part of the inspection, look around for any standing water and loose or packed-in debris. Clear, clean and repair areas of concern in order to avoid potential property damage, particularly from heavy spring and summer rains.

### Install temperature detection systems

The importance of water and temperature detection systems cannot be overstated. Sprinkler and pipe freeze-ups are a leading cause of property damage. Spring is a great time to install new technology so it can be fully implemented and tested before going into colder weather this fall.

This past winter, MIIA embarked on a pilot program with Hartford Steam Boiler's Connected Technologies Division. Their cellular IoT sensor solution provides a combination of sensors: water, temperature, humidity, and pipe. These sensors continuously provide data readings to a centralized data center, where the data is then integrated with external weather data to create a series of algorithm-based loss prevention alerts of conditions that are likely to give rise to a property loss.

To date, MIIA has installed the sensor systems in more than 30 locations, with the goal of 100 installations by the end of this summer. Thus far, MIIA has documented three important loss "saves" from the use of this technology.

In two of the cases, sensors detected

the presence of water after hours – one situation involved a burst dishwasher hose, the other involved a drain failure in the boiler room. Maintenance staff were alerted and able to mitigate the situation before permanent damage occurred.

The third case involved a drop in temperature and low heat scenario in a school kitchen. Staff were alerted and necessary repairs to the heating system were made, thus preventing a potential freeze-up situation.

In each of these instances, the costs avoided due to these saves have more than exceeded the cost of the technology.

### Prepare for summer

Winter months are typically associated with property losses, but the summer months also generate a fair number of losses. Inspect HVAC systems for dust buildup and check air conditioning units to ensure proper working condition and to reduce levels of allergens and dust. Coil cleaning is beneficial in two ways: it can boost operating efficiency and improve indoor air quality, which keeps everyone healthier. Consider the fact that the A/C unit has been sitting unused all winter, and that means dirt and sludge can build up, which, in turn, means odors, allergens, high operating costs, and even degradation or possible failure of the unit.

Also check air filters, flush water heaters, check the status of smoke alarms and carbon monoxide detectors, and examine the electrical components of fire systems, including sprinklers and alarms.

A rigorous spring inspection and preventative maintenance schedule can go a long way toward saving time, money and stress by helping to avoid future equipment failures and property damage.

*Stephen Batchelder is MIIA's Risk Management Director*

## Application deadline extended for MMA-Suffolk leadership programs

The MMA-Suffolk Certificate in Local Government Leadership and Management programs remain on track to be held in Danvers and Shrewsbury during the 2020-2021 academic year.

The application can be found at [mma.org/certificate](http://mma.org/certificate), and the application deadline has been extended to 5 p.m. on May 31.

The graduate-level academic program provides a well-rounded understanding of public-sector management. Class topics include administrative strategies in local government, budgeting and financial management, and human resources management.

Classes are taught by Suffolk University faculty and held on Fridays from September through May.

By June of this year, approximately 350 local officials will have graduated from the certificate program, which is a partnership between the MMA and Suffolk



Students of the 2019-2020 Certificate program in Barnstable attend the orientation session on Sept. 6.

University's Moakley Center for Public Management.

The Danvers and Shrewsbury sessions will be the 15th and 16th since the program started in 2011.

For more information, visit [www.mma.org/certificate](http://www.mma.org/certificate) or contact Katie McCue at the MMA at 617-426-7272, ext. 111, or [kmccue@mma.org](mailto:kmccue@mma.org).

## CCC authorizes curbside pickup for medical marijuana

Medical marijuana treatment centers in Massachusetts may offer curbside pickup of medical marijuana and marijuana products for registered qualifying patients and caregivers in order to limit coronavirus transmission during Massachusetts' state of emergency, the Cannabis Control Commission announced on March 27.

The commission issued an administrative order temporarily authorizing the activity pursuant to the Baker-Polito administration's order that deemed medical marijuana treatment center services essential to the Commonwealth. During the state of emergency, MTCs will have the option to add sales by phone or electronic means and the transfer of marijuana and marijuana products in the parking area of their premises or

to an individual at the entrance to the MTC. In the interest of public safety, cash payments will only be accepted inside the facility.

When using curbside pickup, MTC agents will first need to verify the age, registration status, and patient allotment of the patient or caregiver before they complete their purchase.

Similar to the state's requirements for entering a medical dispensary, agents will be prohibited from conducting a transaction in which any individuals under the age of 21 are present who are not registered with the state's Medical Use of Marijuana Program. Video camera coverage of all areas where marijuana is handled or dispensed will still be required.

MTCs must submit to the commission a standard operating procedure for curbside pickup, including an updated facility layout identifying designated curbside sales area(s), traffic queuing plans, and signage to direct patients. They also must notify municipalities, including police and health officials, of their plans, and maintain compliance with their host community agreement and all other applicable local rules, regulations, ordinances and bylaws of their city or town while offering curbside operations.

For more information, visit <https://mass-cannabis-control.com>.

# MMMA, MMHR to discuss managing during crisis

Managing employees during times of crisis will be the topic of a joint webinar of the Massachusetts Municipal Management Association and the Massachusetts Municipal Human Resources Association on April 9.

Susan Retik and Cindy Joyce will lead a discussion about how to effectively manage employees during the ongoing COVID-19 emergency. During this time, many employees are dealing extreme stress and uncertainty, while simultaneously trying to adjust to working remotely and supporting their families.

This session aims to empower human resources professionals and managers to make a difficult situation for their employees less painful by implementing proven strategies.



Cindy Joyce



Susan Retik

Retik, an experienced leadership coach, public speaker and facilitator, is co-founder and CEO of Beyond the 11th, a nonprofit organization dedicated to helping widows in Afghanistan. Joyce is the founder and CEO of Pillar Search & HR Consulting, an instructor at the Harvard Extension School, and an adjunct professor with the Sawyer

Business School at Suffolk University.

Following the discussion, MMA Senior Legislative Analyst Lisa Adams and an attorney from KP Law will provide an update about the legislative response and legal impacts of the COVID-19 emergency.

The webinar will begin at 9:30 a.m. and will conclude by 11:30 a.m.

To register, visit [www.mma.org/event](http://www.mma.org/event).

Contact: MMA Senior Member Services Coordinator Denise Baker at [dbaker@mma.org](mailto:dbaker@mma.org) or 617-426-7272, ext. 105 or MMA Member Services Coordinator Isabelle Nichols at [inichols@mma.org](mailto:inichols@mma.org) or 617-426-7272, ext. 104

## MVP program holding webinars in April

Officials who want to learn more about the state's upcoming round of Municipal Vulnerability Preparedness grants for fiscal 2021 can register for one of three webinars in April.

The webinars are scheduled for Thursday, April 2, 1-3 p.m.; Wednesday, April 8, 11 a.m.-1 p.m.; and Thursday, April 9, 2:30-4:30 p.m. Communities are asked to sign up for only one webinar; the content will be the same in each webinar.

The state has canceled previously scheduled in-person seminars for this funding round.

The MVP grant program helps Massachusetts cities and towns begin planning for climate change resiliency and implementing priority projects. The state provides funding to complete local vulnerability assessments and develop action-oriented resiliency plans.

During the webinars, the MVP team will:

- Review the requests for responses and application process for MVP Planning Grants and Action Grants
- Highlight changes that communities can expect to see in the upcoming RFR for MVP planning and action grants
- Explore best practices for integrating MVP principles into Action Grant projects

The state expects to issue its Request for Responses at the end of April for both MVP Planning Grants and Action Grants.

To register for the webinars or for more information about the program, visit [www.mass.gov/service-details/mvp-program-information](http://www.mass.gov/service-details/mvp-program-information).

Local officials who want to speak to a member of the MVP team can contact Kara Runsten at [kara.runsten@mass.gov](mailto:kara.runsten@mass.gov).

Communities can also an MVP regional coordinator:

- Carrieanne Petrik, [carrieanne.petrik@mass.gov](mailto:carrieanne.petrik@mass.gov), for the Berkshires and Hilltowns
- Andrew Smith, [andrew.b.smith@mass.gov](mailto:andrew.b.smith@mass.gov), 413-755-2242, for the Greater Connecticut River Valley
- Hillary King, [hillary.king@mass.gov](mailto:hillary.king@mass.gov), 617-655-3913, for the central region
- Carolyn Meklenburg, [carolyn.meklenburg@mass.gov](mailto:carolyn.meklenburg@mass.gov), 617-626-7825, for Greater Boston
- Michelle Rowden, [michelle.rowden@mass.gov](mailto:michelle.rowden@mass.gov), 857-343-0097, for the northeastern region

The Southeast regional coordinator is on temporary leave, so officials from those communities can contact any of the coordinators listed above. ●

## GSA offers purchasing resources and support for governments

During the ongoing COVID-19 emergency, the U.S. General Services Administration is reminding state, local, tribal and regional governments that they may obtain goods and services directly from GSA sources during a public health emergency and disaster response/recovery efforts.

Eligible state and local entities have access to MAS, also known as Schedules, under the following programs:

- Disaster Purchasing: Access to all MAS available offerings under Schedule (consolidated MAS and all legacy Schedules) for emergency/disaster

preparation, emergency/disaster response, or major disaster recovery in support of a Stafford Act declaration from the President.

- Public Health Emergency (PHE): Access to all offerings on Schedule (consolidated MAS and all legacy Schedules), when expending Federal grant funds in response to Public Health Emergencies declared by the Secretary of Health and Human Services under section 319 of the Public Health Services Act, codified at 42 U.S.C. Sec. 247d.
- Cooperative Purchasing: Access to

information technology and law enforcement and security solutions, identified by Special Item Number (SIN) in support of everyday missions.

- 1122 Program: Access to specific SINs and Department of Defense items to purchase products in support of emergency response and homeland security (most limiting program because it requires a designated State Point of Contact (SPOC) and has limited items available).

Those with questions may contact [NCSCcustomer.service@gsa.gov](mailto:NCSCcustomer.service@gsa.gov) or visit [ask.gsa.gov](https://ask.gsa.gov). ●

## OMNIA Partners offers tools to help communities manage COVID-19

OMNIA Partners, a sponsored program of the MMA, has released a set of tools to help communities manage their COVID-19 response.

“As your partner in this, we would like to remind you that OMNIA Partners has hundreds of existing cooperative contracts that [cities, towns and public agencies] can purchase from immediately,” writes OMNIA Partners in an alert to partner associations and organizations.

OMNIA Partners has assembled a task force to address the evolving needs during this time. This task force is working with the executive teams of their supplier partners to assist in the deployment of their COVID-19 plans and, when possible, to prioritize health care and government agencies for fulfillment.

OMNIA Partners helps public agencies connect to suppliers who can help with immediate community needs. More details can be found on OMNIA's COVID-19 resources page ([www.omniapartners.com/publicsector/resources/covid-19](http://www.omniapartners.com/publicsector/resources/covid-19)).

[omniapartners.com/publicsector/resources/covid-19](http://www.omniapartners.com/publicsector/resources/covid-19)).

The MMA is a state sponsor of the OMNIA Partners program. For more

information on the program and our partnership, visit the MMA's Featured Services page ([www.mma.org/about-mma/services](http://www.mma.org/about-mma/services)). ●



### Need for diverse applicants in hiring discussed

Neil Osborne, director of diversity and inclusion in Medford, says he asks a question about diversity when the city is hiring: “Who’s not here? Why aren’t they here?” Sitting on a panel of municipal diversity officials during the Massachusetts Municipal Human Resources association’s March 5 meeting in Westford, Osborne and others spoke about the importance of interviewing a diverse pool of applicants for available positions.

## COVID

Continued from page 1

tomorrow – particularly in the area of construction – to help them enforce safety protocols and ensure that the health of workers is being protected.

**Enforcement:** Polito said local boards of health “are empowered to look at the guidance from the state and do what you need to do to make sure your community is safe.” She acknowledged that the state may need to provide additional guidance and support.

### Emergency response

Local officials raised concerns about having adequate coverage of first responders and other essential personnel when many of them are being exposed to the coronavirus in their work. Dr. Larry Madoff, medical director at the Bureau of Infectious Disease and Laboratory Sciences at the Department of Public Health, said the DPH has issued specific guidance for health care workers, which would include “emergency medical personnel,” allowing them to return to work if they have been exposed but are asymptomatic, and requiring them to monitor themselves for symptoms and wear a protective mask for 14 days following the most recent exposure. He said he would need to look into the appropriate protocol for “other types of first responders and essential personnel.”

**Disclosure of positive cases:** Dr. Madoff was also asked about what information is being shared about COVID-positive cases, and what information local governments can share with the public. He said DPH policy is that the addresses of those who have tested positive for COVID-19 are released through public safety agencies in each municipality, and that this information should include cases in local long-term care and skilled nursing facilities. He said DPH releases data about positive cases at the county level. He noted that some communities are releasing data about the number of cases locally, and some include the number of people in quarantine.

“Each jurisdiction can make that call according to their needs,” he said.

### Testing and health care update

Polito reported that the state had rapidly ramped up its COVID testing capacity during the past week, with 21 lab sites

now available to process tests. (Nearly 47,000 tests have now been processed, according to the Department of Public Health.)

She said tests of emergency first responders are being prioritized.

Dr. Madoff said he expects the availability of COVID testing to continue to increase. Individual health care providers make the decisions about who should be tested, he said. It is not recommended – and could be problematic – to test those who are not symptomatic.

“We still think that the major drivers of this outbreak are people who are sick [and experiencing symptoms],” he said.

He said the DPH is only tracking data about COVID-positive cases that come from certified testing labs.

**Tracing:** Polito said the administration would announce in the coming days an “extensive” tracing program to identify individuals who may have been exposed to the novel coronavirus from someone who has tested positive.

**Health care workers:** In order to address potential staff shortages in health care, Polito said the administration has arranged to add more than 1,800 people to the front lines in the past week by returning retirees in good standing and by working with the state’s medical schools to get 90-day licenses for medical school graduates so they can help.

**PPE:** On the urgent need for personal protective equipment for medical personnel and first responders, the state has created an online portal where companies and individuals can donate or contract to supply PPE, Polito said.

The administration has made requests from the Strategic National Stockpile, and over the weekend was approved for 1,000 ventilators, 28,000 masks and 120,000 pairs of gloves, she said.

**COVID hotline:** Madoff encouraged local officials and health care providers with questions about COVID-19 to call the DPH’s Division of Epidemiology and Immunization at 617-983-6800, where epidemiologists are available at all hours.

### Disaster declaration

Samantha Phillips, director of the Massachusetts Emergency Management Agency, explained that local governments may be eligible for reimburse-

ment of up to 75% of eligible emergency-related expenses under a presidential major disaster declaration made on Saturday. ([Details available on the MEMA website.](#)) She said the process for tracking costs and requesting aid may be familiar to many local leaders, as it’s similar to the process used after major storms.

The main eligible categories include costs related to:

- Management, control and reduction of immediate threats to public health and safety
- Emergency medical care
- Medical sheltering
- Purchase and distribution of food, water, ice, medicine, and other supplies, including personal protective equipment and hazardous material suits
- Movement of supplies and persons
- Communication of health and safety information to the public
- Security and law enforcement

Eligible costs may include the procurement of technical assistance and services in eligible categories.

Phillips said the federal government has approved MEMA and Massachusetts municipalities to do “non-congregate” sheltering. So it would be an eligible expense, for example, if a city or town needs to house first responders in a hotel in order to quarantine them (so as not to expose their families).

**Technical assistance:** MEMA offers technical assistance to communities on the Federal Emergency Management Agency’s reimbursement process. She said FEMA has indicated that it will be expediting emergency aid payments to applicants.

**Housing needs:** MEMA is also signing contracts with hotels and bringing in private security to boost the state’s capacity to house those who need to be isolated to control the spread of COVID-19. The agency has also surveyed homeless shelters to assess the needs to increase capacity in order to maintain adequate social distancing.

**Business loans:** Massachusetts has also been approved for an economic injury disaster loan from the Small Business Administration. This will allow for low-interest loans to businesses, including agriculture. ●

## DIRECTOR'S REPORT

*Continued from page 2*

In his essay "Disturbing the Peace," Havel wrote this as a guide for all of us:

The kind of hope I often think about (especially... ..in situations that are particularly hopeless, such as prison) I understand above all as a state of mind, not a state of the world. Either we have hope within us, or we don't. Hope is not prognostication. It is an orientation of the spirit, an orientation of the heart. It transcends the world that is immediately experienced, and is anchored somewhere beyond its horizons.

Hope, in this deep and powerful sense, is not the same as joy that things are going well, or willingness to invest in enterprises that are obviously headed for early

success, but rather an ability to work for something because it is good, not just because it stands a chance to succeed. The more unpromising the situation in which we demonstrate hope, the deeper hope is. Hope is not the same thing as optimism. It is not the conviction that something will turn out well, but the certainty that something makes sense, regardless of how it turns out. In short, I think that the deepest and most important form of hope, the only one that can keep us above water and urge us to do good works, and the only true source of the breathtaking dimension of the human spirit and its efforts, is something we get, as it were, from 'elsewhere.' It is also this hope, above all, that gives us the strength to live and continually to try new things,

even in conditions that seem as hopeless as ours do, here and now.

With breathtaking speed, a microscopic virus has disrupted society. It has distanced us from each other, it has cratered our economy, it has changed the way we work, and, above all, it has presented a growing life-and-death threat to the people of Massachusetts, the United States, and the world. But it has not taken away hope.

This crisis will pass. Our communities will persevere and prevail. We will make sense of all of this. Yet, as we enter the vital weeks of greatest challenge, in doing your good works, you are displaying the strength and hope that will carry us through. You are inspiring all of us who are fortunate to work at MMA – your organization – to serve you in every way humanly possible. That is our promise and pledge.

With appreciation, admiration and hope, we thank you. ●

## BUDGET

*Continued from page 1*

municipal or school aid cuts to close out fiscal 2020, and cities and towns have tools to finance emergency spending, with added flexibility in rules included in new legislation to help them get through the year.

### Fiscal 2021

Cities and towns are facing even more extraordinary challenges putting together revenue and spending plans for fiscal 2021, further complicated by the unexpected challenge of how and when to convene citizens to debate and approve municipal and school budgets for the fiscal year that begins on July 1.

Town meetings scheduled for early spring are being postponed due to limits on gatherings and uncertainty about revenue estimates. Legislation is in the works that would set new rules for how towns can start fiscal 2021 without a final budget approved by town meeting. There are already rules in place for cities and regional school districts.

The state budget plan filed by Gov. Charlie Baker in January, including municipal and school aid recommendations, will certainly be revisited. Rep. Aaron Michlewitz, chair of the House Ways and Means Committee,

has said that it is highly unlikely that the House will have a budget done in April, as is usually the case. The governor's chief budget officer and the chairs of the House and Senate Ways and Means committees have been talking about re-convening the "consensus revenue" group that met to advise state budget writers on the economy and state finances in December, when economic circumstances were very different. The expert advice they hear would inform their decisions on the shape of a fiscal 2021 state spending plan.

There is some help coming from Washington, D.C. The CARES Act approved by Congress and signed by President Trump on March 27 provides \$2 trillion intended to boost various parts of the economy and stem further decline. The stimulus package includes some help for states and local governments and will provide a measure of relief for the state's fiscal 2021 budget. Details on the amounts available for Massachusetts and how they might be used are still under review.

### Economic outlook

In mid-March, as the COVID-19 outbreak worsened and the governor declared a state of emergency, Eileen McAnneny, president of the Massachusetts Taxpayers Foundation, wrote, "The impact on the Massachusetts economy and the state's

finances is unknown at this point but significant. In the coming months and years, the state will be pressured to increase spending to respond to the crisis while revenues decline as a result of dramatically reduced economic activity."

She said that state policymakers should consider the following points as they manage the crisis:

- Tax collections for both fiscal 2020 and fiscal 2021 will be materially decreased compared to previous estimates.
- The Taxpayers Foundation's initial estimate is that fiscal 2020 state revenue will fall between \$300 million and \$500 million below benchmark from the loss of economic activity.
- There is a significant likelihood of an economic recession the length and depth of which cannot yet be quantified. Should fiscal 2021 revenue fall by 3% to 5%, the tax revenue impact would range from \$2 billion to \$3 billion.
- Lawmakers should take steps now, such as revising the consensus tax revenue amount, to prepare for a downturn, while tracking the revenue impacts over the next three months. ●

# People

**Michael Borg** became North Attleborough's first permanent town manager on March 2, replacing acting Town Manager **Michael Gallagher**.

Borg spent the past five years working in Providence, Rhode Island, first as director of the city's Emergency Management Agency, then as public works director, and finally as the director of public property and capital improvement.

Borg served for nearly three decades in the U.S. Army, achieving the rank of colonel. His roles included senior Army advisor at the U.S. Naval War College, regional support commander in Afghanistan, and commander of the 1st Battalion, 17 Field Artillery Regiment that was deployed to Baghdad, Iraq.

Borg earned a master's degree in national security and strategic studies from the U.S. Naval War College, and a master's degree in military studies/military history from the American Military University.

North Attleborough had a Select Board-town administrator form of government until last year, when it adopted a town council-town manager form. Gallagher had been the administrator under the previous form of government.

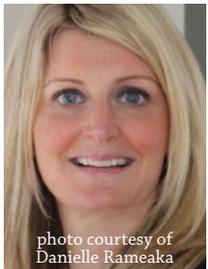


photo courtesy of Danielle Rameaka

Amy Frigulietti

**Amy Frigulietti** became Wellesley's new assistant executive director of general government services on Feb. 24. She fills the vacancy left by **Meghan Jop's** promotion to executive director.

## MMA seeks election results for select boards

With annual town elections set for this spring, the MMA and the Massachusetts Select Board Association would like to congratulate and recognize the newly elected members of select boards across the state.

The associations would also like to en-

For the past eight years, Frigulietti was chief of staff to Boston City Councillor Frank Baker. Previously, she worked as an executive assistant/office manager for LAM Treatment Alliance in Cambridge; as chief of staff for Sen. Michael Moore; as an assistant deputy superintendent/deputy sheriff in Worcester County; and as a legislative aide for former Sen. Guy Glodis.

Frigulietti earned a master's degree in public administration from the McCormack School of Public Policy and Global Studies at UMass Boston. She earned bachelor's degrees in political science and journalism from UMass Amherst.



Tim Brennan

**Tim Brennan**, the longtime executive director of the Pioneer Valley Planning Commission, passed away on March 12 at age 73.

Brennan had served on the commission for nearly half a century, starting as an

intern, and ultimately serving for four decades as executive director. He had taught urban planning at UMass Amherst and at Westfield State University.

Brennan is being remembered for advocating for the cleanup of the Connecticut River and its tributaries, helping to establish the Pioneer Valley Transit Authority and Valley Flyer passenger rail service, and championing East-West passenger rail service in Massachusetts. Last June, he received the Walter Scheiber Leadership Award from the National Association of Regional Councils.

**Kimberly Robinson** took over as the executive director of the commission in October, upon Brennan's retirement.

**Michael Lavin**, a Suffolk University professor who had been instrumental in the growth of the MMA-Suffolk leadership programs, passed away on March 11 at age 74.

Lavin was a senior fellow at Suffolk's Moakley Center for Public Management, and had been involved with the MMA-Suffolk program since its inception in 2011. While most of the program's instructors are retired or current municipal officials, Lavin was an academic who taught Administrative Strategies of Local Government.

Lavin was a three-time chair of the Suffolk University Public Management Department (now the Institute for Public Service) in its Sawyer Business School, and was a co-founder, director and assistant dean of the Suffolk University Programs at Cape Cod Community College.

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*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](mailto:jkavanaugh@mma.org).*

Any questions relating to the Select Board Association can be sent to the same email address. ●

# Classified Advertisements

## EMPLOYMENT OPPORTUNITIES

### Treasurer/Collector Town of Hudson

The town of Hudson is seeking a progressive candidate for the Treasurer/Collector position. Responsible for the administration of all municipal funds, including analysis of cash flow, custody and investment of funds, issuance of debt, collection of receivables, the custody of tax title properties and compliance with applicable laws under the direction of the Finance Director. Supervises payroll processing, administers retirement and benefit programs and manages a staff of four and a contracted Benefits Administrator. Minimum qualifications: Bachelor's degree in finance or business related field; five years' experience in municipal finance, business or related field with two years in a supervisory capacity; knowledge of Massachusetts laws pertaining to municipal finance and taxation; experience with collection and payroll financial systems and spreadsheets. Strong communication skills required. Must be bondable. Certification from Massachusetts Treasurer/Collector's Association a plus. The salary range for this position is \$71,284-\$93,804 DOQ. Please email a resume and cover letter to Patricia E. Fay at pfay@townofhudson.org. Position open until filled. EOE/AA

### Town Administrator Town of Barre

The town of Barre (population: 5,365; budget: \$12 million) is seeking qualified applicants for Town Administrator to serve as chief administrative officer of the town. The successful candidate will have excellent leadership qualities, exceptional oral and written communication skills including successful grant-writing record, experience with municipal finances/budgets, procurement, Mass. general laws, human resources/personnel management, and planning. The candidate should be forward-thinking and innovative, with a strong commitment and motivation to work collaboratively with town department heads, employees, boards, committees, and citizens. The Town Administrator plays a crucial role in the town's overall planning, management, organization, stability, and growth. The position works under the three-member Board of Selectmen. View the job description at [www.townofbarre.com](http://www.townofbarre.com). Job requirements include: Bachelor's degree in public administration, business administration, or a related field, and five years of related experience with a minimum of three years in a managerial position. Salary commensurate with experience. Please send a cover letter, resume, and three professional references to [tasearch@townofbarre.com](mailto:tasearch@townofbarre.com), no later than April 9.

### Fire Chief Town of Manchester-by-the-Sea

The town of Manchester-by-the-Sea is seeking applicants for the full-time position of Fire Chief. This is a non-civil service position and is supervised by the Town Administrator. The community has a population of approximately 5,800. The Fire Department has 14 full-time personnel, an on-call force, operates an ALS ambulance, and has an annual operating budget of \$1.4 million. Salary: \$115,000-\$125,000 DOQ. See full job ad here: [www.manchester.ma.us/DocumentCenter/View/3012/Fire-Chief\\_Town-Profile-and-Recruitment-030920?bidId=](http://www.manchester.ma.us/DocumentCenter/View/3012/Fire-Chief_Town-Profile-and-Recruitment-030920?bidId=). Review of resumes will begin April 10.

### Library Clerk Circulation/ PT Substitute Town of Wayland

Description: Part-time position working in the Circulation Department of a busy, medium-sized public library. Preferred availability evenings and weekends. Great opportunity for library school or professionals looking for flexible hours. Strong customer service experience is a plus. Experience: Bachelor's degree required. Strong computer skills and ability to use office production software is essential. Experience in a circulation department of a public library is preferred. Familiarity with Sierra software preferred. Date posted: March 10, open until filled. To apply: Send resume and cover letter to HR, Town of Wayland, 41 Cochituate Road, Wayland, MA 01778 or [hr@wayland.ma.us](mailto:hr@wayland.ma.us). The town of Wayland is an Equal Opportunity Employer.

### Senior Planner

**Berkshire Regional Planning Commission**  
Senior Planner position - Berkshire Regional Planning Commission, Pittsfield. This is a full-time, benefited position. View full advertisements and job descriptions at [berkshireplanning.org/about/employment-and-internship-opportunities](http://berkshireplanning.org/about/employment-and-internship-opportunities). Positions open until filled. AA/EOE employer.

### GIS Technician, Water Division Town of Easton

The town of Easton is accepting applications for a qualified individual to fill the position of GIS Technician-Water, full-time, 40 hours per week. Minimum Qualifications: bachelor's degree with major work in geography, information systems or related field with a concentration in GIS technology. A minimum of one year experience in professional GIS positions or any equivalent combination of education and experience. Possession of a valid Class D Driver's License required. The successful candidate must provide proof of an acceptable driving record from the Registry of Motor Vehicles. Duties include but are not limited to the operation of computers, mobile devices, peripheral equipment and software related to water operations

and GIS; participates in the development and work process and standards for the use of GIS in town operations; prepares and maintains accurate records, maps and reports utilizing GIS software. This is a union position and compensation is \$28.871 per hour, \$60,052 annually based on a 40 hour work week; full salary range is \$60,052 - \$79,238 with excellent benefits. Required applications can be downloaded at [www.easton.ma.us](http://www.easton.ma.us) under the "Residents" tab and then "Employment Opportunities". Interested applicants should submit a cover letter, resume and required job application to Human Resources Coordinator Mary Southworth, 136 Elm St., Easton, MA 02356 or email at [msouthworth@easton.ma.us](mailto:msouthworth@easton.ma.us). Applications will be accepted through April 3. The town of Easton is an Equal Opportunity Employer.

### City Engineer City of Pittsfield

The city of Pittsfield is seeking to hire an innovative and dynamic individual to fill the position of City Engineer. The Engineer will provide professional civil engineering and traffic engineering services for the city and directs work of the Engineering Division of the Department of Public Services. The ideal candidate shall possess a bachelor's degree in civil engineering with a minimum of five years of related experience. A license to practice professional civil engineering in the Commonwealth of Massachusetts is desirable, but not required. Salary: \$73,714- \$95,828. Applications accepted until position is filled. For full job description and/or to apply, please visit: <https://CityOfPittsfield.Hyrell.com>.

### Assistant Procurement Officer and Buyer City of New Bedford

\$52,727-\$65,914. Assist with purchase of supplies and equipment. Assist with IFBs, RFPs and contracts. Maintain procurement records and update procurement templates when necessary. Perform full cycle procurement process including determining method of procurement. Interview vendors. Ensure vendor compliance. Discuss defective or unacceptable goods or services with quality control personnel. Evaluate de-

## 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](http://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.

### May Beacon

Deadline: April 27  
Publication: May 4

### June Beacon

Deadline: May 19  
Publication: June 1

### Placing an ad

You may use our convenient online form at [www.mma.org](http://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](http://www.mma.org) for details.

# Classified Advertisements

partmental needs and formulate short- and long-range plans. Associate's degree in related field preferred. Strong writing skills required. MCPPPO certification or ability to obtain. For job description/application, visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). New Bedford has a residency requirement.

## Chief of Police

### Town of Lanesborough

Lanesborough Selectmen seek a community-oriented, qualified individual for full-time Police Chief. Excellent communication, organizational and managerial skills required. Ability to work with minimal direction, detail-oriented, work well with the public, thorough knowledge of law enforcement required. Will work regular duties as a police officer as well as administrative work. Full description available at [www.lanesborough-ma.gov](http://www.lanesborough-ma.gov). Please email a cover letter, resume and a minimum of three letters of recommendation to the Town Secretary at [Town.Secretary@Lanesborough-ma.gov](mailto:Town.Secretary@Lanesborough-ma.gov) no later than April 30.

## Municipal Attorney

### Miyares and Harrington, LLP

Miyares and Harrington, LLP concentrates its practice on municipal, land use, environmental and energy law. We are seeking a member of the Massachusetts bar with two to six years' experience. If you have the skills, experience, and interest to support our commitment to cities and towns, please email us at [contact@miyares-harrington.com](mailto:contact@miyares-harrington.com). We are an equal opportunity/affirmative action employer.

## GIS Administrator

### City of Quincy

The work involves responsibility for the design, development, implementation, operation, management, maintenance and expansion of the city of Quincy's Geographic Information System (GIS) infrastructure. The GIS Administrator will oversee the GIS program, both technically and administratively including selecting software and hardware systems, designing and implementing data and application development projects. The position requires other related professional or technical duties specific to the assignment such as planning activities, engineering activities such as modeling, creating and processing requests for maps, and/or maintaining computer networks and equipment specific to the GIS infrastructure. The work will be performed under the general supervision of the City Engineer and the Department of Public Works Commissioner with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. Duties include: Coordinates the development and integration of GIS in various city departments; Develops agreements, contracts and systems for data acquisition and computer application development; Develops and maintains web-based GIS applications for spatial data delivery to city users and public via the internet; Supervises and oversees the conversion of CAD data and other digital and non-digital data to a GIS based system, including the field collection of data; Supervises the work of employees involved in GIS related development and projects including the inventory of municipal assets; Performs tasks to ensure that GIS data is compliant with standard GIS data design practices including creating meta-data sets and creating topologies to define the interrelations of the data; Disseminates geographic and other data to agencies, city departments and the public; Analyzes user needs for GIS and data applications; Trains other employees in the use of GIS; Creates and maintains written user manuals for

the geographic information system; Processes requests for maps, obtains digital and non-digital data and creates maps; Researches, evaluates and selects software and technologies for the GIS; and; Writes requests for proposals and technical specifications for the GIS. GIS Software Specific Knowledge required: Demonstrated knowledge of GIS concepts and analytical techniques. GIS software tools and applications including but not limited to ArcGIS Pro, ArcMap 10.x, ArcSDE, ArcGIS Online, ArcGIS Server, Collector for ArcGIS, Survey123, and applications of MS Office 365. Advanced ArcGIS Desktop skills. SQL Server database queries and management, SQL Reporting Services. Scripting or programming experience with Python. Experience with Cartography. Web-based programming, including ArcGIS REST and Python API. Experience conducting MassGIS Level 3 Parcel Certification. Minimum Qualifications, either: (a) Graduation from a regionally accredited college or university to grant degrees with a master's degree in geography, planning, engineering or a closely related field with similar course curriculum, and three years of full-time paid experience, or its part-time paid and/or volunteer equivalent, administering a Geographic Information System or other computerized mapping and assessment system; or (b) Graduation from a regionally accredited college or university to grant degrees with a bachelor's degree in geography, planning, engineering or a closely related field with similar course curriculum, and five years of experience as indicated in (a); or (c) An equivalent combination of training and experience as defined by the limits of (a) and (b). Special Requirement: Possession of a valid driver license appropriate to the vehicles operated or otherwise demonstrated ability to meet the transportation needs of the job. Please send cover letter and resume to Patricia McGowan, Human Resources Director, City of Quincy, 1305 Hancock St., Quincy, MA 02169 or email to [pmcgowan@quincyma.gov](mailto:pmcgowan@quincyma.gov).

## Water Operator

### Town of Merrimac

The purpose of this position is to perform skilled technical work in the operation and maintenance of the water treatment system and water pumping stations. Performs all other related work as required. Possession of a valid Massachusetts Certification as Grade 2 Treatment Operator of Drinking Water Supply Facility (Grade 2T) and Grade 2 Distribution Operator of Drinking Water Supply Facility (Grade 2D) from the Mass DEP. Valid Class B motor vehicle license. Valid CDL Drivers License. Valid Hoisting license. Send resumes to [tjourneay@townofmerrimac.com](mailto:tjourneay@townofmerrimac.com).

## Water Superintendent

### Town of Townsend

Applicants sought for the position of Water Superintendent to oversee the Townsend Water Department. This is a Distribution Level 2, Treatment Level 1 System. Selected candidate would be responsible for the oversight of one Water Foreman, two Water Technicians, and two Office Staff personnel. This is a union position subject to collective bargaining, 40 hours per week with a full benefit package. For a copy of the job description, please email [water@townsend.ma.us](mailto:water@townsend.ma.us). Submit a letter of interest and resume to Board of Water Commissioners, 540 Main St., West Townsend, MA 01474 or via email to [water@townsend.ma.us](mailto:water@townsend.ma.us). Position will remain open.

## City Administrator

### City of Fall River

The city of Fall River seeks a qualified candidate to

direct and manage the operations of the city under the direction and supervision of the Mayor, including management and oversight of all city departments and coordination of special projects including grants. The City Administrator is responsible for the implementation of all policy set by the Mayor and the preparation and administration of the annual municipal budget, as the Chief Executive Officer of the City. Salary to be commensurate with experience. A complete job description of the City Administrator's position can be obtained by visiting [www.fallriverma.org/wp-content/uploads/2019/11/Job-Posting-City-Administrator.pdf](http://www.fallriverma.org/wp-content/uploads/2019/11/Job-Posting-City-Administrator.pdf). Please submit your letter of interest and resume to Madeline Coelho, Human Resources Director, One Government Center, Fall River, MA 02722 or by email [mcoelho@fallriverma.org](mailto:mcoelho@fallriverma.org).

## Operations Manager, Department of Public Works

### Town of Duxbury

The town of Duxbury seeks qualified and experienced candidates for the position of full-time Operations Manager within the Department of Public Works. This position ensures the efficient operation of the Highway, Transfer Station, and Vehicle Maintenance Divisions. Salary is dependent upon qualifications, health, dental, life, disability, retirement and many other benefits are available. Applications are being accepted beginning on Feb. 24, posting is open until filled. To view the full job description and related requirements, apply here: [townofduxburyjobs.easyply.co](http://townofduxburyjobs.easyply.co), complete the online application and upload a cover letter and resume. EEO

## Treasurer/Collector

### City of Medford

Department: Office of the Treasurer/Collector. Hours of work: Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 a.m.-4:30 p.m.; Wednesday 8:30 a.m.-7:30 p.m.; Friday 8:30 a.m.-12:30 p.m. Salary: CAF 19; \$101,129.60-\$118,265.16 (annually). Basic Function: The Treasurer/Collector oversees the receipt of money and the collection of all taxes due to the city and is directly responsible for the coordination, administration, operation and management of the city's cash management systems, debt issuance disbursement of funds, all monetary collection activities, as well as payroll. Submit resumes to [jobs@medford-ma.gov](mailto:jobs@medford-ma.gov), visit [www.medfordma.org/departments/personnel/jobs/](http://www.medfordma.org/departments/personnel/jobs/) for additional information. Position will remain open until filled. Equal Opportunity Employer.

## Part-time Assistant Treasurer

### Northeast Metro Regional Vocational School

The Assistant Treasurer shall be a professional responsible for the management of investment, borrowing, bank relationships, cash books, disbursements, and receipt of funds. The Assistant Treasurer shall be responsible for the work of a bookkeeper or assistant treasurer, employed by the District, who shall prepare and maintain accurate records in preparation for the annual Department of Revenue audit. For full details about the job, please go to <https://neadulterd.tedk12.com/hire/index.aspx>.

## Specialist Operator - Cemetery/Crematory

### Town of Duxbury

The town of Duxbury, is accepting applications for a full-time, benefit eligible position, located in the Crematory/Cemetery Dept. of the DPW. Education and

■ CLASSIFIEDS *continued on 22*

# Classified Advertisements

## CLASSIFIEDS

Continued from page 21

Experience: High school diploma or equivalent, with three years of related work experience, or any equivalent combination of education and training. Special Requirements: Valid Driver's License, Hydraulics Class II B and CDL B licenses. Experience in a Cemetery or Crematory setting preferred. EEO. Posting is open until filled. For job details and to apply go to: [townof-duxburyjobs.easyply.co](http://townof-duxburyjobs.easyply.co).

### Legal Services Coordinator City of New Bedford

Assist the City Solicitor, First Assistant City Solicitor and attorneys with research, preparation, drafting and review of legal documents. Assist with filing and monitoring Workers Compensation claims. Assist city departments in complying with public records statute and subpoenas. Performs other tasks as needed. At least three years of relevant legal or law experience. For more information, please visit: [www.newbedford-ma.gov/personnel/employment/employment-opportunities/](http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/). Applications will be accepted until a suitable candidate is found. New Bedford has a residency

## SERVICES

requirement. EEO

### 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](mailto:BLynch@CommunityParadigm.com); [www.communityparadigm.com](http://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 5-star quality services including: Classification and Compensation Studies; Temporary and Outsourced staffing; Performance Evaluation System and Training. Visit our website at [www.GovHRUSA.com](http://www.GovHRUSA.com) or contact us at 847-380-3240 or [info@govhrusa.com](mailto:info@govhrusa.com) to discuss how we may serve your organization. Post to our job board at [www.govhrjobs.com](http://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](mailto:wjr@theexecutivesuite.com), or visit [www.theexecutivesuite.com](http://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](http://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](http://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](mailto:lgoldberg@k-plaw.com).

### Governance and Management Consulting and Recruitment Services

The Edward J. Collins Jr. Center for Public Management at the University of Massachusetts Boston provides a comprehensive range of professional services to public sector clients, including executive recruitment, organizational and management studies, charter development, compensation and classification plans, and the design and implementation of performance management programs. The Center's goal is to support enhancements to the productivity and effectiveness of government. The Center carries out its work using a combination of University professional staff and seasoned associates. Services may be obtained through intergovernmental agreement. For more information, please visit our website at [www.collinscenter.umb.edu](http://www.collinscenter.umb.edu) or contact Stephen McGoldrick at 617-287-4824 or [stephen.mcgoldrick@umb.edu](mailto:stephen.mcgoldrick@umb.edu).

### 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@mrigov.com](mailto:info@mrigov.com).

### 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 Peter Berry for labor matters, employment matters, civil rights matters 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](http://www.themediationgroup.org), email [info@themediationgroup.org](mailto: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](mailto:contact@miyares-harrington.com) or 617-489-1600.

### Public Construction Legal Services

Petrini & Associates, P.C. (P&A) is the recognized statewide leader in representing public owners in public construction and infrastructure disputes and litigation, having represented dozens of cities, towns and school districts throughout the Commonwealth in this specialty area since 2004. P&A has a demonstrated track record in successfully representing public owners in all phases of the construction process, including procurement, contract negotiations, project management and delivery, project close-out, dispute resolution and litigation. To learn more about our successes and services, or for more information or a free consultation, please visit [www.petrinilaw.com](http://www.petrinilaw.com) or contact Christopher Petrini at 508-665-4310 or [cpetrini@petrinilaw.com](mailto:cpetrini@petrinilaw.com).

### 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;

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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](http://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](mailto:lgoldberg@k-plaw.com).

## OPEB Funding via Tax Title Sale

Tallage, a real estate investment company in Boston, assists cities and towns at no charge to execute tax title sales under M.G.L. Ch. 60, Sect. 52, for strategic purposes, such as using a percentage of the revenue to set up an OPEB Funding Trust. Using a small initial funding amount from tax title sales with a long-term strategy can dramatically reduce the OPEB number on the balance sheet. Other benefits of a tax title sale include payment of 100 percent of the principal, interest and fees owed per tax title; significant reduction in the expense of managing tax titles; and valuable due diligence provided by private investors on the validity and economics of the tax titles. To schedule a free meeting to discuss the tax title sale process that 45-plus municipalities across the state have recently experienced, and how the tool can be used in conjunction with an OPEB or other funding strategy, please contact Bill Cowin at Tallage at 617-543-7214 or Bill.Cowin@TallageLLC.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 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](mailto:sales@vadarsystems.com). Learn

more at [www.VADARsystems.com](http://www.VADARsystems.com). Locally owned and operated at 20 Main St., Suite G1, Acton, MA 01701.

## Management Consulting Services

The Matrix Consulting Group is a management consulting firm that provides detailed analysis of public-sector agencies in New England. The firm's services include management, staffing, organizational and operations studies of every local government function, as well as feasibility studies, fleet management and facilities needs. Our staff expertise encompasses police, fire, public works, utilities, planning and building, recreation, finance and administrative functions. For more information, please contact Robin Haley, 17A Steele St., Worcester, MA 01607; 508-887-6564.

## 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](http://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. Kinsharf, 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 audit or a financial consultant, please contact Eric Kinsharf at [eric@erickinsharfcpa.com](mailto:eric@erickinsharfcpa.com) or at 508-833-8508. Learn more at [www.erickinsharfcpa.com](http://www.erickinsharfcpa.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 Street #7, Plymouth, MA 02360; 508-746-3653; [mmacginc@gmail.com](mailto:mmacginc@gmail.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](mailto:hrcsconsulting@comcast.net); or visit [www.hrcsconsultinginc.com](http://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](mailto:rickwhite58@verizon.net); 781-572-6332; [www.grouxwhiteconsulting.com](http://www.grouxwhiteconsulting.com). ●

## SNEP offers assistance for stormwater and ecological restoration

Communities in southeastern Massachusetts may be eligible to receive community-based technical and training assistance for stormwater management and ecological restoration projects.

The Southeast New England Network is seeking participants from communities in the southeastern watersheds of Cape Cod, Buzzards Bay, Taunton, Blackstone and Mount Hope Bay. The program aims to advance stormwater management and ecological restoration, and to create sustainable revenue streams supporting communities' efforts into the future.

The network is a five-year effort

sponsored by the U.S. Environmental Protection Agency's Southeast New England Program to support communities in Rhode Island and southeast Massachusetts that seek innovative solutions to managing stormwater and restoring ecological habitats.

Selected applicants can receive services including financing and local leadership training; planning and feasibility for stormwater/watershed management; low-impact development and green infrastructure support; and pollutant loading tracking and assessment.

Applications for training and services are due by 5 p.m. on April 15. The network will select up to six communities, and participants will be notified on April 30.

Communities interested in learning more about the program can join one of two informational calls: April 1, 11 a.m.-noon, or April 7, 1-2 p.m. For information about the calls, visit [sneppnetwork.org/events/call-for-participants-info-calls](http://sneppnetwork.org/events/call-for-participants-info-calls).

For more information about the program, visit [sneppnetwork.org/call-for-participants](http://sneppnetwork.org/call-for-participants). ●



Massachusetts Municipal Association  
One Winthrop Square, Boston, MA 02110

## APRIL

**1 Association of Town Finance Committees**, Governing Board, remote meeting, 4-5 p.m. Contact: MMA Senior Member Services Coordinator Denise Baker

**9 Massachusetts Municipal Management Association and Massachusetts Municipal Human Resources**, webinar on managing employees during difficult times, 9:30-11:45 a.m. Contact: MMA Senior Member Services Coordinator Denise Baker and MMA Member Services Coordinator Isabelle Nichols

**14 MMA Board of Directors**, 9:30 a.m.-12:45 p.m., meeting remotely. Contact: MMA Executive Director's office

**14 Massachusetts Select Board Association**, Board of Directors, 2-3:30 p.m., meeting remotely. Contact: MMA Member Services Coordinator Isabelle Nichols

**29 Massachusetts Mayors' Association**, meeting remotely, timing to be determined. Contact: MMA Communications and Membership Director Candace Pierce

## MAY

**12 Massachusetts Municipal Councillors' Association**, Board of Directors, 8:30-9:30 a.m., MMA office, Boston. Contact: MMA Senior Member Services Coordinator Denise Baker

**12 MMA Board of Directors**, 9:30 a.m.-12:45 p.m., meeting remotely. Contact: MMA Executive Director's office

**12 Massachusetts Select Board Association**, Board of Directors, 2-3:30 p.m., State House, Boston. Contact: Member Services Coordinator Isabelle Nichols

**14 Massachusetts Municipal Human Resources**, boot camp, 8 a.m.-3 p.m., Lake Pearl, Wrentham. Contact: 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](mailto:database@mma.org).*

**Please note: Due to the ongoing COVID emergency, these meeting details are subject to change.**

**21-22 Massachusetts Mayors' Association**, Spring Conference. Contact: MMA Communications and Membership Director Candace Pierce

**28-29 Massachusetts Municipal Management Association**, Spring Conference, Chatham Bars Inn. Contact: MMA Senior Member Services Coordinator Denise Baker

## JUNE

**6 Massachusetts Select Board Association**, leadership conference, 8 a.m.-3 p.m., Devens Common Center, Devens. Contact: MMA Member Services Coordinator Isabelle Nichols

**9 Massachusetts Municipal Councillors' Association**, Board of Directors, 8:30-9:30 a.m., MMA office, Boston. Contact: MMA Senior Member Services Coordinator Denise Baker

**9 MMA Board of Directors**, 9:30 a.m.-12:45 p.m., MMA office, Boston. (In-person meeting is tentative; may be held remotely.) Followed by Local Government Advisory Commission meeting, 1-2 p.m., State House, Boston. Contact: MMA Executive Director's office

**9 Massachusetts Select Board Association**, Board of Directors, 2-3:30 p.m., State House, Boston. Contact: MMA Member Services Coordinator Isabelle Nichols

**11 Massachusetts Municipal Human Resources**, annual meeting, 8 a.m.-2 p.m., Grandview Farm, Burlington. Contact: MMA Member Services Coordinator Isabelle Nichols

**24 Massachusetts Mayors' Association**, monthly meeting, 9 a.m.-1 p.m. Contact: MMA Communications and Membership Director Candace Pierce

**25 Women Leading Government and Women Elected Municipal Officials**, joint meeting, 4-7 p.m., Lake Pearl, Wrentham. Contact: MMA Senior Member Services Coordinator Denise Baker

## JULY

**15 Massachusetts Mayors' Association**, monthly meeting, 9 a.m.-1 p.m. Contact: MMA Communications and Membership Director Candace Pierce

**16 Massachusetts Municipal Management Association**, monthly meeting, 9 a.m.-1 p.m., location to be announced. 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](mailto:editor@mma.org).*

### MMA contacts

**Denise Baker** can be reached at [dbaker@mma.org](mailto:dbaker@mma.org)

**Isabelle Nichols** can be reached at [inichols@mma.org](mailto:inichols@mma.org)

**Timmery Kuck** can be reached at [tkuck@mma.org](mailto:tkuck@mma.org)

**For more information, visit**

[www.mma.org](http://www.mma.org).

**Online registration is available for most of these events.**