



TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday, September 22, 2020, 6:30pm

Submitted by MCT
Date 10/14/2020
Received by LL
Date 10-15-20

Meeting held by ZOOM webinar, video participation:
<https://us02web.zoom.us/j/87489442885?pwd=VmhRdzhXd mR3SnN5T0dtRGVzaElidz09>

Present: Chairman – Karen A. Spiewak, Vice-Chairman – Patsy Rydlak, Clerk – Stephen G. Koronis, Members – William Borowski and David M. Singer and Town Administrator – Andrew Golas.

I. Call to Order:

Chairman Spiewak called the meeting to order at 6:37pm. Due to COVID and meeting via ZOOM, all votes will be done by roll call vote.

II. Consent Agenda / Warrant Approval as Needed

- a. Reading of Agenda
- b. Minutes of Special Meeting – September 1, 2020. **Motion by Ms. Rydlak to approve, seconded by Mr. Koronis. Roll call vote: Ms. Rydlak – aye, Mr. Borowski – aye, Mr. Singer – abstain, Mr. Koronis – aye and Chairman Spiewak – aye. Motion passes.**
- c. Minutes of Regular Meeting – September 8, 2020. **Motion by Ms. Rydlak to approve, seconded by Mr. Koronis. Roll call vote: Mr. Borowski – aye, Mr. Singer – aye, Mr. Koronis – aye, Ms. Rydlak – aye and Chairman Spiewak – aye. Motion passes unanimously.**

III. Community Relations, Announcements and Open Forum

- Chairman Spiewak read the announcements.
- Superintendent Steven Lamarche wanted to introduce himself and said they are working really hard to get the schools open. They are remote at this time. Their plan is geared to getting back full in person. He thanked Health Director Jim Philbrook who works with the school. He is also appreciative of Andrew Golas who does his homework. Mr. Borowski asked if Mr. Lamarche could give an update on the capital committee. Mr. Lamarche said they had a budget sub-committee meeting this afternoon and are working on a capital plan. They will be discussing it more at their next meeting and will bring it forward when it's ready. The board thanked him for coming.
- Deb Marquis from the Recycling Committee wanted to mention a couple of things for the citizens of Charlton. One is that there will be a zoom meeting "Talking trash and recycling". They need to have 20 people interested to join. It's free. The website is www.keepmassbeautiful.org/TTR which will be October 16th at 6pm. The Board of Health has \$30 vouchers available for Household Hazardous Waste Day. Mr. Singer asked for that information to be emailed to all board members and on the website. It was recommended to put it on the town's facebook page as well.

IV. Appointments/Resignation:

1. Appointment – Council on Aging – Kitchen Assistant. Mr. Golas stated that Council on Aging Director – Elaine Materas and Human Resource Director – Lynn Dyer held interviews for the

Council on Aging Kitchen Assistant. There were three applications received and only one interviewed based on skills and requirements for the position. They are recommending the Board appoint Samantha Remillard as the Council on Aging Kitchen Assistant at \$16.63/hr. This is a 22 hour benefited position. He would recommend the Board make the appointment. **Motion by Ms. Rydlak to approve, seconded by Mr. Singer. Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Mr. Borowski – aye, Mr. Singer – aye and Chairman Spiewak – aye. Motion passes unanimously.** Congratulations to Ms. Remillard.

2. Appointment – EDC Members. Mr. Golas stated that the following would like to be appointed to the EDC:

Bill Fontaine – Planning Board Member

Alycia Dzik – Resident

Sabrina Webb – Resident

He would ask the board to make the appointments. Additionally, he would ask the Board to appoint one of their own as the Selectmen representative. Chairman Spiewak said before the board makes the appointments, she would suggest a member of the board step forward and we can make the appointments all at once. **Motion by Ms. Rydlak that we make Steve Koronis the Selectboard representative for the EDC, seconded by Mr. Borowski.** Mr. Koronis accepted. **Motion by Ms. Rydlak to appoint Bill Fontaine, Alycia Dzik, Sabrina Webb and Steve Koronis to the EDC, seconded by Mr. Singer. Roll call vote: Ms. Rydlak – aye, Mr. Borowski – aye, Mr. Singer – aye, Mr. Koronis – aye and Chairman Spiewak – aye.**

V. Scheduled Appointments:

VI. New Business:

1. CMMPO Information & Member selection meeting. Mr. Golas stated that the Central Massachusetts Metropolitan Planning Organization (CMMPO) is responsible for prioritizing how federal funds are spent on roads, bridges and transit in the City of Worcester and the surrounding 39 communities. The CMMPO is comprised of locally elected officials as voting members in addition to representatives from MassDOT Office of Transportation Planning and District #3 Highway divisions, the Central Massachusetts Regional Planning Commission and the Worcester Regional Transit Authority. Five Selectmen represent their respective sub-regions on the CMMPO and the City Manager represents the City of Worcester. Oxford Selectman Dennis Lamarche currently represents the Southwest Sub-region communities on the CMMPO with Sturbridge Selectman Michael Suprenant serving as the Alternate, however, their term expires on September 30, 2020 and community officials must now meet to select who will represent them for the next three years. In keeping with the member selection process, the CMMPO staff is requesting that the board send a Selectman to attend a CMMPO Information & Member Selection meeting being held virtually through ZOOM on Thursday, September 24, 2020 at 5:00pm. The ZOOM information and agenda is attached. They have asked for a response by Wednesday, September 23, 2020 with the name of the Selectman that will attend. Once the board makes a decision, we will notify CMMPO. Members of the board are not available and asked if Mr. Golas could attend on their behalf. Mr. Golas said he could attend but could not be appointed as a representative. He was asked to let them know the members of the board are not available. Ms. Rydlak reviewed her schedule and can attend. **Motion by Mr. Singer to have Ms. Rydlak attend the meeting on behalf of the board, seconded by Mr. Borowski. Roll call vote: Mr. Borowski – aye, Mr. Koronis – aye, Mr. Singer – aye, Ms. Rydlak – aye and Chairman Spiewak – aye.**
2. Finance Administrative Restructuring Plan – Mr. Golas stated as you may remember from the passage of the Budget at Annual Town Meeting, the Town budgeted a provision to potentially create a Floating Administrative Assistant Position. The position at that time was funded by

reducing the unfilled HR Assistant Position to part time. After evaluation of our current administrative structure since the passage of this budget with the Finance Team, I feel that the funding delegated for this position would be best used to address other operational needs. I am requesting that the Board approve the following administrative structure changes:

- Restore the HR Assistant to a full time non-union confidential position identified on the Compensation and Classification Plan. Additionally, this individual would take over payroll coordination as part of their regular duties from the Treasurer/Collector's office.
- Restructure the Treasurer/Collector's office to assign an Assistant Treasurer/Collector. This would remain a union position in line with the amount currently appropriated for this position (Admin 4). This individual would take on more of the collection responsibility as the Assistant Treasurer would no longer be responsible for payroll coordination. This would not be a net gain in headcount or hours.

Ms. Rydlak knows the board has already approved this position previously but with the COVID situation financially, she is uncomfortable with an additional headcount. She asked if we are paying overtime to get everything done or are we not getting things done? Do we really need to fill this right now especially since we don't have the state's final budget. Mr. Golas said only having one person in HR, there's a lot of responsibility and duties related to that position. To have some back-up is valuable. Bringing payroll directly with benefits coordination would make this a much stronger process moving forward. Mr. Singer said we already allocated the money in the budget. He asked if we don't fill the position, is there a net negative effect? Mr. Golas said they would just continue with the operation. Ms. Dyer has been the only one in that office ever since she's been in the acting role going back to November. This was a prior position that had been filled and he would like to try and bring it back to its prior operation. Mr. Singer said if she can't execute the duties without being overburdened, then we should do this. Mr. Golas feels she is pretty overburdened with the position and there are a number of things on the to do list that she can't get to. He stated that she is still trying to codify the contracts that were under the previous HR Directors purview. Ms. Rydlak said the contracts only come up every three years and she understands it's a little busy right now but once that's done, won't it be a normal workload? She asked if there is a way to cross train some of our admin staff to fill in. She would recommend holding off for three more months from now to see what's going on with the state, where our numbers are. Mr. Singer asked if we were to cross train employees to assist, do we have employees who have the time to lend to the HR office? Mr. Golas said they looked into that and the biggest concern is that this is a confidential position not in the union. Ms. Rydlak asked if we outsource our payroll and the answer was yes but this person coordinates all the collections of payroll weekly. Mr. Koronis said the floating position approved at Town Meeting had nothing to do with HR. He doesn't think the funding can be used for this position. Mr. Singer asked Mr. Golas if he feels this is an absolute need or does he think we can live without for now. Mr. Golas said on a scale from 1 – 10 he thinks it's a 6. He would like to go back and meet with the Finance Team and discuss it to make sure they have gone over all the options. Mr. Borowski said the intention is obvious but he would sooner delay on this for a few months to see where the budget is at. He thinks we would be better serving the taxpayers if we can wait till 2021. Lynn Dyer, HR Director said she is just basically doing the everyday duties and emergencies. She's not able to take any time off and she's working 50 hours a week. There is a constant flow of traffic. Chairman Spiewak asked Ms. Dyer what she would rate the level of importance on a scale of 1 – 10. Ms. Dyer said it's at least an 8. Mr. Singer said if she can't get a day off because she's so busy, that's a concern for anybody. He said being busy and having things fall through the cracks because you don't have the manpower, that's a different story. Are things falling through the cracks? Ms. Dyer said she is trying to keep up with everything. She doesn't know of anything that's fallen through the cracks but she doesn't want that to happen. Mr. Golas said what they were looking to do is

make this a full time position but is currently budgeted for 22 hours. Ms. Rydlak said a huge amount of this is due to COVID. She said to bring on another person to handle this, COVID will eventually go away. She asked Ms. Dyer how many hours is she working in the town hall. Mr. Singer asked if we could get some part time help. Ms. Rydlak said temporary? Mr. Singer said this will help alleviate some of the load of off Ms. Dyer. Mr. Golas said they do have the part time assistant in the budget. Mr. Singer said would it be temporary? If we need to, we can extend it after Q4. Mr. Golas said his biggest concern would be attracting a candidate who would be interested if it's temporary. You probably wouldn't get the same market of people. Mr. Singer asked if it could be temporary position with the hopeful opportunity to become a 22 hr benefited position? Chairman Spiewak suggested doing as Mr. Golas asked and give him time to talk to the team and bring it back at our next meeting. Ms. Rydlak said that Mr. Golas was asking employees to give a run down each week on what they are working on to prove all the work is being done at home, she would like to see what's being worked on and what's temporary due to COVID. Mr. Golas was asked to bring it back on Wednesday, September 30th when the board meets with Fin Com. Ms. Rydlak would like to just see a summary of what's being worked on. Mr. Koronis asked if anyone knows someone that is recently retired that knows the town hall, that knows the organization that would be able to fill in part time if we end up going to the part time.

3. Trick or Treat – Mr. Golas stated that with October right around the corner, the Board should consider under what parameters Trick or Treating should be conducted given the current COVID-19 pandemic. Today, the Centers of Disease Control issued guidance relative to Halloween events, advising the following:

Lower risk activities

These lower risk activities can be safe alternatives:

Carving or decorating pumpkins

Doing a Halloween scavenger hunt

Having a scavenger hunt-style trick-or-treat search with your household members in or around your home rather than going house to house

Moderate risk activities

Participating in one-way trick-or-treating where individually wrapped goodie bags are lined up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard)

Having a small group, outdoor, open-air costume parade where people are distanced more than 6 feet apart

Attending a costume party held outdoors where protective masks are used and people can remain more than 6 feet apart

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:
Participating in traditional trick-or-treating where treats are handed to children who go door to door

- Having trunk-or-treat where treats are handed out from trunks of cars lined up in large parking lots
- Attending crowded costume parties held indoors
- Going to an indoor haunted house where people may be crowded together and screaming
- Going on hayrides or tractor rides with people who are not in your household

The Massachusetts Department of Public Health said that there will be additional guidance forthcoming specific to Massachusetts. We have not received formal recommendations from the Police or Board of Health at this time. How would the Board like to proceed on the matter? The

Board would like to hear recommendations from the Board of Health and Police. Mr. Borowski said unless the state bans it, he has no problem with having parents make the recommendation for their children to go trick or treating. Mr. Singer said if a certain home isn't comfortable, they could turn the light off. If a parents uncomfortable with their child trick or treating, they don't send them.

VII. Old Business

1. Amendment to EDC Committee Membership. Mr. Golas stated that at the Board's August 11, 2020 meeting, you approved the EDC Committee Membership and Charge. The Membership consisted of the following:

Board of Selectmen member

Planning Board member

Conservation Commissioner

Assessor

Business Owner

Resident

Resident

You are asked tonight to amend the EDC Committee Membership by replacing the Business Owner with one Water/Sewer Commissioner. He thinks having someone involved with the town's infrastructure should be involved in this committee. The Board could add this as an additional member if it chooses, replace the business owner or any other member or leave the membership the same. Mr. Singer asked why Water/Sewer? He said the goal of the EDC is to attract business to Charlton. He would suggest changing business owner to another resident. Mr. Golas said looking at some of the bigger projects on the horizon is the capacity of water and sewer. Mr. Singer thinks the Assessor is a fit and should be on there. Chairman Spiewak said we could make changes and we approved the committee membership on August 20th and that's the time we should have made suggestions. We still can but. Chairman Spiewak believes it should be a resident or a business owner/resident. She said this committee could always invite people to come in to give talks or advice. **Motion by Ms. Rydlak that we change the position to resident/business owner, seconded by Mr. Singer. Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Mr. Borowski – aye, Mr. Singer – aye and Chairman Spiewak – aye.**

2. Permanent Police Chief Hiring Process Discussion. Mr. Golas said as a bit of good news, on September 17th, the Senate has passed the legislation for removing the Police Chief from Civil Service. The bill must now pass the House and then be signed by the Governor. Taking into account our search process for open department head positions, he would recommend the board proceed in the following manner:

If the board wishes to only consider inside candidates:

- Post position internally for 2 weeks
- Board of Selectmen conduct interviews of any interested candidates and make final decision

If the Board wishes to consider outside candidates:

- Appoint a screening committee consisting of 5 members (2 Selectmen, 1 Police Officer/Supervisor, Human Resource Director and Town Administrator
- Advertise the position for three weeks
- Screening Committee brings forward 3 candidates
- Board of Selectmen performs interviews and makes final decision

Chairman Spiewak asked if we should wait until the legislation is signed. Mr. Golas said it's in our best interest to wait for the legislation to pass. Mr. Singer said it makes sense to him to do this in two parts, a – an Interim and that would be the acting chief until the process is completed and then b – to appoint inside instead of outside. He will not vote to go outside. Mr. Koronis agrees with Mr. Singer. Ms. Rydlak agrees with Chairman Spiewak and would feel better if the interim is in place. **Motion by Mr. Singer to authorize Mr. Golas or whoever we need to approach Lt. Dowd and make him the Interim Chief of Police effective October 4, 2020 until we find and hire a full time successor.** Board members said we already did that. Mr. Singer said he had some concerns when he read the minutes about the wording, that's why he's making the motion now so it's clear. **Seconded by Mr. Borowski. Roll call vote: Mr. Koronis – aye, Mr. Singer – aye, Mr. Borowski – aye and Ms. Rydlak – aye.** Chairman Spiewak stepped away for a few minutes. **Motion passes. Mr. Borowski** doesn't think we can start the process until the Governor signs the legislation and he would **make a motion that we only look at internal candidates.** He offered to wait until Chairman Spiewak comes back. Ms. Rydlak agrees that we have some great candidates but would like to open it up. Chairman Spiewak came back. Mr. Borowski explained what took place and the motion he made. **Mr. Koronis seconded Mr. Borowski's motion.** Ms. Rydlak thinks we should not limit ourselves. Chairman Spiewak said you need to take the person out of the position and just look at the process. As leaders of the town, we need to make sure we are casting a wide net. Mr. Singer thinks going outside is sending the wrong message. Chairman Spiewak said she has the utmost respect for the people on the police department but it's the process. Ms. Rydlak understands what Mr. Singer is saying but she asked if we are disrespecting our residents by not having that wide net. She believes we have excellent candidates internally but she feels we are not doing the correct duty to our residents by not opening it up and seeing what's out there. Mr. Borowski appreciates what everyone has said but would like to move the vote so we know where we stand. Chairman Spiewak hears him but will allow comments. With no further discussion: **vote on motion: Mr. Borowski – aye, Mr. Singer – aye, Mr. Koronis – aye, Ms. Rydlak – nay and Chairman Spiewak – nay. Motion passes 3 – 2.** Mr. Borowski would like to recommend as we get closer to the Governor hopefully signing the legislation, that we discuss the posting itself and what level, if any, that we would want to have people apply.

3. Special Town Meeting – review motions – Mr. Golas said the board basically covered this a the last meeting. There was one amendment for consideration which was basically to take an internal look at environmental monitoring. The amendment would be for the line item to add 76,500. Mr. Borowski has no opposition to what's being proposed. Noreen Smith said that we will be looking at the school soon.

VIII. BOS Committee Reports

1. Public Safety Building Capital Campaign Steering Committee – Noreen Smith said the committee has been extremely busy. They have had a number of businesses making generous donations. She commended Rob Barton on an exceptional job of communicating and answering questions. Chairman Spiewak said she has the honor and privilege to work with these people on the campaign committee. The total raised so far is \$360,900. She gave a heartfelt thanks to everyone that has supported this.

IX. BOS Policy Review

1. Municipal Sign Policy. Mr. Golas stated that at the Board's August 11, 2020 meeting, you were asked to review the attached Municipal Sign Policy at the request of Building Commissioner Curtis Meskus. This policy consolidates three existing sign policies related to signs on municipal property: Signs General, Community Sign Board at Bond Square and the Electronic Sign Policy. He has reviewed the policy and would recommend the board approve.

Mr. Meskus is looking for guidance to assist with those that are looking to express their political signs or whatever cause it is. He did question political signs on town property may be erected not more than 45 days ahead and 7 days after. In most cases it's 30 days. Chairman Spiewak's connection was lost. Ms. Rydlak likes that they are combined. Chairman Spiewak returned. **Motion by Ms. Rydlak to accept the new Municipal Sign policy, seconded by Mr. Koronis. Roll call vote: Mr. Borowski – aye, Ms. Rydlak – aye, Mr. Singer – aye, Mr. Koronis – aye and Chairman Spiewak – aye.**

X. Town Administrator Report. Mr. Golas reviewed his report.

XI. Other Business (unknown at time of posting):

XII. Next Meeting Announcement:

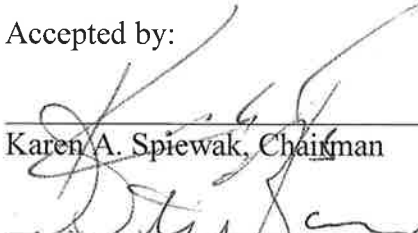
- BOS / Fin Com – Wednesday, September 30, 2020 – Finalize STM Motions
- Special Town Meeting – Tuesday, October 13, 2020, 7:00pm (location change to Shepherd Hill auditorium)
- BOS Regular Meeting – October 27, 2020, 6:30pm – Senior Center

XII. Adjourn: **Motion by Mr. Borowski to enter into executive session at 8:43pm under M.G.L. c. 30A, Sec. 21(a), #2 – to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel (Finance Director and Fire Chief) and #3 – to discuss strategy with respect to collective bargaining or litigation (VGG) if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and to reconvene to open session for any other business, if needed, and to adjourn, seconded by Ms. Rydlak. The chair so declares. Roll call vote: Ms. Rydlak – aye, Mr. Borowski – aye, Mr. Singer – aye, Mr. Koronis – aye and Chairman Spiewak – aye.**


Motion by Mr. Borowski to adjourn at 9:46pm, seconded by Ms. Rydlak. Roll call vote: Ms. Rydlak – aye, Mr. Koronis – aye, Mr. Borowski – aye and Chairman Spiewak – aye.

Submitted by:
Mary C. Devlin
Administrative Assistant

Accepted by:



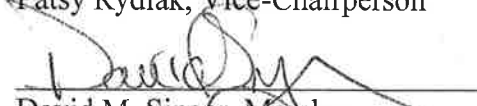
Karen A. Spiewak, Chairman



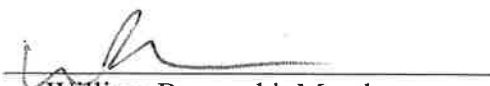
Stephen G. Koronis, Clerk



Patsy Rydlak, Vice-Chairperson



David M. Singer, Member



William Borowski, Member



Town of Charlton

OFFICE OF THE TOWN ADMINISTRATOR

Andrew M. Golas, Town Administrator

TO: Board of Selectmen
FROM: Andrew Golas, Town Administrator
DATE: September 17, 2020
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 9/22/2020

Shared Street and Spaces Grant – At the Board's August 25, 2020 meeting, Town Planner Randy Benson and Ian McElwee from CMRPC notified the board of a grant from Mass DOT they were applying for which is a state aid reimbursable program which is to allow towns to implement temporary measures which would improve pedestrian and cyclists infrastructure in town as well as provide businesses, schools, the extra space to allow for socially distancing operations to happen.

I am happy to report that due to their efforts, the Town of Charlton was awarded a \$9,600 grant for crosswalk improvements between Town Hall and the Library. The project must be fully implemented by Friday, October 9, 2020.



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO



September 11, 2020

Randy Benson
37 Main Street
Charlton, MA 01507

Dear Mr. Benson:

Thank you for submitting a project application to the MassDOT Shared Streets and Spaces Program. Your project application has been reviewed, and we are pleased to notify you that the North Main Street and Charlton Library project has been approved for funding. We received many applications and had a competitive applicant pool from which to select, and your application stood out. The North Main Street and Charlton Library project will be funded at \$9,600.00 under Chapter 90 Contract Number/ MMARS #50758. Ongoing maintenance, operational, and enforcement costs associated with a project are not eligible uses of this funding.

The Shared Streets and Spaces Program is intended to support projects that promote public health, safe mobility, and renewed commerce by quickly providing new or repurposed space for socially-distanced walking, bicycling, dining, retail, and bus travel. Because of the urgency of this effort, the Charlton project will need to be fully implemented by Friday, October 9, 2020. Please note that any pavement markings or signage included in your project that are not compliant with the Manual on Uniform Traffic Control Devices should be used with caution, and only on a temporary basis. Please feel free to contact the Shared Streets Team to discuss this issue in more detail, if needed.

By December 31, 2020, a report detailing lessons learned from the project must be submitted to MassDOT. We also ask that you document the project's progress by taking before, during and after photos of your Shared Streets & Spaces installation. Grant recipients may also be invited to participate in a learning exchange with other municipalities to share experiences. MassDOT will work directly with you to determine the best evaluation process for your particular project.

We are excited to work with you and the full Charlton team as this project advances.

Sincerely,

Stephanie Pollack



Shared Streets & Spaces Grant Program Project Implementation Guidelines for Grant Recipients

The Massachusetts Department of Transportation's Shared Streets & Spaces quick-launch/quick-build grant program provides cities and towns with grants between \$5,000 and \$300,000 to make improvements to sidewalks, curbs, streets, on-street parking spaces, and off-street parking lots in support of public health, safe mobility, and renewed commerce.

We have prepared these guidelines, which are intended to assist Shared Streets & Spaces grant recipients with project implementation, in response to questions that we have received from awardees. Any questions not answered here should be directed to sharedstreets@dot.state.ma.us.

1. My town has received a Shared Streets & Spaces grant. What is our next step?

Once a municipality receives an award letter from MassDOT, project implementation can proceed. Any allowable project costs, per your application, can be accrued after the date on your award letter. Unlike the Chapter 90 program, Shared Streets & Spaces grants are paid in full at the project outset and are not paid through reimbursement. Grant funds will be transferred directly to the same account used for Chapter 90 reimbursements within three weeks after the award letter is sent. If you experience a delay beyond three weeks, please email sharedstreets@dot.state.ma.us.

2. Do I need to use my town's existing suppliers and contractors for the Shared Streets & Spaces project? Or can I source my own materials through alternative suppliers?

A municipality may source approved materials and labor through existing or alternative suppliers or contractors. All standard bidding and procurement rules should be followed.

3. Does MassDOT have a list of approved suppliers and contractors that I can consult?

MassDOT has not prepared a specific list of approved vendors for the Shared Streets & Spaces Grant Program and does not require materials to be purchased from a specific supplier or work to be conducted by a specific contractor. If you would like assistance with purchasing materials for your project, please contact Alison Felix, Senior Transportation Planner at the Metropolitan Area Planning Council, at afelix@mapc.org

4. There is a backorder on an item that is critical for my project and now my project will not be completed by the October 9 deadline. What should I do?

The Metropolitan Area Planning Council is available to assist communities statewide with the procurement of their materials for the Shared Streets & Spaces grant. If you find that you are having issues with procurement of your materials you can contact Alison Felix, Senior Transportation Planner at afelix@mapc.org. Please also notify the Shared Streets & Spaces Team at sharedstreets@dot.state.ma.us if you anticipate any delays to project implementation, and we will work with you to figure out best next steps.

5. Part of my approved MassDOT Shared Streets & Spaces grant budget was allocated to a specific item that was not used in full. Can my town reallocate this money to another item related to the project?

Yes, provided the purchase is in service of your Shared Streets & Spaces project, and fits within the original program goals. For instance, you may find that you have underspent an approved budget item allocated to paint and have overspent an approved budget item allocated to benches. In this case, you may reallocate the unused funds within your existing, approved budget. Grant monies may not be allocated to different projects or different uses, even if they fit within the spirit of the Shared Streets & Spaces program. If you have any questions about whether your funding can be reallocated



to a different, approved budget item within your project, please contact sharedstreets@dot.state.ma.us.

- 6. One of the elements of my approved Shared Streets & Spaces project was not able to be implemented. Can I submit a revised proposal to MassDOT to propose a new use of these funds?**

Unfortunately, no. All monies not expended under these contracts, agreements, or transactions shall be credited to the account of the department from which they were advanced (in this case, MassDOT). Please contact sharedstreets@dot.state.ma.us if you are unable to complete your Shared Streets & Spaces project and we will work with you to find a way to credit the unspent grant money.
- 7. What are the reporting requirements for this grant?**

Award recipients will be required to submit information regarding project progress periodically after funding is distributed. After project completion, MassDOT will provide municipalities with a form to report final project details, including lessons learned, the process of implementation, whether the project met anticipated goals, whether it was widely used, whether there were any safety concerns, public and business feedback received, and whether the project will be made permanent. Photographs of the project will also be requested. This form will be distributed in the Fall and should be submitted to MassDOT by December 30, 2020. In addition, MassDOT may work with municipalities directly to evaluate particular successes or lessons from the projects.
- 8. I underestimated the price of certain items in my application budget, and the new quotes I have received exceed the total grant amount my municipality was awarded by MassDOT. Can MassDOT approve any additional funding for my Shared Streets & Spaces project?**

Unfortunately, no. MassDOT is unable to provide top-up funding for projects that have gone over budget. The Metropolitan Area Planning Council may be able to help your municipality secure a more competitive, discounted price for certain project materials. Please contact Alison Felix for more information. If, however, you receive a quote for a particular item that exceeds the amount initially budgeted in your application, which does not bring your total project budget above what was awarded by MassDOT, that is okay. We expect there to be some reallocation of funds within project budgets. Please refer to question five above for more information.
- 9. I received Technical Assistance from one of the named partners working with MassDOT on the Shared Streets & Spaces grant. Can I allocate a portion of my project budget to hire the Technical Assistance provider as a contractor for project implementation?**

Unfortunately, no.
- 10. I have received a Shared Streets & Spaces grant and have additional questions about how to proceed. Is there someone I can talk to?**

Yes! Please email sharedstreets@dot.state.ma.us and we will arrange a time to speak with you. If your question is specifically in relation to procurement, please contact Alison Felix at the Metropolitan Area Planning Council at afelix@mapc.org.