Watertown Town Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

Caroline Bays
Councilor At Large

Anthony J. Donato,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Angeline B. Kounelis,
District A Councilor

Lisa J. Feltner,
District B Councilor

Kenneth M. Woodland,
District D Councilor

TOWN COUNCIL MEETING
TUESDAY, JULY 14, 2020 AT 7:00 P.M.
MEETING HAD ONLY HAVE REMOTE OPPORTUNITIES FOR PARTICIPATION WITH PUBLIC ACCESS
MINUTES

The Town Council of the City known as the Town of Watertown held a public meeting on Tuesday, July 14, 2020 at 7:00 p.m. in accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 COVID-19 emergency and to avoid group congregation, this meeting had only remote opportunities for participation with public access provided as follows:

ACCESS INFORMATION:

A. The meeting was televised through WCATV (Watertown Cable Access Television): https://wcatv.org/government-channel/
B. The Public was permitted to join the virtual meeting online: https://watertown-ma.zoom.us/j/92991331344
C. Public was permitted to join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344 #
D. Public was allowed to comment through email: vpiccirilli@watertown-ma.gov

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1. ROLL CALL
   Council President Sideris called to order a regular meeting of the Town Council at 7:00 p.m. in accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 COVID-19 emergency and to avoid group congregation, through remote opportunities for participation with public access. Those present were Councilors Caroline Bays, Anthony J. Donato, John G. Gannon, Lisa J. Feltner, Angeline B. Kounelis, Anthony Palomba, Vice President Vincent J. Piccirilli, Jr., Kenneth M. Woodland, and Council President Mark S. Sideris. Also present were Michael J. Driscoll, Town Manager, Mark Reich, Town Attorney, and Marilyn W. Pronovost, Town Council Clerk.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC FORUM
Russ Arico – 49 Fayette Street – Stated that the Governor should ban the use of reusable bags. The virus is viable for 2-3 days on such surfaces. Reusuable bags should not be used until there is a vaccine.

There being no other speakers, the Public Forum was closed.

4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
Minutes of the June 9, 2020 Town Council Meeting

Councilor Piccirilli moved to accept the minutes as written; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

5. PRESIDENT'S REPORT

A. Referral to the Committee on Public Safety for Discussion of the Current Operations and Services Being Provided by the Watertown Police Department.

Councilor Piccirilli moved to refer to the Committee on Public Safety for discussion the current operations and services being provided by the Watertown Police Department; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

B. Referral to the Committee on Personnel and Town Organization Consideration of the Evaluation Forms and Related Salary Adjustments for the Town Auditor and the Town Council Clerk

Councilor Piccirilli moved to refer to the Committee on Personnel and Town Organization consideration of the evaluation forms and related salary adjustments for the Town Auditor and the Town Council Clerk; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

C. Request Town Council Appoint Melanson to Conduct the Fiscal Year 2020 Audit; and Vote to Have a Request for Proposal Issued for Audit Services Beginning with the Fiscal Year 2021 Audit.

Town Council President Sideris stated that this would normally be the year that the Town Council would be seeking a Request for Proposal for auditing services; however, due to the consequences of COVID-19, he requested that the Town Council retain Melanson to complete the Town's audit for Fiscal Year 2020. Councilor Piccirilli moved to appoint Melanson to conduct the Fiscal Year 2020 audit; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

Councilor Piccirilli moved to have a Request for Proposal issued for audit services beginning with the Fiscal Year 2021 Audit; Councilor Gannon seconded the motion. The motion was adopted unanimously on a roll call vote.

6. PUBLIC HEARINGS

Public Hearing and Vote on a Proposed Ordinance Amending the Fiscal Year 2020 Compensation of the Town Manager.

Town Council President Sideris stated that this matter was to be taken up at the March 24, 2020 Town Council Meeting which did not occur due to the COVID-19 shut down. As a result, this discussion is being taken up at this meeting. The Town Manager has been an at will employee since 2011; this agreement would be effective July 1, 2019 to June 30, 2021 for a salary of $210,000 annually. The agreement sets in place a method for renewing the agreement; provides for the replacement of a fuel efficient vehicle which may only be replaced with the authorization of the Town Council; provides a vacation and buy back sick days package similar to what the Department of Public Works has; and reimburses the Town Manager up to $1500 for Term Life Insurance and up to $2500 for Long Term Disability Insurance or for Deferred Compensation.

Council President Sideris read the ordinance and then opened the Public Hearing; there being no speakers, the Public Hearing was closed.

Councilor Piccirilli moved to approve the Ordinance amending the Fiscal Year 2020 Compensation of the Town Manager; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

Council President Sideris stated that Mr. Driscoll has done a significant amount of work and brings a lot of energy the work he completes on behalf of the Town. He has been especially diligent with informing the community and working on behalf of the citizens as it relates to the COVID-19 crisis.

7. INFORMATIONAL PRESENTATIONS

Informational Presentation on the Recently Completed Water and Sewer Rate Study and the Proposed Fiscal Year 2021 Water and Sewer Rates – Margaret McCarthy, Weston & Sampson and Matt Abrahams, Abrahams Group.

Margaret Mc McCarthy, Budget Team Leader of the Water and Sewer Rate Study, stated the group reviewed rates for a projected five-year period so that they will be sufficient to provide for operational costs, indirect costs, debt service costs, capital improvements, and the replenishment of retained earnings of 15-20% of water and sewer budget. The group also reviewed the current rate structure in comparison to peer communities and provided recommendations regarding indirect cost allocations.

Based on their findings, it appears that the retained earnings for the water and sewer budgets will have a shortfall for FY 2020. The MWRA rates have increased by 3.5%/year for water and 4%/year for waste. Water and Sewer Enterprise Funds are experiencing shortfalls. Also, the COVID-19 and the current dry weather are affecting usage.

Matt Abrahams continued with the financial projections stating that if the community provided only for MWRA rate increases and capital expenditures, there would be deficit in FY 2021 for both the water and the sewer budgets. There are sufficient funds in the retained earnings to cover the FY 21 deficit, but not FY 22. By increasing the water and sewer rates over the next 5 years, the Town will begin to approach 15% Retained Earnings in FY 25.

Recommended Rate Increases:

WATER	
Fiscal Year	Rate Increase
2021	7.0%
2022	9.5%
2023	9.5%
2024	9.5%
2025	9.5%

SEWER	
Fiscal Year	Rate Increase
2021	9.5%
2022	6.0%
2023	6.0%
2024	6.0%
2025	6.0%

The study recommended using prior year actual usage when determining the rate rather than the costs requested because not all usage may be accounted for when creating the rates. This change would help to better plan for actual costs. The Town should also complete an annual review of sewer and water usage and update any rate assumptions as they become relevant. Other changes included filling the Management Analyst position at DPW; monitoring usage trends; reviewing the tier structure; and upgrading meters and meter reading systems.

In the discussion that followed, the following items were mentioned:

- Planned Community meter replacement was delayed due to the lack of proper staff; however, a plan is being formulated and will be presented to the Council. It is planned that the commercial meters will be replaced first then the residential ones.
- There are no suggestions to review the tiers at this time; however, this is an issue that should be open to review.
- The rate increase will be referred to the Budget and Oversight Committee for review as the increases are large
- It is the intent of the Administration to complete similar reviews annually; it can be a way to determine which assumptions are true
- A hope was expressed that the annual review could be a process similar to the CIP as a method of continuous planning
- The current impact to the average resident using 2,500 cubic feet would be $29.91 per quarter or about $120 annually.

Mr. Driscoll requested the study be referred to the Committee of the Budget and Fiscal Oversight. Councilor Piccirilli moved to refer the Water and Sewer Rate Study to the Committee of the Budget and Fiscal Oversight; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

8. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS

A. Resolution Authorizing a Transfer of Funds in the Amount of $28,500 from Various Fiscal Year 2020 Police Department Accounts to the Fiscal Year 2020 Police Vehicle Replacement Account.

Mr. Driscoll stated that the transfer would be from available police money to fund the purchase of an unmarked cruiser. It will replace a 2003 Honda Accord with about 114,000 miles.

Councilor Piccirilli moved to authorize a transfer of funds in the amount of $28,500 from various Fiscal Year 2020 Police Department Accounts to the Fiscal Year 2020 Police Vehicle Replacement Account; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

B. Resolution Approving the Acceptance and Expenditure of a Gift of Funds in an Amount Not to Exceed $4,200 Which Will be Used to Purchase Two Mountain Bicycles for the Watertown Police Department.

Mr. Driscoll stated that the Watertown Police Foundation would like to make a gift of not more than $4,200 to fund the purchase of two mountain bicycles to be used by the Police Department in areas where marked cruisers do not have access.

Councilor Piccirilli move to approve the acceptance and expenditure of a gift of funds in an amount not to exceed $4,200 which will be used to purchase two mountain bicycles for the Watertown Police Department; Councilor Feltner seconded the motion. The motion was unanimously adopted on a roll call vote.

C. Resolution Authorizing a Transfer of $132,500 from the Fiscal Year 2020 Town Council Reserve Account to the Fiscal Year 2020 Transfer to Capital Projects – Parking Meters Account in Order to Move Forward with the Replacement of all 651 of the Town's Single Space Meters Located Throughout the Town's Municipal Parking Lots and Commercial Corridors.

Mr. Driscoll stated the additional funding would allow the Town to replace the existing 651 single parking meters in Town.

Mr. Magoon, Director of Community Development and Planning and Assistant Town Manager, mentioned the transfer would permit the replacement of parking meters that may be programmed for hours of operation and rates. It would permit flexibility of operation and allow for future maintenance needs. The total cost would be $457,000: transfers of $324,500 from past years will be applied to the total and will include the current request of $132,500 for the balance.

Councilor Piccirilli moved to authorize a transfer of $132,500 from the Fiscal Year 2020 Town Council Reserve Account to the Fiscal Year 2020 Transfer to Capital Projects – Parking Meters Account in order to move forward with the replacement of all 651 of the town's single space meters located throughout the town's municipal parking lots and commercial corridors; Councilor Woodland seconded the motion.

In the discussion that followed, these concerns were addressed:

- The purchase is being requested prior to the resolution of the parking plan because the purchase of the meters at this time is optimum as there are funds available, prices are not likely to be lowered and in fact will most likely increase; and the vendor is willing to provide current rates for the purchase.
- This will be a one-to-one meter head replacement
- These meter heads can be used now if needed and can be programmed later to reflect any changes in rates and hours
- Payment can be by coin, phone, and credit card
- While the parking management plan includes the addition of parking meters, that decision is a policy question that has yet to be determined.

The motion was adopted unanimously on a roll call vote.

D. Resolution Authorizing a Transfer of $500,000 from the Fiscal Year 2020 Town Council Reserve Account to the Fiscal Year 2020 Transfer to Capital Projects Stabilization Fund Account

Mr. Driscoll requested the transfer of $500,000 to the Capital Projects Stabilization Fund, something that the Town has done for the last 19 years.

Councilor Piccirilli moved to authorize a transfer of $500,000 from the Fiscal Year 2020 Town Council Reserve Account to the Fiscal Year 2020 Transfer to Capital Projects Stabilization Fund; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

E. Resolution Authorizing a Transfer of Funds in the Amount of $6,000 from the Fiscal Year 2020 Town Council Reserve Account to the Fiscal Year

2020 Town Manager Full Time Salaries and the Fiscal Year 2020 Town Manager Other Employee Benefits Accounts.

Town Council President Sideris stated that this resolution would fund the employment agreement with the Town Manager.

Councilor Piccirilli moved to authorize a transfer of funds in the amount of $6,000 from the Fiscal Year 2020 Town Council Reserve Account to the Fiscal Year 2020 Town Manager Full Time Salaries and the Fiscal Year 2020 Town Manager Other Employee Benefits Accounts; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

F. First Reading on a Proposed Order Establishing Water and Sewer Rates and Charges for Fiscal Year 2021.

Mr. Tracy, Town Auditor and Assistant Manager for Finance, stated the proposed rates reflected Option 1 of the study presented earlier in the meeting and would be an increase of 7% for water usage and 9.5% for sewer. The rates would be advertised and a public hearing would be held at the next Town Council meeting.

9. REPORTS OF COMMITTEES

A. Committee on Economic Development and Planning Report Regarding the Application and Review Process for Adult Marijuana Institutions – Bud's Goods & Provisions 330-350 Pleasant Street – Kenneth M. Woodland, Chair

ACTION ITEMS:

That the Town Council Authorize the Town Manager to Execute the Host Community Agreement as Presented, for the Adult Use Marijuana Applications for Bud's Goods and Provisions at 330-350 Pleasant Street

Councilor Woodland read the Committee Report. Councilor Piccirilli moved to accept the report; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

Councilor Piccirilli moved to authorize the Town Manager to execute the host community agreement as presented, for the adult use marijuana applications for Bud's Goods and Provisions at 330-350 Pleasant Street; Councilor Woodland seconded the motion.

The following matters were discussed:

- The host agreements for medical and recreational marijuana use were essentially the same and conformed to the MA General Laws, including a cap of 3% monetary benefit
- Traffic:

- The owner is planning for a 7 and 30 day plan; these are the periods of highest volume of visits
- The plan will have increased security and provide for increased traffic workflow
- The group will also be working with the Watertown Police Department
- This facility will not open for another year, and it is anticipated that other facilities will open by then; therefore, the traffic may not be as high as at other locations

– There are no minutes of the owner's community meeting, but the meeting can be viewed on the cable access channel.

The motion was adopted unanimously on a roll call vote.

B. Committee on Economic Development and Planning Report Regarding the Reappointment of Members to the Zoning Board of Appeals and the Planning Board – Kenneth M. Woodland, Chair

ACTION ITEMS:

1. That the Town Council Confirm Melissa Santucci Rozzi for Re-Appointment to the Zoning Board of Appeals as a Full member for a Term to Expire on February 15, 2025
2. That the Town Council Confirm Payson Whitney III for Re-Appointment to the Planning Board for a Term to Expire on February 15, 2023
3. That the Town Council Confirm Michael Brangwynne for Re-Appointment to the Zoning Board of Appeals as an Alternate Member for a Term to Expire on February 15, 2022

Councilor Woodland read the Committee report. Councilor Piccirilli moved to accept the report; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

Councilor Woodland moved to confirm Melissa Santucci Rozzi for re-appointment to the Zoning Board of Appeals as a full member for a term to expire on February 15, 2025; Councilor Gannon seconded the motion. The motion was adopted unanimously on a roll call vote.

Councilor Woodland moved to confirm Payson Whitney III for re-appointment to the Planning Board for a term to expire on February 15, 2023; Councilor Piccirilli seconded it. The motion was adopted unanimously on a roll call vote.

Councilor Woodland moved to confirm Michael Brangwynne for re-appointment to the Zoning Board of Appeals as an Alternate Member for a term to expire on February 15, 2022; Councilor Piccirilli seconded the motion. The motion was adopted unanimously on a roll call vote.

C. Committee on Parks and Recreation Report Regarding Confirmations to the Community Preservation Committee – Kenneth M. Woodland, Chair
ACTION ITEMS:
1. That the Town Council Reappoint Dennis Duff to the Community Preservation Committee for a Term to Expire on February 1, 2023
2. That the Town Council Reappoint Mark Kraczkiewicz to the Community Preservation Committee for a Term to Expire on February 1, 2023

Councilor Woodland read the Committee report. Councilor Piccirilli moved to accept the Committee report; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

Councilor Woodland moved to confirm the reappointment of Dennis Duff to the Community Preservation Committee for a term to expire on February 1, 2023; Councilor Piccirilli seconded the motion. The motion was adopted unanimously on a roll call vote.

Councilor Woodland moved to confirm the reappointment of Mark Kraczkiewicz to the Community Preservation Committee for a term to expire on February 1, 2023; Councilor Piccirilli seconded the motion. The motion was adopted unanimously on a roll call vote.

10. NEW BUSINESS

A. Refer to the Committee on Economic Development and Planning the Re-Drafting of the Housing Production Plan in Partnership with the Watertown Housing Partnership and Subsequent Consideration of Implementation and Funding for Said Plan. All Current Housing Related Referrals Will Be Consolidated into this Referral

Councilor Piccirilli moved to refer to the Committee on Economic Development and Planning the re-drafting of the Housing Production Plan in partnership with the Watertown Housing Partnership and subsequent consideration of implementation and funding for said plan and that all current housing related referrals will be consolidated into this referral; Councilor Woodland seconded the motion.

The Housing Partnership is currently working on the re-drafting of the Housing Production Plan that will be sent to the Town Council and then referred to committee. It was stated that it seems all housing issues should all be referred to the Economic and Development Committee because housing matters are under their purview under the Rules of the Town Council.

In the discussion that followed, it was noted that

- Affordable Housing
  - This is a matter usually referred to the Human Services Committee
  - It is a difficult topic to pigeon hole to any committee
- Human Services Committee
  - Has diligently addressed the problems of Affordable Housing conducting 18 meetings on housing in the past 2 ½ years
  - Would like to continue its work on affordable housing matters which it considers a needed social service
  - Has completed a large amount of work on these issues with meetings that were well attended
  - Has worked with the Watertown Housing Partnership and has attended several of their meetings as well, building working relationships with the Partnership
  - Is nearing the end of its recommendations; therefore, it does not seem logical to make ta Committee change now
- Committee Jurisdiction
  - Economic Development and Planning Committee (EDP) has always had control over the plan
  - The Housing Partnership is not responsible for the Housing Production Plan; it is responsible for providing data and comment
  - EDP has been involved in other affordable housing issues and was the Committee that suggested increasing affordable housing units in the RMUD from 10% to 12.5%
  - The Human Services Committee's work has many ideas that will not be lost if the Economic Development and Planning Committee is in charge of the Housing topic
  - The Human Services Committee should be permitted to complete the work it has undertaken
  - The Plan is a partnership of the work of both committees and it is the Town Council's responsibility to adopt and approve the plan
  - There may be a need to better clarify which Committee should review these topics as there seem to be competing interests in this matter
- Human Services Committee Report
  - The Report should be completed soon so that the Town Council can act upon its recommendations
  - With the constraints of COVID, meetings have been delayed; however, it seems possible that the Committee could finish its work by the first quarter of 2021
  - The Human Services Committee has brought up three proposals for discussion
- Even with the uncertainty of conditions, it is imperative that the Town Council serve its constituents and move forward

A suggestion was made to delete the last sentence of the referral and to replace it with the phrase "…said plan, incorporating the final report of the Human Services Committee on Affordable Housing." Due to the uncertainty of the future and the fact that the report itself will be sent to Economic Development and Planning, it was stated that this does not seem to be a necessary motion.

A vote was taken without any amendment to the referral request. The motion failed on a roll call vote of 2-7. All members voted in the negative except for Councilors Piccirilli and Woodland.

B. Refer to the Committee on Economic Development and Planning the Consideration and Recommendation of Transportation Network Company (TNC) Funds.

Councilor Piccirilli moved to refer to the Committee on Economic Development and Planning the consideration and recommendation of Transportation Network Company (TNC) Funds; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

C. Refer to the Committee on Economic Development and Planning a Review of the Wayfinding Grant.

Councilor Piccirilli moved to refer to the Committee on Economic Development and Planning a review of the Wayfinding Grant; Councilor Woodland seconded the motion. The motion was adopted unanimously on a roll call vote.

11. COMMUNICATIONS FROM THE TOWN MANAGER

Mr. Driscoll stated he wanted to correct an earlier statement and mentioned that there is an opening on the Planning Board.

He also thanked the Town Council for funding the Budget items including his salary increase.

12. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS

Councilor Gannon requested information regarding the Town Clerk's preparedness to process requests for absentee ballots in both the primary and the general election.

Councilor Kounelis stated that she had open requests with the Town Manager and looked forward to receiving a response.

13. ANNOUNCEMENTS

Councilor Palomba stated that the Human Services Committee was the first committee to meet through Zoom and apologized that the minutes for that meeting were not available for this meeting as there was some miscommunication between members. He did say the Housing Partnership proposed a set aside of $175,000 for emergency rental assistance and it was especially needed now with the unemployment rate increasing from 2-3% to 11%.

14. PUBLIC FORUM

There were no speakers at the Forum.

15. RECESS OR ADJOURNMENT

Councilor Piccirilli moved to adjourn the meeting; Councilor Feltner seconded the motion. The motion was adopted unanimously on a roll call vote. The meeting adjourned at 9:12 p.m.

ADDENDUM

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above minutes were adopted by a vote of _9_ for, _0_ against, _0_ present on September 8, 2020

_____
Mark S. Sideris, Council President
s:/MWP

TOWN COUNCIL MEETING
TUESDAY, JULY 14, 2020 AT 7:00 P.M.
MEETING HAD ONLY REMOTE OPPORTUNITIES
FOR PARTICIPATION WITH PUBLIC ACCESS
LIST OF DOCUMENTS

1. Minutes of the July 14, 2020 Special Town Council Meeting – Item 4

2. Legal Ad Regarding the Compensation of the Town Manager – Item 6

3. Agenda Item – Informational Presentation Regarding the Water and Sewer Rate Study – Michael Driscoll, Town Manager, to Town Council – July 9, 2020 – Item 7

4. Agenda Item – Transfer of Funds Request Regarding a Police Vehicle Replacement – Michael Driscoll, Town Manager, to Town Council – July 9, 2020 – Item 8A

5. Agenda Item – Acceptance of Gift of Funds and Expenditure – Police Mountain Bikes – Michael Driscoll, Town Manager, to Town Council – July 9, 2020 – Item 8B

6. Agenda Item – Transfer of Funds Request Regarding Additional Funding for the Purpose of Replacing the Town's Single Space Meters – Michael Driscoll, Town Manager, to Town Council – July 9, 2020 – Item 8C

7. Agenda Item – Transfer of Funds Request to the Capital Projects Stabilization Fund – Michael Driscoll, Town Manager, to Town Council – July 9, 2020 – Item 8D

8. FY2020 Transfer – Town Manager Employment Agreement – Thomas Tracy, Town Auditor and Assistant Town Manager for Finance, to the Town Council and Michael Driscoll, Town Manager – July 2, 2020 – Item 8E

9. Fiscal year 2021 Water and Sewer Rates – Michael Driscoll, Town Manager, to Town Council – July 9, 2020 – Item 8F

10. Committee on Economic Development and Planning Report Regarding the Application of Bud's Goods and Provisions as an Adult-Use Marijuana Facility – Kenneth M. Woodland, Chair – July 7, 2020 – Item 9A
    - Town of Watertown and Bud's Goods and Provisions Corporation Host Community Agreement

11. Committee on Economic Development and Planning Report Regarding Reappointments to the Zoning Board of Appeals and the Planning Board – Kenneth M. Woodland, Chair – June 22, 2020 – Item 9B

12. Committee on Parks and Recreation Report Regarding the Reappointments to the Community Preservation Committee – Kenneth M. Woodland, Chair – June 1, 2020 – Item 9C