

**BOARD OF SELECTMEN
MINUTES OF MEETING
MAY 19, 2016**

I. CALL TO ORDER BY CHAIRMAN

The May 19, 2016, Meeting of the Board of Selectmen was called to Order by Mr. Timothy Giblin, at 7:00 P.M., held in the First Floor Conference Room.

A. Roll Call: Mr. Timothy R. Giblin, Chairman; Mr. Robert K. Kimball, Vice-Chair; Mr. Robert S. Salvo, Jr., Clerk; Mr. Bradford K. Bramwell; and Mrs. Mary T. Steele were present. Mr. Michael Yunits, Town Manager, was also present.

B. Pledge of Allegiance

II. WARRANTS AND MINUTES

A. Approve bi-weekly payroll for the period ended May 7, 2016, Warrant #68, dated May 12, 2016, in the amount of \$1,196,714.90

MOTION was made by Mr. Kimball to Approve bi-weekly payroll for the period ended May 7, 2016, Warrant #68, dated May 12, 2016, in the amount of \$1,196,714.90. Second by Mr. Bramwell. Vote: Unanimous. MOTION CARRIES.

B. Approve bills Warrant #69, dated May 12, 2016, in the amount of \$1,172,568.01

MOTION was made by Mr. Kimball to Approve bills Warrant #69, dated May 12, 2016, in the amount of \$1,172,568.01, Second by Mr. Bramwell. Vote: Unanimous. MOTION CARRIES.

C. Approve bills Warrant #70, dated May 19, 2016, in the amount of \$305,599.08

MOTION was made by Mr. Kimball to approve bills Warrant #70, dated May 19, 2016, in the amount of \$305,599.08. Second by Mr. Bramwell. Vote: Unanimous. MOTION CARRIES.

D. Approve Minutes – April 7, 2016
April 14, 2016

MOTION was made by Mr. Kimball to approve the Board of Selectmen Minutes of Meeting, dated April 7, 2016, as written. Second by Mr. Bramwell. Vote: Unanimous. MOTION CARRIES.

MOTION was made by Mr. Kimball to approve the Board of Selectmen Minutes of Meeting, dated April 14, 2016, as written. Second by Mr. Bramwell. Vote: Unanimous. MOTION CARRIES.

III. LICENSES AND PERMTS

1. Application of Nick Zelinski, for an All Alcohol one-day license to be utilized at Everett Leonard Park, Saturday, August 20, 2016, 12:00 Noon – 6:00 P.M., for private party.

It was noted there will be approximately 100 people attending this event.

MOTION was made by Mrs. Steele to approve the Application of Nick Zelinski, for an All Alcohol one-day license to be utilized at Everett Leonard Park, Saturday, August 20, 2016, 12:00 Noon – 6:00 P.M., for private party. Second by Mr. Bramwell. Vote: Unanimous. MOTION CARRIES.

IV. ANNOUNCEMENTS

SRPEDD will be holding a public information meeting on Monday, May 23 from 4:00 to 6:30 P.M., at the Norton Library to discuss potential improvements to the Route 140 Corridor (Mansfield Avenue) in Norton from Route 123 to the Mansfield town line. Norton residents and business owners are invited to attend and learn more, as well as to offer comments and express concerns.
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The 2016 Master Sgt. Trent Memorial Ride for Fallen Heroes will be held on May 21, 2016; rain date to be determined. Ride begins and ends at Norton VFW and ride registration begins at 9 a.m., with kickstands up at 11 a.m. Also people are welcome to attend the bbq even if they are not riding.
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Berry Frozen Yogurt is having a fundraiser for an area group to stop the cycle of violence and this fundraiser will be held on May 21 from 12 to 9 P.M., and hoped residents would attend.
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Memorial Day Parade will be held on Monday, May 30, 2016; if there is inclement weather ceremonies will be held indoors. Step off will be at 10 A.M., from the H. A. Yelle School.
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Mr. Salvo read aloud the Proclamation: "EMS Week Proclamation" provided by Fire Chief Schleicher.

V. BUSINESS

A. NEW BUSINESS

1. Fire Chief Paul J. Schleicher Re:

- Proclamation - "EMS WEEK" May 15-21, 2016

Chief Schleicher said his department has an excellent crew and is very proud of them.

Mr. Bramwell echoed Chief Schleicher's comment and said it is an excellent crew and also looked forward to the new members.

- Firefighter Appointments:

- 1.Cameron J. Alves
2. Nicholas G. Fernald
3. Brandon B. Pelrine

Chief Schleicher said these candidates were three very able-bodied paramedics and were strong in the interview process which was conducted.

Mr. Alves introduced himself and stated he was from Acushnet and recently became a paramedic and also had some 911 experience from the town of Rochester. He said he was excited to be here and humbled.

Mr. Fernald indicated he had been a paramedic for 6-7 years and lives in Avon and has been an Avon "Call Member" for almost nine years and excited to have this opportunity to be part of this community.

Mr. Pelrine stated he was born and raised in Mansfield and was excited to be appointed to the Norton Fire Department. He is a new paramedic and was looking forward to utilize his skills.

Chief Schleicher indicated these gentlemen do indeed to stay in Norton and they are genuinely excited to become part of the the Norton Fire Department. The Fire Academy starts July 18 and they will graduate on October 8, and these positions will alleviate some of the manpower with on the job injuries and sick leave.

Mr. Giblin said the Board feels the Norton Fire Department is one of the best in the State and that it is an honor to serve on this department with an excellent group of professionals who protect the Town and it is important the Town adds qualified individuals as they move along also.

Mr. Kimball noted it was beneficial to add paramedics to the Department. He welcomed these gentlemen and wished them well.

Mr. Salvo noted it is a great group of employees on the Fire Department and indicated he served 27 years as a call fire fighter.

Mr. Salvo read aloud three separate notice of appointments from Mr. Yunits, Appointing Authority.

MOTION was made by Bramwell to accept the appointment of Cameron J. Alves as a permanent full-time Fire Fighter/Paramedic in the Norton Fire Department, effective May 23, 2016. Second by Mrs. Steele. Vote: Unanimous. MOTION CARRIES.

MOTION was made by Bramwell to accept the appointment of Nicholas G. Fernald as a permanent full-time Fire Fighter/Paramedic in the Norton Fire Department, effective June 6, 2016. Second by Mrs. Steele. Vote: Unanimous. MOTION CARRIES.

MOTION was made by Bramwell to accept the appointment of Brandon B. Pelrine as a permanent full-time Fire Fighter/Paramedic in the Norton Fire Department, effective June 20, 2016. Second by Mrs. Steele. Vote: Unanimous. MOTION CARRIES.

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2. Gary Cameron Re:

- Circle of Flags – Granite Paver Program – Presentation of Bricks
- Presentation of Hat Pins

Mr. Cameron stated the granite pavers were being sold for \$50 each (three lines; 15 character per line) and checks should be made payable to Norton VFW Circle of Flags. Mr. Cameron said the Committee was doing an exceptional job. He said there are also hat pins for \$5.00 a piece and distributed them to Board. They plan to break ground in mid-June and flags to be flying will be flags of the armed forces: Marines, Air Force, Navy, Army, and Coast Guard, and planning project to be completed by early November. Once complete they will start their march at Route 140 and march to VFW and hope it will be well attended by residents and others. It will be quite an honor. Schematic was distributed to Board of proposed project. Mr. Cameron said some Committee members planned to be at the Town Common at Memorial Day Parade with information on pavers, as well trying to sell some, and asked Board of Selectmen if that would be ok to do. The Board unanimously agreed that would be fine to do.

3. Norton Permanent Building Committee – Update – Power Point Presentation and group discussion

Mr. Yunits said this Committee will not be present this evening and they will be rescheduled to a future date.

4. Vote to authorize Town Manager Michael D. Yunits to sign Subgrantee Agreement By and Between Town of Norton, Massachusetts and Norton Housing Authority

Mr. Yunits indicated the Board of Selectmen is aware the Town is receiving a Community Development Block Grant for work to be done at Housing Authority on drainage and hopefully tying in the sewer system at the Norton Middle School, and the Town needs to be the grant recipient. This is an agreement between the Town and the Housing Authority and they need to follow record keeping and procurement standards.

Mr. Bramwell wanted to clarify, from what he understood, all funding is through the grant.

Mr. Yunits responded, yes, the Housing Authority will pay and bill is submitted to the State and then the Housing Authority will get reimbursed.

MOTION was made by Mr. Bramwell to authorize Town Manager, Michael Yunits, to sign Subgrantee Agreement By and Between Town of Norton, Massachusetts and Norton Housing Authority. Second by Mr. Kimball. Vote: Unanimous. MOTION CARRIES.

Mr. Salvo said the Housing Authority held a meeting last night and he wanted to note he voted "present" at that meeting, as he is a member of the Housing Authority, so there would be no conflict, even though it is two separate entities. Therefore, he was able to vote on this this evening as a member of the Board of Selectmen.

5. Rules and Regulations Governing Takeout Food Services By Mobile Food Vendors (Except Ice Cream Truck Vendor Licensing, which is separately Regulated)

Mr. Yunits stated the Town does not have any guidelines on mobile carts and it is proving to be an issue for some people and the mobile carts they wanted to conduct business from. Document was perused by the Board of Selectmen. All fines are for non-criminal disposition and he noted there is a requirement if another establishment is located within 200 feet of the mobile cart's location, they need a sign off or a letter of support from that neighboring business because it is not fair to the person who owns or rents a building/paying taxes, etc., to have this competition. Also, the mobile cart business owner would need to go to Board of Health and get applications approved and then Mr. Yunits would review it with them before it is before the Board of Selectmen for approval. It will also need to go to the Police Department for review/CORI similar to what hawkers and peddlers need to do.

Mr. Salvo wanted to note the ice cream stand located in Downtown Pizza's parking lot is now owned by Downtown Pizza.

Mr. Gibin inquired about sanitation arrangements and seating requirements.

Mr. Yunits responded they don't necessarily need seating, and he would need to check on sanitation requirements, however, they go through the Board of Health also.

Mr. Salvo said when he had a mobile cart on Route 140 in the past, he needed to provide a sanitation facility for employees if there was nothing in the area close by per Board of Health.

Mr. Kimball asked about handicap accessibility?

Mr. Yunits responded if someone is in operation for longer than 90 (ninety) days, they need to show they are handicap accessible. Discussion ensued. Also, mobile carts cannot sell non-food items (no noisemakers, tee-shirts, etc.).

MOTION was made by Mr. Kimball to approve the Rules and Regulations Governing Takeout Food Services By Mobile Food Vendors (Except Ice Cream Truck Vendor Licensing, which is separately Regulated). Second by Mr. Salvo. Vote: Unanimous. MOTION CARRIES.

6. Appointment Town Clerk

Mr. Yunits said the incoming Town Clerk is Lucia Longhurst and is present this evening and she was introduced to the Board. Ms. Longhurst has been an employee in the town of Easton since 2008 and since 2012 has been the Records Administrator and Compliance Officer and has worked elections and town meetings and is very experienced in a town clerk office environment.

Ms. Longhurst stated she is currently an employee in the town of Easton out of their Town Clerk's Office as Records Administrator. She indicated she also handles the Board/Commissions posting of agendas and meeting minutes, scanning of all documents, as well as having town meeting experience.

Mr. Kimball said the Town is also looking for an experienced Assistant Town Clerk.

Mr. Kimball said there are more rules and regulations for towns today than there were 20 years ago and it is also more technical and automated today.

Mr. Salvo read the notice of appointment aloud.

MOTION was made by Mr. Salvo to accept the appointment of Lucia Longhurst as the Town Clerk of the Town of Norton, effective June 6, 2016. Second by Mr. Kimball.

Discussion: Mr. Kimball wanted to confirm this was a full-time position. Mr. Yunits responded, yes it is a full-time position.

Vote: Unanimous. MOTION CARRIES.

B. OLD BUSINESS

1. MassDOT Road Safety Audit – East Main Street (Route 123) at Route I-495 Northbound & Southbound Ramps

Mr. Yunits stated the final report was received; since January 2011 to Dec 2013 the crash data showed 28 crashes on the northbound ramp and 25 crashes on the southbound, therefore, 53 crashes in total in two years, and of those crashes, 12 resulted in personal injury. Some of the issues relating to these crashes included site distance, trees and brush the State allowed to grow, and also the crest in the road. Also, the high speed coming across roadway, deteriorating pavement, and people still taking u-turns even though it is posted not to do so. Things to alleviate some of these issues causing crashes would be tree trimming and a road narrowing as a lot of accidents are rear end accidents; and if cut down to one lane heading west it will allow cars coming right toward the Town Hall a merging lane. Other things to help would be police enforcement, road paving, line painting, signage improvements, highway lighting; and the traffic signalization. However, it appears it will be a couple of years before the traffic signalization will be installed. This is a dangerous area and hopefully this will be an impetus for the State to do minor improvements before the traffic lights are installed.

Mr. Kimball recommended to send communication to Mass Highway thanking them for looking into this and to consider getting this done sooner than later with the traffic signalization.

Mrs. Steele said she agreed it would be beneficial to move the traffic signalization up since two years is a long time to wait for the, but in the meantime, she asked Mr. Yunits to mention the easier fixes to be done as mentioned above.

Mr. Salvo asked Mr. Yunits if Mass Highway needed to file with Conservation for any work to be performed? He said if they do need to file with Conservation, possibly Mr. Yunits can try to expedite it.

Mr. Yunits responded he was not certain if they needed to file with Conservation; he will need to check on that.

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Mr. Yunits said other areas in Town are being assessed and referenced the traffic counter located at various intersections in Town; at intersection of North and South Worcester Streets and Routes 123 and 140.

2. June Town Meeting

Mr. Giblin said there was a “no “ vote at the May 17, 2016, Special Town Election, therefore, a vote is needed to cancel the June Town Meeting.

MOTION was made by Mr. Kimball:

Where the override filed at the May 17, 2016, Special Town Election, at its meeting of May 19, 2016, the Town of Norton Board of Selectmen:

VOTED: To take no further action with respect to the Special Town Meeting contemplated for June 6, 2016, and therefore that such Special Town Meeting be canceled in its entirety; and further

VOTED: To direct the Town Manager to place notice of this vote on the Town website and notify the public in any other way he deems appropriate.

Second by Mr. Bramwell. Vote: Unanimous. MOTION CARRIES.
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Mr. Kimball referenced some information the Board received from Bridgewater State University, The Institute for Policy Analysis and Regional Engagement in partnership with The College of Continuing Studies, is presenting a "Citizen Leadership Programs". It states The Institute for Policy Analysis and Regional Engagement supports regional development and growth and provides training, policy analysis and collaboration to build stronger communities. He asked if Mr. Yunits would reach out to Bridgewater State University to get someone to come out to the Town of Norton and look at the community and suggest where they may see where the Town needs improvements and indicating areas of weakness. This program is at no cost and thought it would be beneficial if the Town Manager can reach out to see if there is any interest in doing an analysis. Many committees and boards in Town are elected or appointed officials and some residents don't have a lot of trust or faith in Town officials, so it would be helpful to get suggestions from another party. It would be ideal to even get a roomful of people who were in favor and not in favor of override and the various issues could be looked into, especially where the Town recently had a failed attempt at an override.

Mr. Yunits said this program will be held on May 26 and June 26 at the Attleboro campus.

Mr. Kimball said the Town could find out where the Town stands financially with a different set of eyes to look at whole process). Mr. Kimball asked Mr. Yunits to also get School Committee and Finance Committee together and involved in this to listen what this program has to offer. It is worth a try to see if the University would do this.

C. TOWN MANAGER'S REPORT

. Update Pond Cleanup

Mr. Yunits referenced the water bodies and indicated they finished the last two ponds at Conservation recently and Hearings were closed, with Orders of Conditions on all four ponds, and all recorded. An RFP to be issued the following week for a company to do the work and he understands only one or two companies conduct this type of work. However, they must go through the RFP process and go through timeline with what will be done in years two and three, and then proceed from there for future year plans.
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The Town Manager said the preconstruction meeting for Alnylam was held this week the reviewed timeline; the third week of May they will install fencing of site; in June the foundation will be built and

utility work to be done; and steel to be delivered on July 23, therefore this project is progressing.
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On 274 East Main Street painting/stripping of lines will be conducted shortly.
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Mr. Yunits stated an RFQ was issued for engineering peer review services for Conservation, Zoning and Planning, which was one of his pet peeves that there was not one main engineer to review projects. This would allow one firm to handle projects from Town Boards/Committees so the same engineer reviews for each Board/Committee.

Mr. Yunits indicated he had 15 companies emailing him regarding their interest regarding the RFQ, so there are a lot of options.
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Mr. Kimball said there are a number of new buildings coming into Town such as 274 East Main Street and Alnylam, etc., and he asked if the Board can obtain some information from Assessors under new growth as to when some of that tax revenue will arrive. He said the Board all agreed with budget process that new growth numbers seemed a bit low with so much new construction ongoing. He asked for insight on this and what the specific amounts will be. The Board of Selectmen has been proactive with bringing in new businesses, and important they understand how much revenue will be coming through. He said he was not familiar with the process exactly and possibly some projects had higher projections than they will actually bring in. Discussion ensued.
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Mr. Yunits referenced GATRA and said last Friday all the srveys were due, there he and the Director of Planning & Economic Development, Ms. Wierling, will meet with Frank Gay of GATRA to see where they are with the survey. Therefore, GATRA will probably come back this summer with a plan and hopefully expanding the service all the way to Norton Glen.

D. APPOINTMENTS/RESIGNATIONS

VI. SELECTMEN'S REPORT AND MAIL

Mr. Salvo referenced 274 East Main Street project and has been hearing complaints over the last few days regarding the eastbound side of Route 123 of trees not yet cleaned up and stone walls not fixed. He did not want to wait until day before the pave begins to get this done and cleaned up. He asked Mr. Yunits to send an email/correspondence regarding their projected timeline to get this cleaned up. Striping will occur this coming Saturday and they will need equipment in that area to get it cleaned up.
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Mr. Kimball noted outside lights are now at 274 East Main Street and it is no longer so dark as it previously was.

VII. NEXT MEETING'S AGENDA

Mr. Giblin said he was interested in being appointed to the Water Bodies Committee and he understands there have been some issue with having enough people attend these meetings. They meet

once per month and it is a very important thing they are trying to do and Town has committed some money to this also.

Mr. Kimball asked Mr. Yunits to also invite the Assessors in to provide info on incoming tax revenue regarding the new projects in Town and to explain how it works.

Mr. Giblin said it would be helpful to have some type of chart with TIF info.

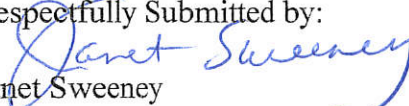
Mr. Salvo said it would also be helpful to know when revaluation year will be; he believes it may be soon.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

MOTION was made by Mrs. Steele to Adjourn at 8:04 P.M. Second by Mr. Salvo. Vote: Unanimous. MOTION CARRIES.

Respectfully Submitted by:


Janet Sweeney
Board of Selectmen – Recording Secretary



Documents Presented at May 19, 2016 Board of Selectmen Meeting

- . Memorandum dated May 17, 2016, addressed to Board of Selectmen, from Michael D. Yunits, Town Manager, Re: Notice of Appointment of Fire Fighter – Brandon B. Pelrine

- . Memorandum dated May 17, 2016, addressed to Board of Selectmen, from Michael D. Yunits, Town Manager, Re: Notice of Appointment of Firefighter – Nicholas G. Fernald

- . Memorandum dated May 17, 2016, addressed to Board of Selectmen, from Michael D. Yunits, Town Manager, Re: Notice of Appointment of Firefighter – Cameron J. Alves

- . Memorandum dated May 18, 2016, addressed to Board of Selectmen, from Michael D. Yunits, Town Manager, Re: Notice of Appointment of Full-Time Town Clerk – Lucia B. Longhurst

- . Subgrantee Agreement By And Between Town of Norton, Massachusetts And Norton Housing Authority

- . Town of Norton Rules And Regulations Governing Takeout Food Served By Mobile Food Vendors

- . “Road Safety Audit – East Main Street (Route 123) at Route I-495 Northbound & Southbound Ramps, Town of Norton, May 11, 2016” Prepared for: MassDOT; Prepared by VHB, Watertown, MA

**BOARD OF SELECTMEN
MINUTES OF MEETING
MAY 19, 2016**



TIMOTHY R. GIBLIN, CHAIRMAN

ROBERT W. KIMBALL, VICE-CHAIR



ROBERT S. SALVO, SR., CLERK



BRADFORD K. BRAMWELL

MARY T. STEELE

Dated: _____

7/14/16