

February 16, 2017



TOWN OF NORTON

BOARD OF SELECTMEN

MUNICIPAL CENTER,

70 EAST MAIN STREET, NORTON, MA 02766

Telephone: (508) 285-0210 Fax: (508) 285-0297

BOARD OF SELECTMEN MINUTES OF MEETING FEBRUARY 16, 2017

CALL TO ORDER

The February 16, 2017 Meeting of the Board of Selectmen was called to Order by Mr. Giblin, Chairman, at 7:00 P.M., held in the First Floor Conference Room.

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

B. Pledge of Allegiance

II. LICENSES AND PERMITS

1. Application of Robert Charboneau for a one-day All Alcohol license to be utilized at Everett Leonard Park, Saturday, June 24, 2017, 12:00 Noon - 6:00 P.M., for a private party

MOTION was made by Mr. Bramwell to approve the Application of Robert Charboneau for a one-day All Alcohol license to be utilized at Everett Leonard Park, Saturday, June 24, 2017, 12:00 Noon - 6:00 P.M., for a private party. Second by Mr. Kimball. Vote: Unanimous. MOTION CARRIES.

III. ANNOUNCEMENTS

Town Offices will be closed Monday, February 20, 2017, in Observance of Presidents' Day.

IV. BUSINESS

A. NEW BUSINESS

1. 7:35 P.M. - Thomas J. Scanlon, Scanlon & Associates. Re: FY16 Audit
Tom Scanlon, Managing Partner of Scanlon Associates, was present and noted the June 30, 2016 audit was completed. Mr. Scanlon said the financial reporting was in excellent condition and

no significant adjustments to financial statements. He referenced OPED and said the Town adopted an OPED Trust which is good and net pension liability is set to go away.

Mr. Scanlon said also policies are now in writing and being adhered to.

Mr. Scanlon referenced pages 17 and 18, more of the traditional financial statements. Free cash was discussed as well as two main reserves which are free cash and stabilization.

Mr. Kimball said the Town's reserve accounts have not really budged much.

Free cash was discussed and it was noted free cash is a good thing to have.

Mr. Scanlon explained a financial audit is a lot of analytical review. There are a lot of analytics and a lot of compliance with procurement (high risk procurement, etc.). It is not an operational audit.

Mr. Salvo referenced the Water & Sewer budget, and he noticed some negatives on page 25.

Mr. Scanlon responded negatives mean expenses; and page 24 provides more info on how Water & Sewer is doing.

Fixed and shared costs were also discussed.

Mr. Kimball noted the auditors take days to conduct an audit. He said it is apparent the auditors take their job seriously. He asked if there was any issue or problem the Town should be concerned about?

Mr. Scanlon responded at the present time there are no issues that the Town should be concerned with. However, as an auditor, he is aware things can change quickly. He said the auditors are here at the Town with six people for a full week. They are pulling invoices, etc.; he said he believes this is the tenth year he has been involved with the Town.

Mr. Salvo said it appears all department heads are working and doing a good job if the Town came out with no issues.

Mr. Giblin noted James Puello, the Town Accountant, was in the audience, and this shows he has also been doing a great job.

2. Vote to approve MSBA Accelerated Repair Program Statement of Interest for H.A. Yelle Elementary School, J.C. Solmonese Elementary School and L. G. Nourse Elementary School and to authorize Town Manager Michael D. Yunits to sign Agreements with MSBA

Superintendent Baeta congratulated the Board on the excellent auditing report .

Superintendent Baeta explained the process for grant fundings. There is no money presently involved; it is an accelerated program and they are looking at windows. Also looked at is the age of the buildings and the ability through MSBA to get it partially grant funded such as the J.C. Solmonese roof and part of high school renovation. He said they are also working with utility companies and Mr. Yunits for energy and changing their lights to more efficient lights. MSBA requires an individual vote. There is no recommendation for closure of the building. It is a year to the process; and if not chosen, they will be back next year regarding this.

MOTION was made by Mr. Salvo:

Resolved: Having convened in an open meeting on February 6, 2017, prior to the closing date, the School Committee of Norton, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated February 3, 2017 for the Henri A. Yelle Elementary School located at 64 West Main Street, Norton, which describes and explains the following deficiencies and the priority category for which an application may be submitted to the Massachusetts School Building Authority in the future: replacement of all windows schoolwide; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority. Second by Mr. Kimball. Vote: Unanimous. MOTION CARRIES.

MOTION was made by Mr. Salvo:

Resolved: Having convened in an open meeting on February 6, 2017, prior to the closing date, the School Committee of Norton, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated February 3, 2017 for the J. C. Solmonese Elementary School located at 315 West Main Street, Norton, which describes and explains the following deficiencies and the priority category for which an application may be submitted to the Massachusetts School Building Authority in the future: replacement of all windows schoolwide; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority. Second by Mr. Kimball. Vote: Unanimous. MOTION CARRIES.

MOTION was made by Mr. Salvo:

Resolved: Having convened in an open meeting on February 6, 2017, prior to the closing date, the School Committee of Norton, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated February 3, 2017 for the L. G. Nourse Elementary School located at 38 Plain Street, Norton, which describes and explains the following deficiencies and the priority category for which an application may be submitted to the Massachusetts School Building Authority in the future: replacement of all windows schoolwide; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority. **Second by Mr. Kimball. Vote: Unanimous. MOTION CARRIES.**

3. Discussion - MMA Files Legislative Package for 2017-2018 Legislative Session

Mr. Yunits respectfully requested the Board to review this. He referenced civil service reform; municipality authority, and public rights of ways. Some may be worth looking at and if the Board wants more info on any of them, please let him know.

Mr. Salvo said the Town was supposed to receive money from the lottery every year; is it still coming to them?

Mr. Yunits responded all the lottery money was supposed to go to the towns, however, some of it goes to towns but some of it is ciphered off to other places.

B. OLD BUSINESS

C. TOWN MANAGER'S REPORT

• Update - Route 140 Corridor Study

Mr. Yunits stated he and Mr. Salvo went to Mansfield for the Route 140 Corridor Study and he thanked SRPEDD for work on that as there was a lot of time and effort done on it. He said this was attended by a lot of people. Route 123/140 intersection got an "E" not an "F", so it is not as bad; so work needs to happen on intersection and everything needs to be updated. Next critical area is at Roche Bros. Plaza and concerns raised and he referenced southside of plaza, that particular exit coming out, to make it right-turn only. There are a lot of accidents at that intersection also. It is posted as 45 mph on Route 140 and not another sign until Tsangs

Restaurant to drop down to 40 mph. There should be additional speed limit signs in this area. Other concern is there are a lot of driveways coming out into roadway. They discussed signalization with going west on Route 123 and non-synchronized lights. A red light on Route 140 does not make sense and Mansfield wrote a letter regarding this.

- Update - Regional Dispatch

Mr. Yunits stated all four towns signed agreement and agreement was sent to State 911 and now people will be working until fall regarding design on how things will operate and start organizing training for current dispatchers and provide them the opportunity for the right training to possibly be hired at new center.

- Report on Town Meeting Articles

Mr. Yunits provided info sheet to Board on revenue and required to provide that in the third week of February to the Board and School Committee. Budget process is ongoing and all departments submitted budget and his assistant is inputting that information. The School Department is meeting on their budget on February 27, therefore, they will submit their budget to him. If general government, schools, and fixed and shared just went up 3%, then they would almost be at a \$300,000 deficit. They are still looking at all the numbers, and health insurance came in at a 5% increase so that will help.

Mrs. Steele commented even with all the good news, there appears to be a \$300,000 shortage.

Mr. Yunits responded, yes. Possibly schools won't consider level service of 3%. One thing to point out, in going over this list of articles, there is no article for an override, but there would be a ballot question if there is a potential override. If in April there is a ballot question and that ballot question passed, he would assume Finance Committee would recommend a budget with the "yes" vote. If it goes to Town Meeting first and people wanted to push for an override, they would vote for "A Budget" (level-funded) or "B Budget" (override budget). Mr. Yunits reviewed articles and he said he sent a draft of all articles to town counsel for review. Regarding timeline per the charter, the third week of February, he would supply Finance Committee, School Committee, and Board of Selectmen with revenues, and timeline was further discussed.

Mr. Kimball said he would ask Town Manager to do this differently than in the past. Sometimes Finance Committee sees it before the Board does. The Town Manager as the Chief Financial Officer, it is very important the Board of Selectmen be a very big part of this process. It is showing a negative now, but between now and Town Meeting that could change. He wanted to ensure they stay on top of this and discuss issues that may be upcoming.

Mr. Yunits wanted to advise the Board, if there was a proposed override, March 27 is the absolute deadline for printing for ballot so decision needs to be made prior to that date.

Mr. Salvo referenced a potential override and said, if so, it should not be a one-sided override. As the Board of Selectmen, they to start figuring out what the Town needs for finances. Possibly they

should have a separate meeting with a round table discussion amongst themselves, untelevised, of what the needs are as a Town.

Mr. Giblin said that is what the Ad Hoc Committee is doing.

Mr. Kimball said he believes it should be an open meeting/session.

Mr. Salvo said he and another Board member feel somewhat left out. Where has their input been?

Mr. Kimball stated he had mentioned previously in the week, he wants to put on the next agenda to bring everyone up to speed to see if they agree on this.

Mr. Yunits indicated he asked Town departments, when they submit their budgets, to include a level service budget and a needs budget, so he will bring that into next week's meeting.

Mr. Bramwell stated the time they had the joint meeting, he did feel left out of it. However, since that time, he reached out to Mrs. Steele and she has provided him info about what has been going on and he shared his concerns. He did not feel completely left out like he did previously. He feels more comfortable with what has been going on with the Ad Hoc Committee. They are looking out for needs of the municipal side as well as the needs of the school.

Mr. Giblin said he would agree with Mr. Bramwell as well regarding the previous meeting, he wasn't aware prior, but if they can put on for next week's meeting that would be beneficial.

Mr. Kimball said the Town Manager does have very preliminary numbers, but will ensure the Board of Selectmen receives copies. This is not confidential and part of Ad Hoc Committee, and should be provided to everyone, and came out with this only two or three days ago.

Mrs. Steele stated the purpose of getting together was to ensure override would not be one-sided and needed to start looking at numbers, but more needs. As far as budget this year, it is no different than any other year. Because of Ad Hoc Committee and shortage on town side, it is an underlying thing that they may need an override. Anyone on this Board of Selectmen can walk into the Town Manager's office to ask to see numbers and information. She tried to keep Board of Selectmen updated on ideas as well as Mr. Kimball. They do not have any more information regarding numbers than anyone else does.

Mr. Kimball stressed transparency regarding this. He wanted to ensure no one feels left out and respects everyone's opinion.

Mr. Kimball stated the Town Manager will present his budget to the Board on March 9. Any information they are using is available. If there are questions, people should feel free to call him, too, and he can advise what he knows.

- In recognition of Community Safety and Crime Prevention Award

Mr. Yunits said the superintendent will be present next week for Education Plan Committee recommendations.
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Mr. Yunits said one other important thing is the Planning Board has three vacancies and no one has taken out papers as yet, and the Assessors have two open positions as well and no one has taken out papers yet either.

Mr. Yunits said the last day to take out nomination papers is March 3 and need to be back in by March 7.
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Mr. Yunits said the Police Department went through a process of accreditation and completed and met 257 standards and 80 optional standards. Assessors were very complimentary of the police department with their professionalism, leadership and engagement. Also noted was the evidence and training handling. The cleanliness of building, as well as fitness center, and indoor range, which many departments do not have also received positive comments. There were on-site recommended changes. In May 2017, they will be awarded accreditation.
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On March 4, 2017, Wheaton College is having a pancake breakfast from 9-11 a.m and students will be playing jazz at Emerson Dining Room. Parking available on lot 1 at Amen nursery school.
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Mr. Yunits was visited by postmaster regarding issues they had and she has taken some action and he wanted to thank her to continue to work on any issues.

Mr. Kimball referenced Mansfield Avenue proposed rezoning, is there a way they can have someone other than the postal service notify these residents legally?

Mr. Yunits responded he will need to look at bylaw to see what it states.

Mr. Kimball said it would be helpful if Mr. Yunits looked at options available.

D. APPOINTMENTS/RESIGNATIONS/RETIREMENTS

Chief of Police Clark was present and spoke of the approval of two police officer positions. The addition of personnel to the shifts will control and decrease overtime. Overtime is reaching about \$500,000 and they can do a better job with hiring a couple of officers.

1. Appointment of David C. Sullivan, Jr., Full-Time Civil Service Police Officer

Chief Clark referenced Mr. Sullivan's background and experience, including, but not limited to, possessing a Bachelor's Degree from Bridgewater State College.

MOTION was made by Mr. Salvo to appoint David C Sullivan, Jr., as a Full-Time Civil Service Police Officer, effective February 27, 2017. Second by Mr. Kimball. Vote: Unanimous. MOTION CARRIES.

2. Appointment of Joshua E. Archer, Full-Time Civil Service Police Officer

Chief Clark stated Mr. Archer is a Norton resident and also holds a Bachelor's Degree from Bridgewater State College. His background and experience was communicated by Chief Clark, and it was noted Mr. Archer has worked as a seasonal police officer for the Town of Norton and this is a good time for him to become a full-time police officer.

Mr. Salvo stated he knew both of these gentlemen and they have a lot of respect from the public. He wished them the best of luck.

MOTION was made by Mr. Bramwell to appoint Joshua E. Archer, as a Full-Time Civil Service Police Officer, effective February 27, 2017. Second by Mr. Kimball. Vote: Unanimous. MOTION CARRIES.

Chief Clark explained with these two full-time appointments, the department will lose two special police officers.

Mr. Kimball asked what are the qualifications for becoming a special police officer?

Chief Clark responded a person must be 21 years old; with military or college experience; and a resume/cover letter should be sent to his attention. During late summer/early fall there will be another hiring phase.

Mr. Yunits noted it was publicized that Norton was the ninth safest community in the Commonwealth.

Chief Clark responded the previous rank was 15, therefore, it dropped to 9. He noted it does not include disturbances, domestic assault, motor vehicle crashes, and is based on uniform crime report in which they submit to. In a year, there is about 16,000-17,000 calls for service.

Mr. Kimball noted there were also the various outreach programs by the Police Department with the department making themselves visible and also being out there and accessible to get to know people and issues before they happen. It is a proactive police department.

Chief Clark stated it says a lot about the Town of Norton.

Mr. Salvo said the Police Department Facebook postings are also very informative.

Chief Clark stated Officer Morse has been assigned to social media.

Chief Clark stated he came to the board previously regarding the Memorial they have been planning and he has a sketch and some info about it.

Officer Morse showed a drawing of the proposed Memorial, which will be a public place to pay homage to officers who gave their sacrifice. It will be located on the Police Department's front lawn and visible from the street. They are currently going into the fundraising part of their project. Also is is going out on Twitter and Facebook and this is their unveiling to the public. They will also be putting together a plaque for donations in lobby of Police Station. They are looking at May 2018 as a timeframe for the Memorial.

Mr. Giblin stated it looked wonderful.

Officer Morse noted a couple companies in Town are helping with the planning process. The are just trying to get the initial word out.

Chief Clark said they are probably looking for an additional \$10,000; they already had a golf tournament to raise funds.

Mr. Kimball asked if they would come back and let the Board know how they are progressing with this.

Officer Morse replied they will do that and will keep all updated through social media.

3. Appointment of Thomas Watson, Foreman in the Highway Department

MOTION was made by Mr. Kimball to approve the Appointment of Thomas Watson, Foreman in the Highway Department. Second by Mr. Bramwell. Vote: Unanimous. MOTION CARRIES.

4. **Request of Jennifer Carlino, Conservation Agent, to appoint the following people to the Open Space Plan Update Committee:**

- Gene Blood (Con Com)
- Earl Wilcott
- Lisa Carrozza (Con Com)
- Craig MacQuown
- Kathy Ebert-Zawasky (LPS)
- Conservation Agent Jennifer Carlino

MOTION was made by Mr. Bramwell to approve Request of Jennifer Carlino, Conservation Agent, to appoint the following people to the Open Space Plan Update Committee, effective immediately:

- Gene Blood (Con Com)
- Earl Wilcott

- Lisa Carrozza (Con Com)
- Craig MacQuown
- Kathy Ebert-Zawasky (LPS)
- Conservation Agent Jennifer Carlino

Second by Mr. Kimball. Vote Unanimous. MOTION CARRIES.

Mr. Yunits communicated that Ms. Carlino indicated if any member of the Board of Selectmen is interested in serving on this committee, to please let her or Mr. Yunits know.

5. ZBA Vacancy - Appointment - Member Frank Reynolds

Mr. Yunits said Mr. Reynolds was on ZBA and he moved out of Town recently and he is willing to complete his term and there is a provision in State law to allow Board of Selectmen to allow a person to complete their term. He will need to be sworn in again.

Mr. Kimball stated there are a lot of issues going on before the ZBA and Mr. Reynolds staying on is best.

MOTION was made by Mr. Kimball to appoint Frank Reynolds (a long-time ZBA Member who recently established permanent residency in Wareham and gave immediate notice of that fact to the Town and, so, has vacated his ZBA seat under G.L. c.41, Section 109) to fill the vacant seat due to Mr. Reynolds' long and dedicated experience with the ZBA and due to the fact that he is willing and committed to continue his service to the Town in this fashion and, in these limited and unusual circumstances, the Board of Selectmen will be willing to appoint a non-resident to fill this vacancy, to retain existing and well established expertise. Second by Mr. Salvo. Vote: Unanimous. MOTION CARRIES.

V. SELECTMEN'S REPORT AND MAIL

Mr. Salvo referenced the house on corner of Great Woods and Smith Street which is a deplorable house and asked Mr. Yunits to followup on this.
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Mr. Kimball referenced the affordable house in Arrowhead Village and asked Mr. Yunits about the status.

Mr. Yunits responded he spoke to a person from the State, and as soon as they have income guidelines, they will send them out, etc.

Mr. Kimball stated he wanted to ensure this continues to be affordable and noted the 90 day timeframe before it goes back to market value which is not a lot of time. This is a great opportunity for someone to own a three bedroom house. He just did not want State to disappear on this topic. He asked Mr. Yunits to please stay updated on this.
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Mr. Giblin congratulated Herbert Church on his 90th birthday and thanked him for all of his contributions to the Town of Norton and VFW!

F. Approve Minutes - November 17, 2016
December 1, 2016
January 26, 2017
December 15, 2016

MOTION was made by Mr. Bramwell to approve the November 17, 2016; December 1, 2016; January 26, 2017; and December 15, 2016 Board of Selectmen Minutes as written. Second by Mr. Kimball. Vote: Unanimous. MOTION CARRIES.

VII. NEXT MEETING'S AGENDA

1. Paul Vesel, Director, Business Development - North Eastern USA Re: RTE: LED Street Light Conversion

Other suggested agenda items for the next meeting would be:

Dr. Baeta, School Committee and discussion on Ad Hoc Committee, lodging update, and snow budget discussion.

Mr. Kimball suggested to also add an update on the Town Common on next week's agenda.
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VIII. EXECUTIVE SESSION

To discuss strategy with respect to Collective Bargaining IAFF, Norton Police Association and SENA-B

IX. ADJOURNMENT

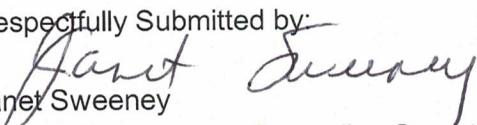
DECLARATION BY THE CHAIRMAN:

I declare, under General Laws Chapter 30A, Section 21A(a)(3), that the purpose of the executive session will be to discuss strategy with respect to Collective Bargaining IAFF, Norton Police Association and SENA-B, because a discussion of this strategy in open session could compromise the purpose of the executive session and with the Board to not return to open session at the conclusion of the executive session.

MOTION BY MEMBER:

MOTION was made at 9:35 P.M. by Mr. Kimball to move that the Board go into executive session under G.L. c.30A, Section 21(a)(3) for the purposes and reasons declared by the Chairman and with the Board to not return to open session thereafter. Second by Mr. Salvo. Vote: All in favor, except for Mr. Bramwell who abstained. MOTION CARRIES. Vote: Unanimous. MOTION CARRIES.

Respectfully Submitted by:


Janet Sweeney
Board of Selectmen - Recording Secretary

Documents Presented at Board of Selectmen's Meeting of February 16, 2017

- Application of Robert Charboneau for a one-day All Alcohol license to be utilized at Everett Leonard Park, Saturday, June 24, 2017, 12:00 Noon - 6:00 P.M., for a private party
- "FY16 Audit" by Scanlon & Associates
- MSBA Accelerated Repair Program Statement of Interest for H.A. Yelle Elementary School, J.C. Solmonese Elementary School and L. G. Nourse Elementary School and to authorize Town Manager Michael D. Yunits to sign Agreements with MSBA

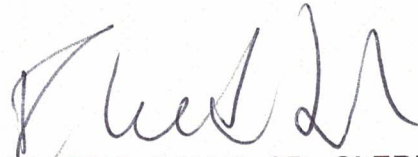
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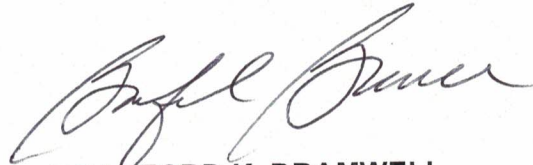
TIMOTHY R. GIBLIN, CHAIRMAN



ROBERT W. KIMBALL, JR., VICE-CHAIR



ROBERT S. SALVO, SR., CLERK



BRADFORD K. BRAMWELL

MARY T. STEELE

Dated: _____

3/9/17