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Finance Committee Meeting Minutes September 20, 2017

I. 7:00 P.M. Call to Order

The September 20, 2017, meeting of the Finance Committee was held in the Board of Selectman's Meeting Room and was called to order at 7:00 P.M., by Mr. Dorney, Chairman. Members Present: Mr. Walter Eykel, Mr. Aaron Smith, Ms. Aimee Sawyer, Mr. Peter Carignan, Mr. Paul Helmreich, and Mr. Stephen Evans. Also in attendance was Mr. Mike Yunits, Town Manager. Not in attendance: Mr. William Rotondi and Mr. Tom DeLuca

II. Warrant Article Discussion

Mr. Yunits introduced Ms. Tabitha Harkin, Planning and Economic Development Director. Ms. Harkin came before the Board and discussed the following warrant article.

a. Proposed Zoning Bylaw: Temporary Moratorium on Marijuana Establishments

Ms. Harkin presented "*Zoning Amendment Process*" and "*Proposed Zoning Bylaw: Temporary Moratorium on Marijuana Establishments*". The proposed changes include language that establishes a temporary moratorium on recreational marijuana establishments.

Ms. Harkin gave a brief background of new legislations and regulations. Issues that were covered included current Norton Bylaw is for medical uses only, references to State regulations are outdated, and drafting of relevant bylaw provisions should be in accordance with the timeline. The proposal is to set a moratorium on recreational marijuana establishments. This would allow a period of time for drafting of relevant bylaw provisions in accordance with the timeline for regulations. Mr. Fiore asked where this would be zoned to which Ms. Harkin replied it would be allowed by Norton by a special permit in industrial areas. Mr. Eykel inquired about the timeline of introducing the amended by-laws. Ms. Harkin stated the moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulates Recreational Marijuana Establishments, whichever occurs earlier. This verbiage is included in the draft article. Based on questions from multiple members of the Board, Ms. Harkin and Mr. Yunits clarified this proposed article does not amend the zoning Bylaw and is for the approval of a temporary moratorium until the Town votes on the matter of selling marijuana in the Town. Mr. Carignan suggested the verbiage presented at the Town Meeting be presented in a different way to alleviate confusion during discussions. Mr. Yunits will follow up with Counsel in regards to the way the verbiage will be presented at Town Meeting. Mr. Helmreich expressed his concern about the Town voting again on this issue. Mr. Dorney asked if there were any more question from members of the Board. Mr. Fiore stated this decision will be discussed at a later meeting to allow members more time to review the materials.

b. Proposed Zoning Bylaw: Non-conforming Single and Two Family Residential Structures

Ms. Harkin presented "*Proposed Zoning Bylaw: Non-conforming Single and Two Family Residential Structures*". Ms. Harkin stated many lots in Norton have been re-zoned to smaller lot dimensional requirements, creating an abundance of pre-existing non-conforming uses. This causes a large percentage of homeowners to be required to file with the Zoning Board of Appeals (ZBA) for small projects and can be a burden. Ms. Harkin gave a summary of the proposed language: "nonconforming single- and two-family residential structures may be altered as of right upon a determination by the Building Commissioner if such changes do not increase the habitable floor area of the structure by more than 25%."

Mr. Dorney confirmed the structure mentioned is referring to square footage. Mr. Helmreich asked if the stated 25% stated in verbiage is based off the original structure or the current structure. He stated that if it is based off existing structure, a homeowner could continuously bypass the ZBA multiple times, making the structure too large for the non-conforming lot. Mr. Yunits replied the homeowner would need to comply with setbacks requirements so the event of this would be unlikely. Setback requirements include zoning dimensional guidelines for front, rear, side and percentage of the lot. Mr. Fiore asked if the 25% increase is allowed once or multiple times. Mr. Yunits stated he will get this information. Mr. Helmreich stated the verbiage included in this proposed article is not specific enough. Mr. Dorney asked if there were any more questions to which there were none.

MOTION was made by Mr. Carignan to accept Warrant Article 29 as written. Seconded by Ms. Sawyer. Vote: (4-0-4). MOTION NOT CARRIED

This Article may come up for reconsideration at a future meeting.

c. Autumn Lane Street Acceptance

Ms. Harkin explained Autumn Lane is a privately constructed street within the Larson's Farms Subdivision. The Norton Highway Superintendent requirements have been met in regards to the paving of the roadway. The proposal is to see if the Town will accept Autumn Lane as a public way. Mr. Dorney asked if there were any questions. Mr. Helmreich asked if the Board of Selectman have voted and approved this warrant article. Mr. Harkin stated they have not but it is on their agenda for later in the week to which Mr. Helmreich replied the Finance Committee doesn't normally approve items before the Board of Selectman. A discussion ensued regarding the items required in accepting a road. Mr. Keith Silver, Highway Superintendent, has signed off on all work done on Autumn Lane. Mr. Bob Kimball, Chairman of the Board of Selectman, came before the Board and stated the Board of Selectman has still not stated their position on the matter. The Committee will revisit this article after the Board of Selectman vote.

Ms. Harkin told the Board the Complete Street Kickoff meeting will be held on Tuesday, September 26, 2017 at the library for anyone interested in attending. She stated this program is to encourage more walking and biking to school and emphasizes safety.

III. Home Market Foods – TIF Proposal Assumptions

Ms. Lynn Tokarczyk, Government Incentives Consultant, Business Development Strategies, Inc. came before the Board. Ms. Tokarczyk gave a brief description on the background and history, proposed expansion plans and the tax increment financing.

Mr. Troy Totten, Vice President of Operations, Home Market Foods came before the Board. Mr. Totten

gave an overview of the history of Whole Market Foods and described the Company's intentions of operations and renovations of the building on 380 South Worcester Street. The project, including renovations and purchase of the building would equal \$25 million. Benefits to the Town include: new jobs will be created; the Company actively contributes to the community, more specifically to the Greater Boston Food Bank; opportunities of internships to local college students; and increases to incremental taxes. Mr. Dorney asked if there were any questions from the Board. Mr. Eykel inquired about the renovations, more specifically the freezer area. Mr. Totten replied there is 115,000 sf of frozen area that was decommissioned they plan on reinstalling and reinstituting. Mr. Fiore asked if there were any other inquired from other vendors to which Mr. Yunits replied no and also stated when fully assessed, would be valued at \$18 million. Mr. Carignan asked about the truck schedule going in and out of the property. Mr. Totten replied the Company would have about twenty trucks a day equaling about two trucks an hour going on and off the property. The previous company who occupied the space, Sysco, had 180 large format trucks doing local deliveries. This would be a significant decrease in traffic.

Mr. Totten explained Home Market Foods would continue to rent the existing space out to the two companies that are currently occupying the space. New England Ice Cream has also expressed interest in renting out the space. Mr. Helmreich inquired about the use of the incinerator to which Mr. Totten replied he unaware of an incinerator on the property. Mr. Kimball came before the Board and explained how the Board of Selectman is very excited for this opportunity and voted unanimously on this proposal. Mr. Dorney asked if there were any questions. There were none. Mr. Yunits came before the Board and discussed the *"10 Year Tax Increment Financing (TIF) Proposal Assumptions"*.

MOTION was made by Mr. Helmreich to recommend Warrant Article 11 as written. Seconded by Ms. Sawyer. Vote: Unanimous MOTION CARRIES

IV. Report on WPAT Activity

Mr. Yunits came before board and discussed the activity of WPAT loan totals and administrative costs. Mr. Evans asked if there are any defaults on these loans or any leans to which Mr. Yunits replied no. Mr. Evans asked how many loans there are currently to which Mr. Yunits replied he was unsure but would get this information.

V. Codification

Mr. Yunits explained this entails re-aligning the Bylaws so they are accessible on-line in a consistent format. This matter is currently being worked on by Counsel. It is planned to be presented at Town Meeting.

VI. Other Business

Mr. Yunits explained the Town accountant is waiting on the state to verify the free cash certification. This should be received by next week. The Town is currently under budget by \$65,000 in building fees but spending should be cautious.

Mr. Dorney asked the Board to consider being a liaison for a Town Department of their interest. This will be further discussed at the next meeting.

MOTION was made by Mr. Fiore to allow the Chairman and Vice-Chairman authority to sign off on timesheets and bills as required. Seconded by Mr. Helmreich. Vote: (7-0-1) MOTION CARRIES

VII. Approval of Minutes

**MOTION was made by Mr. Fiore to approve the Finance Committee Minutes of Meeting dated September 11, 2017 as amended on September 20, 2017. Seconded by Ms. Sawyer Vote: Unanimous
MOTION CARRIES**

VIII. Adjournment

**MOTION was made by Mr. Fiore to Adjourn at 8:23 p.m. Second by Ms. Sawyer Vote: Unanimous.
MOTION CARRIES.**

Materials Provided:

- Warrant Draft Articles
- ATM Score Sheet
- Planning Board Report dated September 19, 2017
- Home Market Foods – TIF Proposal Assumptions
- Report on WPAT Activity

Respectfully Submitted by:

Kayleigh Correia
Recording Secretary

Minutes Approved by Committee

on: October 2, 2017
(Date)

Signature: Richard F. Gannery