



TOWN OF NORTON
SELECT BOARD
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Board of Selectmen
Meeting Minutes
March 5, 2020

I. **Call to Order by Chairman**

The March 5, 2020 meeting of the Norton Board of Selectmen was held at the Norton Media Center and was called to order at 7:00 P.M., by Mr. Bradford K. Bramwell, Chairman. Member(s) present: Mr. Michael Flaherty, Ms. Mary Steele, Mr. John Conway, and Ms. Renee Deley. Also in attendance: Mr. Michael D. Yunits, Town Manager.

II. **Appointments/Resignations/Retirements**

1. Resignation of Tiffani Green from the Recreation Commission.

MOTION was made by Mr. Flaherty to accept the resignation of Tiffani Green from the Recreation Commission. Seconded by Mr. Conway. Vote: Unanimous. MOTION CARRIES.

Mr. Bramwell wanted to discuss getting live feed at the Norton Public Library with Mr. Jason Benjamin, Director of Cable Access. He asked if it was possible to get this done. Mr. Benjamin stated it is possible, but it would cost a decent amount of money and time (about 90 days).

Mr. Bramwell asked if a meeting was recorded and was not live when the video would be uploaded. Mr. Benjamin answered that it is usually the next morning, but sometimes that same night.

Mr. Flaherty asked to give a relative ballpark of what it would cost for live feed capability at the Library. Mr. Benjamin gave a brief summary of what the work would entail. Mr. Flaherty responded that it sounds expensive, which Mr. Benjamin confirmed it was.

Mr. Bramwell asked if they could use the current equipment in the Selectmen's room for the Library. Mr. Benjamin said they could probably reuse some of it, but probably not all of it. Mr. Benjamin said that him and the [Cable Access] Board wanted the Selectmen to know that the Selectmen are more than welcome to meet at the Norton Media Center and that the space also allows for meetings to happen simultaneously. Ms. Deley asked for an estimate and Mr. Benjamin said it would cost about \$10,000.00 to \$20,000.00, but these funds would come out of the Cable Studio budget hopefully not the Town budget.

2. Vote to Appoint Steven Lucas as a Permanent Member of the Recreation Commission.

MOTION was made by Mr. Flaherty to appoint Steven Lucas as a Permanent Member of the Recreation Commission. Seconded by Mr. Conway. Vote: Unanimous. MOTION CARRIES.

3. Vote to Appoint Sonia Tsilis as an Alternate Member of the Recreation Commission.

MOTION was made by Mr. Flaherty to appoint Sonia Tsilis as an Alternate Member of the Recreation Commission. Seconded by Mr. Conway. Vote: Unanimous. MOTION CARRIES.

III. **Licenses and Permits**

There were no licenses or permits to approve.

IV. **Announcements**

There were no announcements to discuss.

V. **Business**

A. **New Business**

1. Discussion and/or Vote to Grant Extension to the Mitigation Agreement with Carroll Advertising, LLC.

Mr. Yunits reminded the Selectmen that they signed a Mitigation Agreement with Carroll Advertising on June 13, 2019. He advised that the original location that Carroll Advertising picked out fell through and that they have since found an alternative location. He further explained that the company is looking for an extension until September 5, 2020. Mr. Yunits stated that they have been before the Planning Board and now they are going before the Zoning Board. Then, they will have to get State approval for the location. The Town Manager informed the Board that the new location is at 3 Lopes Drive. He stated that they were granted two variances from the ZBA. One was for the requirement to not be closer than 1,000 feet to a residence. Mr. Yunits explained that the proposed site is 380 feet away from a residence, but it is zoned industrial and used for industrial purposes, but the [business owner(s)] also lives there. He added that the second variance was for the rear property line, so they could be visible from the highway. Mr. Yunits lastly advised that Carroll Advertising has a hearing before the Planning Board scheduled for next week.

Ms. Deley asked what the old address was. Mr. Conway answered that it was 176 and 202 South Washington Street. Ms. Deley asked if they are going to get the maps and diagrams for the new property. Mr. Yunits said he was sure the Planning Board received this so he would get that to the Board. Ms. Deley asked to delay voting on this until the next meeting to have the supplemental information, which the rest of the Board agreed to.

2. Discussion on Land Management Agreement for Boat Launch on Reservoir.

Ms. Carlino gave an update on what was going on. She advised that the Open Space and Recreation Plan has a list of priorities, one of which being improving access to water bodies and waterways. Ms. Carlino stated that they had a meeting with the Division of Fisheries and Wildlife in January where they asked them to go to the Board of Selectmen to gauge if there is enough interest in that to move forward with the process. The Conservation Agent advised that at this point, they are at the preliminary stage just to see if this is something the Board would be interested in moving forward with having a boat ramp at 237 Mansfield Avenue.

Ms. Deley asked if this was the property that was too shallow for boat ramp. Ms. Carlino replied that all of the Reservoir is too shallow for motorized boats, but it would still be good for hard top access (canoes, kayaks, etc.). Ms. Carlino said that they can still have motorized boats on the water, but for Fisheries & Wildlife it would just be for car-top access.

Mr. Bramwell clarified that this wouldn't alleviate the boat traffic at Juniper Beach, which Ms. Carlino confirmed. She mentioned that by doing this it would establish a designated area for people to have access to the water bodies and would be shown on the map as well as on the Fisheries and Wildlife website. Ms. Carlino said they would work out a cost-share for the cost of construction, but they will also apply for State and Federal grants. Ms. Deley asked if there will be a parking lot, which Ms. Carlino answered there would. Ms. Deley asked if there will be a storage area for racks as previously discussed at a Selectmen's meeting. Ms. Carlino replied that they could look into it.

Mr. Yunits said that the State had a plan and went around the entire Reservoir to see if it could justify putting in a more substantial boat ramp for larger boats, but they couldn't find anything suitable.

MOTION was made by Mr. Flaherty to approve the land management application. Seconded by Mr. Conway. Vote: Unanimous. MOTION CARRIES.

3. Vote to Declare the Fire Department's 2012 International Terra-Star Ambulance as Surplus/Removed from the Fire Department Inventory and Transferred to the Police Department.

MOTION was made by Mr. Flaherty to approve the request to declare the Fire Department's 2012 International Terra-Star Ambulance as surplus, to remove it from the Fire Department's inventory, and to transfer it to the Police Department. Vote: Unanimous. MOTION CARRIES.

4. Review Building Projects with Permanent Building Committee.

Ms. Dinah O'Brien, Chair of the Permanent Building Committee, informed the Board that they had 17 sites they were considering and at their last meeting they narrowed it down to 4 sites. Mr. Michael Viveiros of DBVW Architects was present as well to give the presentation.

Mr. Viveiros explained that the first site is Reservoir Street, which is owned by Wheaton College. The second site is located at 116-120 Mansfield Avenue. The third site is the property located at the Middle School (215-223 West Main Street) and the fourth location is 78 East Main Street. He went over the first site plan located at Reservoir Street, which would accommodate both the Town Hall and the Senior Center. He stated that they left space available along the buildings for recreational purposes/access.

Mr. Bramwell asked Ms. Carlino if she is familiar with this site and if there would be anyway to get grant money to purchase the back lot. Mr. Carlino said yes, she is familiar and that it looked like upland area, which is where the wetland in the back is close to the bank along the shoreline. She mentioned that this would present an opportunity to offset costs for the purchase by designating the back for recreational purposes in order to qualify for grant money. Mr. Bramwell asked what recreational activities would be accommodated by this. Ms. Carlino said it would be passive recreation like canoeing, kayaking, smaller boats, hiking, nature trails, and nature study (not sports like soccer, football, etc.).

Ms. Deley asked if there are any potential opportunities to have access from Route 140. Mr. Viveiros answered no, but then clarified that it hasn't been addressed. Ms. Deley asked what to expect as far as traffic. Mr. Viveiros said they have not done a traffic count yet. Mr. Viveiros then gave an overview of the budget for this site. He explained that the escalated costs are to January 2022 and that the town hall would be approximately \$14,000,000.00 and the community center \$6,790,993.00,

which does not include soft costs. Mr. Viveiros stated that the soft costs for the town hall would be \$2,549,867.00 and \$1,364,788.00 for the community center. He mentioned that they also factored in an 8% contingency fund. So, the total costs for Site 1 is \$27,985,879.00. Mr. Viveiros pointed out that he was unsure if they would be able to get a septic system on this site. If it is not possible, then they would have to connect to the sewer line further up Reservoir Street, which could potentially be an additional \$400,000.00 to tie into the sewer. Ms. Deley asked if these figures were run by the Water/Sewer Department. Mr. Viveiros said no, but this estimate was based off of previous numbers. Mr. Yunits said that it is about 1,000 feet to the next manhole, which is just beyond Elm Street.

Mr. Viveiros moved on to Site 2. He stated that although it is 5.7 acres, it is mostly wetlands and this site would just accommodate the community center. Mr. Viveiros informed the Board that this site is for sale at \$849,900.00 and it would be a one-story building. He stated that if this site was selected, they may study this in a different way than how it is currently showing on this site. Ms. Deley pointed out that there is a lot less parking available. Ms. Deley asked Ms. O'Brien if this is sufficient parking where they are only proposing 50 parking spaces. Ms. O'Brien replied that they would have to see the actual design/size of the building and then find out exactly where the parking would be. Ms. O'Brien reminded Ms. Deley that again this is just a feasibility study. The budget for Site 2 is as follows: construction costs in FY20 dollars \$5,271,454.00; and escalation of \$6,897,453.00. So, the total with soft costs, hard costs, escalation fees, and a contingency fund would be \$10,764,577.00.

Mr. Viveiros moved on to discuss Site 3, which is referred to as the Middle School Property.

Mr. Bramwell asked Mr. Savas about widening the entrance to the Middle School. Mr. Savas said he can't speak to that, but he believed this topic was brought up due to traffic concerns. Mr. Viveiros explained that this site would just be for the community center. He stated that it is a "snug fit," but it would work. Mr. Bramwell asked about the possibility of a two-story building. Mr. Viveiros explained that while you will gain overall square footage, you will lose space in the footprint due to the addition of stairwells and elevators. Ms. Beth Rossi asked what the square footage of the proposed lot where the building and parking will be is. Mr. Conway said he believes it is about 2.5 acres. Mr. Yunits asked how many parking spots are proposed at this site. Mr. Viveiros answered 67 parking spaces.

Ms. Rossi expressed a concern about the parking and what was being proposed was not enough. She expressed a concern about the previous site too because that only showed 52 parking spaces. Ms. Deley asked Ms. Rossi what would be adequate. Ms. Rossi said that they have at least 60 seniors a day visiting the Senior Center and with a bigger building that offers more activities, "if you build it, they will come." Ms. Rossi expressed that she is hoping to have multiple rooms with multiple activities going on simultaneously.

Mr. Bramwell asked about the waste water at the Middle School because there is currently a line down West Main Street. Mr. Christian Zahner, Board of Health Agent, said that he spoke with Mr. Fournier about this issue. He said he knows that when we spoke to the DEP about the sewer project, the forced main is still in place. He said he asked if once the High School and the Yelle tied in, if that line could be redirected down from the Middle School to the sewer. Mr. Zahner said from looking at plans, it appears that it could be done, but at a substantial cost. Mr. Zahner added that the current leaching field is under the tennis courts. Ms. Carlino said that if the park and playground were removed/relocated, the Town might need Article 97. Mr. Viveiros replied that they weren't informed that the park is designated as park land. Mr. Viveiros stated that the cost of this project with hard and soft costs would be about \$10,174,000.00.

Mr. Viveiros explained that Site 4 is 78 East Main Street, which is adjacent to the Police Department and the Fire Department. He said that the site is quite large, but it is restricted due to wetlands and flood plains. Mr. Viveiros stated that this site works, but is tight. He said that the current plan is to have the community center as two stories. He emphasized that this site is to create a municipal complex and it shows the revised ways to get in and out of the site. Mr. Viveiros mentioned that they would be making improvements beyond what is necessary for just the two buildings because they would also be updating the parking for the Library and the Police Department as well. He said that this would be quite a bit of work to accommodate, but it is workable.

Ms. Deley questioned how the traffic flow would be. Mr. Viveiros pointed out that there is a connection north of the Police Station, which is also the current drive for the Department of Public Works. Ms. Deley said there is an entrance on one side of the Fire Department and one on the side of the Police Station, which Mr. Viveiros confirmed. Mr. Viveiros said this is the most expensive site due to the demolition and the fact that this still needs to be functional to carry-on business until completed; so, this would need to be done in phases and would be more time consuming. Mr. Viveiros stated that the town hall would cost \$15,334,000.00, the community center would be \$7,896,000.00; so, the total cost would be \$33,140,000.00 with hard costs, soft costs, contingency, etc.

Mr. Viveiros moved on to discuss Site 5, which is the same site with just the town hall and no community center. He expressed that he if they decide to move forward with this site and only have the town hall, they would probably locate the building somewhere else than what they are showing just in case the Police Department needs to be expanded. He stated that the construction costs in 2020 dollars would be \$12,955,000.00 with a total cost of \$23,686,931.00.

Ms. O'Brien expressed that these are very needed buildings in town. She stated that the current town hall is under OSHA siting and the Senior Center is in an 1,800 square foot old school house/fire department. She emphasized that the buildings presented will last. Ms. O'Brien asked that the Selectmen have the Permanent Building Committee at their next meeting to go over the options.

Ms. Deley said that she was surprised there was only one site presented that is already owned by the town and asked Ms. O'Brien to elaborate. Ms. O'Brien said that a lot of the town-owned properties are wet and would not be adequate for the building(s). Ms. O'Brien informed Ms. Deley that 48% of Norton is wetlands. Ms. Deley requested that a spreadsheet comparing the costs be prepared, which Mr. Viveiros agreed to.

Mr. Conway asked Ms. O'Brien to share the Permanent Building Committee's first choice. Ms. O'Brien stated that they took a poll of the Permanent Building Committee, which resulted in the PBC recommending Site 4 creating the municipal campus and the second selection would be the community center at Middle School (3A) and the town hall at Site 4A (78 East Main Street). Mr. Conway informed the rest of the Board that he was able to vote as representative and he voted the same way as the PBC.

Mr. Brian Bechet of the Permanent Building Committee mentioned in regard to Site 4 that there is another piece of abutting property that could make the property more appealing. Mr. Yunits said since they sent the letter to the owner they have not heard back yet. Mr. Flaherty asked what is there now and Mr. Yunits answered it is vacant. Mr. Bechet pointed out that with the additional space, it

would make the community center one story and would be cheaper, which would offset the cost of the purchase of this additional piece of property.

5. Review Draft Town Meeting Warrant.

Mr. Yunits explained that a bulk of the warrant is zoning articles. He stated that he will be speaking with the Finance Committee on March 11th on these. Mr. Yunits advised that he and Mr. Bramwell spoke the other night with the Permanent Building Committee and explained that five articles for the Permanent Building Committee are placeholders. The Town Manager informed the Board that if they can iron out what they are doing three weeks prior to town meeting, they could remove some of these placeholder articles.

Mr. Yunits gave a summary of the following warrant articles:

Article 2 is to accept Chapter 90 money (have this every year)

Article 3 is for any separation expenses (people retiring)

Article 4 is to fund any collective bargaining agreements between now and town meeting

Article 5 is for removing trees along town roads that are dangerous and may be falling (allows to bring in crane service for larger trees)

Article 6 is the Water Enterprise Budget

Article 7 is Sewer Enterprise Budget

Article 8 is to appropriate monies for any town debts

Article 9 is the Capital Improvement Fund

Mr. Conway asked in regard to Article 8 if they will have a fixed figure. Mr. Yunits answered that yes, they will. The Town Manager further explained that the articles themselves will not have the amounts in them, but they will be in the motion. Mr. Yunits stated that when the warrant goes out and is posted, it has the Finance Committee's recommendations on it. Ms. Deley asked to show how the Finance Committee voted and then to have the original list and the markup showing what was removed and why to facilitate the process.

Mr. Yunits continued his summary of the warrant articles as follows:

Article 10 is to raise and appropriate (borrow) to fund capital plan

Article 11 is to appropriate for Household Hazardous Waste Day

Article 12 is a solar pilot that the assessor is negotiating with the proponent looking to put solar on South Worcester Street

Article 13 is reserved to fund the municipal and community center project

Article 14 was put on by the School Committee for the town hall/senior center/and athletic complex

Article 15 is in case there is land acquisition for the town hall and community center that would be located on the same property

Article 16 is for the purchase of land just for the town hall

Article 17 is for the purchase of land just for the community center

Article 18 is an article to appropriate more funds for the West Main Street sewer project

Ms. Deley had a question on Articles 13-17. She pointed out that there was not a separate article just for the athletic complex. Mr. Yunits explained that if they were going to do something like that, Article 13 is for the town hall and the community center and Article 14 is for all three. So, depending on how things went, then the article could be amended to have just the field. Mr. Bramwell supported Mr. Yunits comment and reiterated that there are placeholders on the warrant that can be amended. Ms. Steele asked if they could also have the option of just adding an article just for the fields to the Special Town Meeting warrant, which Mr. Yunits confirmed. Ms. Deley asked if they wanted to declare a Special Town Meeting [within the Annual Town Meeting] when they would have to declare this and Mr. Yunits suggested doing so at their next meeting.

Article 19 is for the 20 year lease on the cell tower that was approved.

Ms. Deley, in reference to Article 18, pointed out that this is the third time they are being asked for more money for this project. Ms. Steele said they are paying a consultant for these projects and would love to see what they are paying this consultant for. Mr. Flaherty added that the consultant is Weston and Sampson and it is who they have always used, so he should be familiar with the Town. Mr. Conway asked where this project is being paid out of. Mr. Yunits said it is the Town budget.

Ms. Steele said the Board needs to have a lengthy discussion with the Water/Sewer Department before town meeting about this. She suggested that the next time the Water/Sewer Department comes before the Board, when their contract is up with Weston and Sampson, that they discuss what the process would be to get a new consultant.

Article 20 is to appropriate money to continue the watershed plan for the Chartley Pond, the Reservoir, and Lake Winnecunnet

Article 21, which is for prior year bills, would be removed once the Special Town Meeting is called

Article 22 was put forward by the Community Preservation Committee to adopt the Community Preservation Act.

Article 23 is a zoning article

Article 24 is another zoning article

Articles 25 and 26 have to do with marijuana (25 is placeholder in case any other changes)

Ms. Deley said the Industrial Development Commission submitted Articles 26 and 27. She asked what Article 25 was put in for. Mr. Yunits said he would have to check with Mr. Paul DiGiuseppe, Director of Planning and Economic Development, about this because he believes this might be a duplicate article.

Article 29 is also a zoning bylaw. Mr. Yunits explained that currently, if someone is proposing a zoning change on a piece of property, they need to put the map up, but this would eliminate that and the map would just be on the town website.

Article 30 is there if any changes needed to be made for the personnel bylaw

Article 31 is OPEB

Article 32 is stabilization

B. Old Business

There was no old business to discuss.

C. Town Manager's Report

1. Update OSHA Written Warning and Order to Correct.

Mr. Yunits mentioned that there was a question regarding the \$10,000 for electrical services. He explained that this is not just to change just the location [of exit signs], but also to do the illumination and egress lightings. The Town Manager pointed out that work needs to be done at the two egresses on the second floor, two on the first floor, two in the basement, one in the main corridor, one in the boiler room, the stairwells as well as removing any abandoned electrical outlets in the building.

Mr. Yunits stated that there was also a discussion on the blocked exits. He advised the Board that once the curtains went up in the Selectmen's Meeting Room, that was no longer an emergency exit. He mentioned that there was no blockage on the second floor. The Town Manager then addressed the basement and advised that it has since been cleaned out and that the elevator does not go to the basement, so it is not readily accessible for people. Mr. Conway asked if this was a limitation or if the elevator was designed that way. Mr. Yunits said it was designed that way for safety reasons and limitation of access. Mr. Yunits referred to the cage in basement and pointed out that they used to store things in there, but the previous Deputy Chief told them to remove all material from there.

Mr. Yunits stated that the barrel that was outside of the cage near the basement stairwell was probably there from someone cleaning out the basement that day. He also pointed out that at the front of the town hall there were chairs under stairwell that has since also been removed. Mr. Yunits then referred to the work and constant upkeep. He stated that he went down to the basement this past Saturday and was going to shut the door, but there was an extension cord that that Water Department used to run the length of the basement. The Town Manager advised the Board that he called the Water Department and told them they can't do that. So, downstairs does not have any more exposed wires, there is signage on the doors, the cleanups have been done in the basement, and they are waiting for the flooring company to come in and do the ramps. Mr. Zahner informed the Selectmen that caution signage has been added temporarily. Mr. Yunits stated that they asked for an extension to complete all of the work.

The Town Manager reported that OSHA recommended that they be aggressive with the necessary roof repairs at town hall. Mr. Yunits said that the cost to do the roof over is \$60,000.00. Ms. Deley asked if they know what has been spent on patching the roof thus far. Mr. Zahner said he did not know, but it has been a little over the years. Mr. Zahner clarified that Fire Department's roofing is in good shape, but the flashing of the seams has been getting repair in segments. Mr. Zahner emphasized that he didn't want to put a new roof on if they building was coming down, but if they are not moving, they need to formulate a plan. Mr. Zahner advised that a new heating/AC unit is being put in this week.

Ms. Deley asked what the cost of repairing the building is versus building a new one. Mr. Yunits said an architect had looked into this years ago and he agreed to provide this information. Mr. Carmichael, Building Commissioner, stated that by the time the Town does all of the fixes and patches the building still does not have enough room for all of the departments and it wouldn't be economical. The Building Commissioner reported that they are working on cost estimates. Mr. Conway said that by documenting this, it would provide further support for the project(s) being proposed. Mr. Zahner said the cost to repair the building that the Town Manager got has to be at least 6 years old and suggested that they get a new cost estimate and Mr. Conway agreed.

Mr. Yunits stated that the Building Commissioner is asking that the Board of Selectmen formally vote to close down the Selectmen's Meeting Room after he provided a summary of reasons to do so.

MOTION was made by Mr. Flaherty to close down the Selectmen's Meeting Room. Seconded by Mr. Conway. Vote: Unanimous. MOTION CARRIES.

Mr. Conway asked Mr. Zahner, Board of Health agent, about the Coronavirus preparations. Mr. Zahner indicated the Department of Public Health wants municipalities to focus on international travelers returning from China or Iran, and then Level 2 and 3 from Italy, foreign nationals from China, and Japan are being handled on state and national levels. Mr. Zahner indicated when residents call, they are advised to self-quarantine and then it is reported to the State, further noting it is hectic and people are scared.

Mr. Yunits indicated a meeting occurred on Tuesday with department heads to talk about the Coronavirus and how to remotely connect. In respect to emergency response, local hospitals are contacted during transport if anyone is suspected of having the virus. Ms. Deley asked if additional equipment was procured by the Fire Department and Mr. Yunits indicated it was. Mr. Bramwell asked if the State has any supplies to provide, to which Mr. Zahner indicated they are experiencing shortages as well and PPE is being used now during responses assuming there are infections. Mr. Zahner indicated there is a level of panic amongst residents and advised the State website should be referenced.

Mr. Bramwell advised he is seeing shortages of masks at his employment. Mr. Zahner indicated the panic is contributing to the shortages and noted current recommendations are to only wear masks if you are showing symptoms. Ms. Deley asked if we considered providing masks to people who visit Town Hall and have symptoms. Mr. Zahner indicated he had not gotten to that point, but agreed and commented that he is also hesitant to provide masks due to the shortages. Ms. Deley relayed her concern that if they don't have a supply now and have a town meeting scheduled in a couple months, that they need to think about what to do when the virus is here, what are their trigger points to move forward with the meeting, and if they move forward how do they social distance, provide sanitizer and appropriate space (noting the process of an epidemic means it will eventually be in Norton). Mr.

Zahner indicated he would reach out to the State for guidance; that would be in a situation where there are cases in Town. Ms. Deley indicated companies already have travel bans in place and in-person meetings are getting canceled and indicated that they need start thinking about what needs to be done since it is only two months away. Mr. Zahner agreed if they had instances [of infection] they may need to reconsider the meeting. He additionally noted his concern with even talking about this where being on television increases panic. To which Ms. Deley indicated that they need to plan for this. Mr. Zahner indicated he would continue to work on it. Mr. Conway asked if there is anything the Board could do to support him to which Mr. Zahner replied he will reach out when necessary as he develops responses to scenarios. Mr. Bramwell noted the increase in cost of personal protective equipment already.

Mr. Jim Slattery noted at the recent election hand sanitizers and wipes were available and commended Town Clerk Lucia Longhurst. He further stated his opinion that the more the issue is discussed, the more people get excited about it and the plan should be "if it's that bad" the meeting is cancelled due to costs and to refer people to the Fire Department who have equipment. Mr. Yunits noted Ms. Longhurst went out of her way to find the supplies for the election as they were not available through the usual suppliers.

2. Report on Building Expenses.

Mr. Yunits advised that the School Business Manager provided the figures the Selectmen were looking for. He asked that the Selectmen make sure there isn't more information they need. Ms. Deley asked what is included in the operational costs. Mr. Yunits answered electric, gas, water, sewer, etc. Ms. Deley asked to have all of the information on one of the handouts be put onto one sheet with all of the buildings, the operational costs, and the totals. Mr. Yunits indicated this did not include the municipal buildings. Mr. Conway asked when the rest of the information would be available to which Mr. Yunits indicated he would follow up with the Water and Sewer Department. Mr. Yunits relayed this information would be included in the packet for the petitioner regarding the expenses of the schools. There was later discussion on additional expenses Mr. Wells provided for lighting that was asked to be included as well.

Mr. Bramwell asked Mr. Savas to explain who was covered under the salaries for the principal and vice principal, which he stated he assumed it was for both the principal and vice principal combined. Mr. Savas replied that he believed the figures had to represent both.

Mr. Savas gave a brief overview of the Athletic Complex project noting the option the School Committee decided on was Option G that includes an 8 lane track (to be a regulation track), synthetic turf field with lighting (existing football field is in bad shape and MIA does not allow playoff games because it is not an acceptable or safe field; many existing lights are out and are not replaceable), a synthetic turf multi-purpose field, synthetic softball/baseball construction that can break down into additional fields/options, a synthetic turf multipurpose field (where what is currently referred to as the "pit field" is) and tennis courts; existing softball and baseball fields will remain the same. The cost is estimated at \$8.6 million, with 10% contingencies. Mr. Savas commented that the project is expected to come in under budget based on other projects completed in the State, but noted that those projects were not as big as the proposed project. He stated that the maintenance the first year would cost \$5,000.00 and the second year \$10,000.00 but expressed that they believe field use fees will cover these costs. For example, Mr. Savas said they could probably bring in around \$9,000.00 from holding a tournament over a weekend. Mr. Savas also advised he would follow up on the ability to use fees raised to pay for other items like sports' fees and the current maintenance fees, noting the

current field often times can't be used due to its condition, most recently soccer could not be played on the field, and often times the Town incurs additional travel expenses. Mr. Bramwell suggested having any portion of rental fees go into a fund for a replacement field because the life expectancy of a turf field is a decade and Mr. Savas agreed.

Mr. Conway said that people were saying this project came out of nowhere and asked Mr. Savas to elaborate on that. Mr. Savas said that it has been in the works for at least two years. Mr. Yunits said in these people's defense, the first it appeared was in the spring-time when the money was being appropriated for the study that they were talking about a turf field. Mr. Yunits further stated that Ms. Cohen brought this up before, but he never imagined a project of this size. The Town Manager added that the size is a surprise because people were expecting a turf field and a track. Mr. Savas encouraged people to review the School Committee meetings as this project has been discussed for quite some time and will have information on the website as well. Mr. Yunits asked if the School Committee was presenting to the Permanent Building Committee because the Permanent Building Committee was surprised to hear about this project and were wondering why there was an article on the warrant because they hadn't seen anything.

Mr. Conway said that it was a point of order of where that article came from. Mr. Yunits said that the statement Mr. Savas made was not true [as far as the School Committee submitting this article so they wouldn't miss the deadline] because their articles came in way before the deadline. Mr. Yunits stated that Mr. Savas was saying more or less that they had to do it because no one else was doing it, which he expressed wasn't true because it was put on during the warrant timeline. Mr. Yunits emphasized that the article would have gone on the warrant even if the School Committee hadn't submitted the article. The Town Manager pointed out that Mr. Savas was making it sound like it wouldn't have gone on the warrant had the School Committee not done it; however, if the School Committee took this to the Permanent Building Committee, the PBC would have submitted it. Ms. Deley said that the article was submitted the day before the warrant closed, to which Mr. Conway confirmed. Ms. Deley further noted Ms. O'Brien was waiting on the School Committee to vote on this project. Mr. Yunits informed everyone that when they receive an article from an elected committee, the article has to go on the warrant. The Town Manager lastly stated that they don't form the warrant until the timeline is put together. Mr. Conway indicated the project should be formally presented to the PBC as part of the normal process now that the School Committee voted.

V. Selectmen's Report and Mail

Mr. Flaherty acknowledged the Town Clerk and the amazing job she did with the recent election especially with a new venue (Norton Middle School) and equipment.

Mr. Yunits indicated he received feedback from the Veterans' Agent that everything was great including the handicap parking and Chief Clark also indicated the election went well. Ms. Deley said that the only concerns she heard about for feedback regarding the election was additional signage.

Mr. Conway mentioned he had asked before about getting on ClearGov. He informed the Board that he got a quote that came in lower than expected and asked that this be reconsidered as the quote he received was 1/10 what was originally indicated at an earlier meeting. A discount is reflected because the schools are using it already, with year 1 at \$8,800 and annually \$6,300 afterward. Mr. Conway indicated this would be a worthwhile investment for the municipality to be able to be more transparent and being able to communicate the Town finances. Ms. Deley requested this be added

into the upcoming budget so when the budget is presented to the Board it is an item they are reviewing. Mr. Yunits responded in the affirmative.

Ms. Steele reminded everyone that the Kathy Bailey basketball game is at 7:00 P.M. tomorrow night and that tickets are being sold at the door.

Mr. Conway reminded residents that the Master Planning Session is at the Library Saturday (March 7th) at 9:00 A.M.

VI. **Meeting Minutes**

MOTION was made by Mr. Flaherty to approve the October 3, 2019 Minutes. Seconded by Mr. Conway. Vote: Unanimous. MOTION CARRIES.

VIII. **Warrants**

Report of Chairman, Bradford K. Bramwell, that he approved the following Payroll and Invoice Warrants:

A. Payroll Warrant PR20-18 for the week ended February 22, 2020, Warrant dated February 27, 2020, in the amount of \$1,388,492.25.

B. Invoice Warrant AP 20-35 dated February 27, 2020, in the amount of \$1,522,818.77.

C. Invoice Warrant AP20-36 dated March 5, 2020, in the amount of \$1,031,994.66.

IX. **Other Business**

There was no other business to discuss.

X. **Next Meeting's Agenda** –

Mr. Conway asked that the next meeting, which is scheduled for March 19, 2020 be moved to March 18, 2020 so he could be present. Mr. Bramwell asked about the availability of the meeting rooms. Mr. Yunits asked which rooms the Selectmen would prefer to use, which they replied either the Library or the Norton Media Center. The Board then proposed moving the meeting to March 26, 2020 due to Ms. Steele's unavailability. Ms. Deley indicated the Board should consider meeting with the Finance Committee on March 11th as the Planning Board would be presenting. The next meeting date was to be determined after further review of the Selectmen's and Town Manager's schedules.

XI. **Executive Session**

There was no need for an executive session.

XII. **Adjournment**

MOTION was made by Mr. Conway to adjourn the Board of Selectmen meeting at 9:53 P.M. Seconded by Mr. Flaherty. Vote: Unanimous. MOTION CARRIES.

URL Link: <https://www.youtube.com/watch?v=gM-oWSIWvmE>

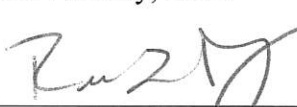
Respectfully Submitted by:



Jennifer Reid, Office Administrator

**BOARD OF SELECTMEN
MINUTES OF MEETING
MARCH 5, 2020**

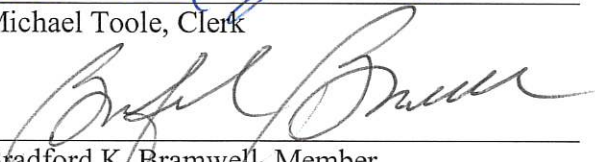
John Conway, Chair



Renee Deley, Vice-Chair



Michael Toole, Clerk



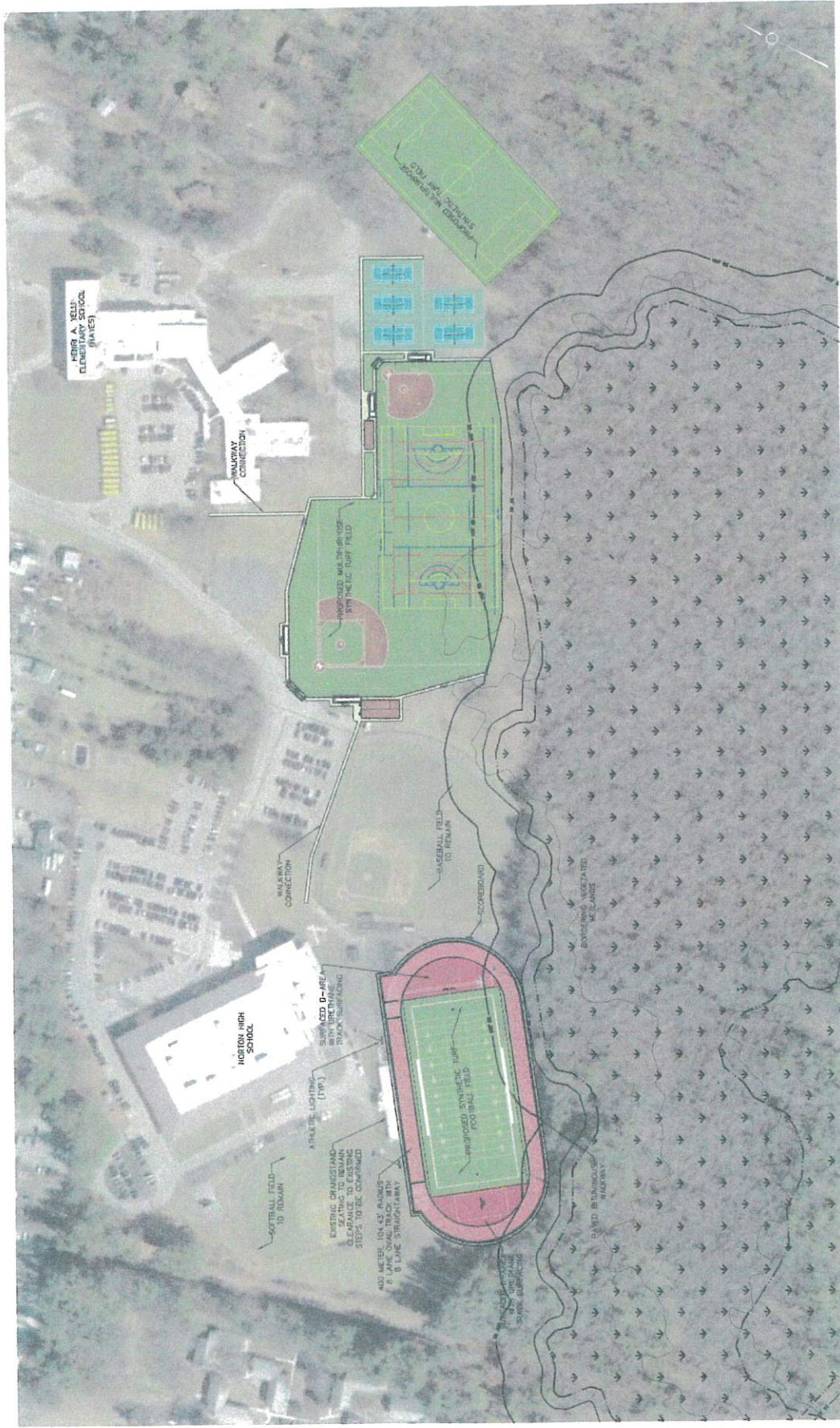
Bradford K. Bramwell, Member

Minutes Approved by Board on: July 23, 2020

Norton Public Schools Master Plan
Option G Schematic Cost Estimate - 11/05/2019
Gale JN: 718090



8-Lane Track and Synthetic Turf Field Construction	\$	2,812,068
Synthetic Turf MPR, Softball, Baseball Construction	\$	4,430,446
Synthetic Turf MPR "Pit Field" Construction	\$	1,083,485
Tennis Courts Construction	\$	341,500
Total	\$	8,667,499



Norton High School Athletic Campus Master Plan