



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
Meeting Minutes
March 26, 2020

I. Call to Order by Chairman

The March 26, 2020 meeting of the Norton Board of Selectmen was held remotely (dial in via 425-436-6387, participant access code 386881) and was called to order at 6:32 P.M., by Mr. Bradford K. Bramwell, Chairman. Member(s) present: Mr. Michael Flaherty and Ms. Mary Steele. Mr. John Conway and Ms. Renee Deley joined the meeting at 6:38 P.M. Also in attendance: Michael D. Yunits, Town Manager.

II. Appointments/Resignations/Retirements

1. Appointment of Thomas J. Petersen, Jr. as a Full-Time Civil Service Deputy Chief of Police to the Norton Police Department.

MOTION was made by Mr. Flaherty to appoint Thomas J. Petersen, Jr. as a Full-Time Civil Service Deputy Chief of Police to the Norton Police Department. Seconded by Ms. Steele. Vote: Mr. Flaherty – Yes; Ms. Steele – Yes; and Mr. Bramwell - Yes. MOTION CARRIES.

2. Appointment of James C. Franco as a Full-Time Civil Service Police Lieutenant to the Norton Police Department.

MOTION was made by Mr. Flaherty to appoint James C. Franco as a Full-Time Civil Service Police Lieutenant to the Norton Police Department. Seconded by Mr. Conway. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell - Yes. MOTION CARRIES.

3. Appointment of Charles Turcotte as a Full-Time Civil Service Police Sergeant to the Norton Police Department.

MOTION was made by Mr. Flaherty to appoint Charles Turcotte as a Full-Time Civil Service Police Sergeant to the Norton Police Department. Seconded by Mr. Conway. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell - Yes. MOTION CARRIES.

4. Appointment of Nicholas J. Goyette as a Part-Time Dispatcher to the Norton Communications Center.

MOTION was made by Mr. Flaherty to appoint Nicholas J. Goyette as a Part-Time Dispatcher to the Norton Communications Center. Seconded by Ms. Steele. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell - Yes. MOTION CARRIES.

III. Licenses and Permits

1. Application by Le-Ann Dorian for a One-Day Liquor License for a Private Event at the Everett Leonard Park on June 13, 2020 from 12:00 P.M. to 6:00 P.M.

MOTION was made by Mr. Flaherty to approve the application for a One-Day All Alcohol Liquor License contingent upon the lifting of the State of Emergency the Town is under. Seconded by Ms. Steele. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell – Yes.

2. Application of Estelle Flett (Norton Veterans' Services Office) for the Memorial Day Parade, to be held on Monday, May 25, 2020. Start off time of 10:00 A.M. – Approximately 11:30/11:45 A.M.

MOTION was made by Mr. Flaherty to approve the request as long as the State of Emergency has been lifted. Seconded by Ms. Steele. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

IV. Announcements

Mr. Bramwell began announcing that the Spring Cleanup was scheduled for Saturday, April 25th with the stipulation that the State of Emergency had been lifted. Ms. Steele informed the Board that the Spring Cleanup had been postponed to a later date that was still to be determined.

V. Business

A. New Business

1. Update from the Board of Health Agent on COVID-19.

Mr. Christian Zahner, Board of Health Agent gave the following updates:

- 2,417 cases in MA
- 3,802 quarantine cases
- 1,655 have completed quarantine
- 2,147 are still in quarantine
- 3 cases in Norton (2 of which are in the same home)

Mr. Zahner informed the Board that they have been doing surveillance and contact tracing. Mr. Conway thanked Mr. Zahner for everything they are doing. Mr. Conway asked when they are doing contact tracing if this included contacting people that may have been exposed to someone confirmed of having COVID-19. Ms. Donna Palmer, Public Health Nurse, stated that when she gets contacted that there is a positive case, she then contacts the confirmed person(s) and then contacts those that could have been exposed. She stated that the isolation period is seven days (at least) with no symptoms and no fever for 3 days running. Ms. Palmer advised that if someone tests negative but has symptoms, they still need to quarantine for fourteen days. Ms. Palmer stated that six residents are under quarantine, three of which tested negative and the other three do not have any symptoms, so they have not been tested. She mentioned that they do have protocols and are proactive. For example, there was supposed to be a conference on infectious diseases on March 17th, but then this happened.

Mr. Conway then asked if someone thinks they were exposed who they should contact. Ms. Palmer answered that they should contact their primary care physician.

Ms. Deley asked when they finally do have a vaccine, how many people they have to administer it. Ms. Palmer replied that they have about one hundred thirty volunteers that are vetted. She added that since this happened, she has had many people reaching out to volunteer administering the vaccine. Ms. Deley asked how people could sign-up to volunteer. The Public Health Nurse answered that they can go to bristol-norfolkmrc.org to sign up to volunteer. Ms. Palmer added that volunteers need to fill out a CORI prior to being able to volunteer.

Mr. Yunits informed the Selectmen that the Norton Board of Health received a notice of award for funding that Governor Baker put out for Boards of Health to assist with COVID-19 surveillance in the amount of \$6,500.00; \$3,900.00 is for compensation, salaries, and wages; \$1,300.00 for consultant, contractor, or vendor; and \$1,300.00 for supplies.

Ms. Steele asked how they are doing with masks for the Board of Health and Public Safety. Mr. Zahner stated that they have a good number of N95 masks as well as surgical masks. Mr. Zahner added that he had spoken with Chief Shawn Simmons of the Fire Department to make sure they have the inventory they need, and he stated that they have a shipment coming in mid-April; so, they are in good shape so far.

Mr. Yunits stated that the Fire Department currently has 320 N95 masks, 24 Tyvek suits, 6 gowns, 12 infection control kits, 1,000 surgical masks, and 34 boxes of gloves. He mentioned that the Police Department has 30 N95 masks, 25 Tyvek suits, 50 booties, 35 boxes of gloves, and 10 sets of glasses. Mr. Yunits added that two orders had been placed and that they are hoping they will arrive in 1-2 weeks. Ms. Deley clarified that the Police Department only has N95 masks and no surgical masks, which Mr. Yunits confirmed. Mr. Clark mentioned they got a donation of 50 N95 masks recently from a local resident, so they should be in good shape for right now.

Ms. Deley pointed out that at the emergency meeting held on March 16th the Fire Department reported that they had about 400 N95 masks, so it looks like they are going through about 40 N95 masks per week and that this was something to keep in mind.

2. Discussion with Town Clerk on Town Election(s).

Ms. Longhurst informed the Board that once they set a new date for the election, her office will need to notify residents within 20 days. She stated that they are getting absentee ballots in and those are due tomorrow. She pointed out to the Selectmen that there is an error on the ballots where they say "Tuesday" instead of "Saturday". The Town Clerk explained that they will collect the absentee ballots and store them in vault until Election Day and then they will be counted.

Mr. Yunits asked if legislation was passed approving the movement/change of date of elections, which Ms. Longhurst confirmed, so no court orders are needed.

The Town Clerk made the Board aware that she is having a huge issue with getting election workers. She stated that they are right now paying poll workers \$10 per hour and people laugh

in her face when she tells them what they would be getting paid. She suggested increasing the pay to minimum wage and she would like the Selectmen's recommendations. Mr. Bramwell asked if there any requirements to work the polls. Ms. Longhurst answered that there were no requirements. Ms. Deley clarified from the Town Clerk's previous comments that in order to work the polls you have to be a registered voter, which Ms. Longhurst confirmed. Ms. Deley asked what minimum wage currently is. Ms. Longhurst answered that she believes it is \$12 per hour. Ms. Longhurst mentioned that one form of pay offered by other towns is per day rather than per hour, such as \$250 per day.

The Town Clerk explained that by State law town clerks are not allowed to touch ballots at elections in case there is a need for a recount. She stated that if a recount is needed and the town clerk touches any of the ballots, then a town clerk from another town would have to do the recount.

MOTION was made Mr. Conway to increase the payment of poll workers to minimum wage. Seconded by Ms. Steele. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

During the discussion, Ms. Steele referred to a comment that Ms. Longhurst made that she provides three meals to poll workers and asked her to explain this in further detail. Ms. Longhurst said that breakfast is from Dunkin Donuts (coffee and donuts), lunch is sandwiches from Produce Barn, and the Downtown donates pizza for dinner.

Mr. Flaherty said that Ms. Longhurst and the poll workers did a great job at the recent election especially being in a new venue.

3. Discussion on Pine Street Water Main Improvements Detour.

Mr. Yunits explained that they started this week with the site preparation work and that they will be beginning construction next week at the well and then down Pine Street. The Town Manager stated that they anticipate being done by mid-July. Mr. Yunits added that the contractor is looking to close Pine Street during construction, but it will be open to residents [who live on Pine Street] and one lane will be open for school buses and emergency personnel.

Ms. Deley asked what hours they would be working, and Mr. Yunits answered from 7:00 A.M. to 3:00 P.M.

MOTION was made by Mr. Flaherty to approve the closing of Pine Street and creating the detours. Seconded by Mr. Conway. Vote: Ms. Deley- Yes; Ms. Steele - Yes; Mr. Conway - Yes; Mr. Flaherty - Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

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

Mr. Yunits said that they received approval from the Planning Board and ZBA, so now they need approval from the State Outdoor Advertising Board. He pointed out that with the current shutdowns, the permitting will be delayed from the State. The Town Manager explained that Carroll Advertising, LLC is looking for an extension from the Town to complete all

permitting until October 1st. Mr. Conway asked when the original agreement was set to expire. Mr. Yunits said that they entered into the agreement on June 13, 2019, so it has already expired. Ms. Deley clarified that Carroll Advertising also needed to find a new location, which Mr. Yunits confirmed.

Mr. Yunits informed the Board that once they complete the permitting process, Carroll Advertising will have to pay the Town \$300,000.00. Mr. Conway asked if they should extend it past the requested date of October 1st due to the Corona Virus. Mr. Yunits replied that they could or they could just grant another extension if needed at a later date. Mr. Bramwell suggested granting the requested extension of October 1st and if need be, the Board could grant another extension if Carroll Advertising needs more time. Mr. Flaherty agreed with Mr. Bramwell's suggestion.

MOTION was made by Mr. Flaherty to grant the extension to October 1, 2020. Seconded by Ms. Steele. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

5. Vote to Appoint Bid Day Representative for Energy Aggregation Bid.

Mr. Yunits offered himself as primary representative and suggested Mr. James Puello, Town Accountant, as the alternate representative if he was unavailable. Ms. Deley asked in respect to the energy aggregation if it is for municipal and the schools. Mr. Yunits answered that this was just for residents. Mr. Yunits pointed out that through this program, residents have saved \$2.2 million in total costs just by entering into an agreement on a supply rate. Mr. Conway asked if they could share this great information, and Mr. Yunits said will get it on the Town website and Facebook page.

Ms. Deley asked when this contract is up if people would have to re-enroll or if they would be carried over into a renewed contract. Mr. Yunits said it would carry over, but residents can also opt out if they wish.

MOTION was made by Mr. Flaherty to appoint Mr. Yunits as the primary representative and Mr. Puello as the alternate representative. Seconded by Ms. Steele. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

B. Old Business

There was no old business to discuss.

C. Town Manager's Report

1. Mr. Yunits wanted to thank the group of great professionals that have been working tirelessly to keep this town safe. He informed everyone that currently the town hall is closed to the public and they are limiting the number of workers in the building at one time. The Town Manager explained that employees are coming in just for necessary work that has to be done at town hall and then the rest of their work they are doing from home. Mr. Yunits expressed appreciation for his employees adapting to this so quickly.

Mr. Yunits advised that the Planning Board recently held a remote meeting, which included a hearing, and it went well. The Town Manager stated that the Charter Commission was the first board to do a completely remote meeting and they had issues, but they worked on getting those resolved. Mr. Yunits emphasized that it not just Norton working out issues with remote meetings and that even Hingham was attempting this with Zoom and it was a total failure. Mr. Yunits stated that downloading the FreeConference.com app using Wi-Fi makes it much easier to get into meetings.

Ms. Deley pointed out that it took her eleven attempts to get into the Planning Board meeting before she finally got in and some members of the Planning Board were having issues getting kicked out/trying to get back. She expressed that she hopes they are communicating with the vendor to get these issues resolved. Ms. Deley mentioned that she has used Zoom and WebEx in the past and both have worked for her.

Mr. Yunits said that at most at meetings, there should only be the chair and one other person. Ms. Deley disagreed and stated that to remove the risk of exposing people, it was voted at the emergency meeting held on March 16th that no one should be in person. Ms. Deley said that e-mails went around specifically about this for public meetings. She added that she provided an updated notice and had it posted to the calendar, which she read into the record as follows:

PUBLIC MEETINGS

TEMPORARY PROTOCOLS DURING COVID-19 STATE OF EMERGENCY

Effective Immediately, March 16, 2020

In response to the Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, issued on March 10, 2020, by the Baker-Polito Administration the Board of Selectmen voted to implement the following measures for public meetings:

It is recommended that public bodies consider postponing all public meetings unless there is a critical or time-sensitive action that must be taken or a pending statutory deadline is approaching that could lead to adverse consequences to the public interest.

If a public meeting will be held, the recommendation is that agendas shall be limited to those items that are critical, time-sensitive, or required by statute. Other business should be postponed until further notice.

All meetings will be held remotely by all members and the public. The Town of Norton has established a remote participation process utilizing a dial-in conference service with recording capabilities. The Chair, acting Chair, and/or the Vice Chair will be provided with remote meeting information upon request to the Town Manager, to include a Host PIN, information to enable call recording, and notification to Norton Media Center of a posted meeting. Technology resources will be allocated based on the urgency of the business pending before the public bodies. All attempts will be made to accommodate virtual meeting requests but are not guaranteed.

Public bodies may choose to use other technology solutions to hold public meetings whereas those solutions meet the requirements set forth in the Order Suspending Certain Provisions of the Open Meeting Law.

Agendas must list a call-in number and access code or PIN where interested members of the public may access the meeting remotely, and all attempts will be made to record and broadcast public meetings via Norton Media Center. Agendas must also include virtual meeting URL locations, where used, and best efforts should be made to also list URLs of additional locations of meeting materials.

All documentation or information required for a public meeting or hearing must be submitted electronically and posted with the meeting agenda in advance of the meeting. Paper copies shall not be distributed to public bodies or members of the public.

Ms. Deley suggested posting the temporary protocols on the Town website and distributing the actual document issued by the Governor, and if appropriate, the guidance from KP Law in regards to the Suspension Order to the chairs of the boards/committees.

MOTION was made by Mr. Flaherty to adopt the clarification of the public meeting as read into the record by Ms. Deley. Seconded by Ms. Steele. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

Ms. Steele emphasized the importance of discouraging boards/committees from getting together in groups for meetings.

V. Selectmen's Report and Mail

Ms. Deley mentioned that she was thinking of how effective they are at getting messages out to residents. She stated that she would like to do a public service announcement, on behalf of the Board, at the Media Center to give updates on the Board of Health's actions that have been taken and Board of Selectmen rules that have been put into place.

Mr. Flaherty expressed that he thinks that a lot of this can be handled at their meetings, but more information would be fine. Mr. Conway and Ms. Steele said they were fine with it. Mr. Bramwell said if she does go to Cable Commission to make public statement, that she sees if they can schedule it to be on a channel between their loops when it goes from one meeting to another. Mr. Conway volunteered to also do public service announcements on behalf of the Board. Ms. Deley said she would prepare a short script and send it to Mr. Bramwell for his review/approval. Mr. Bramwell said to send it to the whole Board because she would be speaking on the whole Board's behalf, which she agreed to do.

VI. Meeting Minutes

MOTION was made by Mr. Flaherty to approve the Minutes of the December 30, 2019 meeting; the January 9, 2020 meeting; and the January 23, 2020 meeting. Seconded by Mr. Conway. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell - Yes. MOTION CARRIES.

VIII. **Warrants**

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

A. Payroll Warrant PR20-19 for the week ended March 7, 2020, Warrant dated March 12, 2020, in the amount of \$1,367,565.21.

B. Invoice Warrant AP 20-37 dated March 12, 2020, in the amount of \$840,146.65.

C. Invoice Warrant AP20-38 dated March 19, 2020, in the amount of \$103,867.21.

IX. **Other Business**

There was no other business to discuss.

X. **Next Meeting's Agenda** –

Mr. Bramwell stated that the next meeting would be April 9th. Ms. Deley asked if April 9th would be the next regularly scheduled meeting or if they were off a week. Mr. Bramwell said they were off a week. Ms. Deley wanted to get back on their regular meeting schedule, which would be April 2nd. All members agreed to having the next meeting on Thursday, April 2nd. Mr. Bramwell asked if 6:30 P.M. worked for everyone, which they confirmed.

XI. **Executive Session**

There was no need for an executive session.

XII. **Adjournment**

MOTION was made by Mr. Flaherty to adjourn the Board of Selectmen meeting at 8:02 P.M. Seconded by Ms. Steele. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

URL Link: <https://fccdl.in/iqAEq7h2ZK>

Respectfully Submitted by:



Jennifer Reid, Office Administrator

**BOARD OF SELECTMEN
MINUTES OF MEETING
MARCH 26, 2020**

Bradford K. Bramwell, Chairman

Michael Flaherty, Vice-Chairman

John Conway, Clerk

Mary T. Steele

Renee Deley

Minutes Approved by Board on: April 30, 2020