



# TOWN OF NORTON

BOARD OF SELECTMEN

MUNICIPAL CENTER,  
70 EAST MAIN STREET, NORTON, MA 02766

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

RECEIVED  
NORTON TOWN CLERK

2020 JUL 16 P 3:06

## Board of Selectmen

### Meeting Minutes

April 16, 2020

#### I. Call to Order by Chairman

The April 16, 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, Mr. John Conway, Ms. Mary Steele, and Ms. Renee Deley. Also in attendance: Mr. Michael D. Yunits, Town Manager.

#### II. Appointments/Resignations/Retirements

1. Appointment of Robert Crowley to Permanent Lieutenant of the Norton Fire Department.

**MOTION was made by Mr. Conway to appoint Robert Crowley to Permanent Lieutenant of the Norton Fire Department. Seconded by Mr. Flaherty. Vote: Ms. Deley – Yes; Mr. Conway – Yes; Ms. Steele – Yes; Mr. Flaherty – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.**

During the discussion, Ms. Steele asked in regards to the four appointments for the Fire Department if any of these positions were newly created and/or are they creating openings by promoting these individuals. Fire Chief, Shawn Simmons, explained that the Permanent Lieutenant and Permanent Captain positions are existing positions and the Temporary Deputy Chief and Temporary Lieutenant positions are new positions.

Ms. Steele said she is 100% for the positions in the Fire Department especially the existing positions, but expressed a concern for adding new positions given current circumstances in result of COVID-19. Ms. Steele questioned if they were creating new positions where in the future, they are only going to have to be laying people off next year. Mr. Yunits requested that the Board vote on the existing positions first and then vote on the newly created positions separately with further explanation from Chief Simmons, which the Board agreed to.

Chief Simmons commented that within the Fire Department's budget right now, and with a number of retirements and resignations, they have more than enough money to sustain the two new positions. The Chief added that his department would be turning back to the Town a significant amount of money and it would only cost an additional \$3,032 for the moves he is requesting to make.

Ms. Deley asked if there isn't funding for these two new positions [for the next fiscal year] what happens to them (do they go back to their old positions or do they not go back to a position at all. Chief Simmons replied that he had requested these funds as part of his FY21 budget proposal, but with everything going on the Town obviously doesn't know what the FY21 budget is really going to look like. The Fire Chief explained that if the funds were not

available in FY21 for the newly created positions that these individuals would go back to their previous positions. Chief Simmons explained that the other benefits of these positions moving forward is that he currently has people in acting Captain and Lieutenant positions currently. So, if they make the moves he is requesting with regards to the permanent positions, which they have to do in accordance with civil service rules, and decided to move forward with the two temporary positions at a later date, this would actually require him to demote somebody now and then re-promote them in FY21 if they did make these positions permanent. He explained that if they don't do the requested movement of positions, the Fire Department will have to do some excessive shift changes, which will actually cost the department money where if they create these temporary positions it will save the Town money in the long run.

Ms. Deley emphasized that if this was three months ago that these positions were put before the Board, she would be more supportive. However, given that the Town was already in the position of a deficit in the budget and now there will be an even bigger deficit anticipated, she is hesitant to move forward with the request of the new positions. Ms. Deley looked for clarification as far as what would happen if the existing and/or new positions were not approved as presented. Chief Simmons explained that they would have to demote somebody now given the way the civil service rankings work out.

Ms. Deley referred to Chief Simmons letter, which stated that the Town was "behind the times" as far as not charging a nominal fee for some of the inspections they do. She asked what options/plans he has in place to generate revenue. Chief Simmons explained that this would fall under one of the newly created positions responsibilities where they would create a fee schedule for inspections and so forth, which would free up the Fire Prevention Deputy. He pointed out that currently they charge a flat fee of \$50 inspection and plan review and this is for any size project, such as ALNYLUM. Chief Simmons said they are also looking to generate revenue through ambulance billing and CPE reimbursement (they are looking at this around September of next year where they could get anywhere from \$25,000 to \$100,000 back just by filling out some paperwork). He added that they are also negotiating with vendors, which he has already done this year and has saved the Department a significant amount of money.

Ms. Steele stated that after hearing further information from the Chief, it sounds like the Fire Department has enough money in their budget to pay for these positions through the end of June, which Chief Simmons confirmed was correct and that ultimately it would be around \$3,000 to do all of this. Ms. Steele asked with this being said, if the Board were to vote in favor of these positions and then in FY21 there aren't funds to continue these positions if this would hurt the morale of the department, or if he would be having a conversation with Mr. Robbins and Mr. Hurd that there is potential that these positions could be eliminated for FY21. Chief Simmons stated that he already spoke to each of them individually explaining this and they were both fine with this and the potential risk and fully understand.

2. Appointment of Eric Tynan to Permanent Captain of the Norton Fire Department.

**MOTION was made by Mr. Conway to appoint Eric Tynan to Permanent Captain of the Norton Fire Department. Seconded by Mr. Flaherty. Vote: Ms. Deley – Yes; Mr. Conway – Yes; Ms. Steele – Yes; Mr. Flaherty – Yes; and Mr. Bramwell - Yes. MOTION CARRIES.**

3. Appointment of Captain Jason Robbins to Temporary Deputy Chief of the Norton Fire Department.

**MOTION was made by Mr. Conway to appoint Captain Jason Robbins to Temporary Deputy Chief of the Norton Fire Department. Seconded by Mr. Flaherty. Vote: Ms. Deley – Yes; Mr. Conway – Yes; Ms. Steele – Yes; Mr. Flaherty – Yes; and Mr. Bramwell - Yes. MOTION CARRIES.**

Ms. Steele questioned how it works at the end of Fiscal Year 2020, specifically if the Fire Chief would come before the Board again seeking approval for the new positions for FY21 or if these positions would just roll into permanent positions. Mr. Bramwell replied that his understanding is that these positions would have to come back for the Selectmen's approval in order for them to become permanent positions. Chief Simmons agreed with Mr. Bramwell and stated that he would absolutely come back to the Board to make these positions permanent if the Fire Department has the funding available.

Mr. Conway asked if they need to include when the temporary positions' terms end or if these positions would just naturally expire on June 30<sup>th</sup>. Mr. Bramwell explained that July 1, 2020 is the beginning of a new fiscal year and if the Fire Department does not have the funding in their budgets for these positions, they would no longer exist, but they could include the end date if it made the Board feel more comfortable. Chief Simmons asked to just be given two to three weeks-notice after town meeting on the status of the new temporary positions so he could provide proper notice.

**MOTION was made by Mr. Flaherty to amend the motion to read: to appoint Captain Jason Robbins to Temporary Deputy Chief of the Norton Fire Department with the condition that this is temporary and that if not approved at the next town meeting, then three weeks after said town meeting, the temporary position would be suspended. Seconded by Ms. Deley. Vote: Ms. Deley – Yes; Mr. Conway – Yes; Ms. Steele – Yes; Mr. Flaherty – Yes; and Mr. Bramwell - Yes. MOTION CARRIES.**

4. Appointment of Brian Hurd to Temporary Lieutenant of the Norton Fire Department.

**MOTION was made by Mr. Conway to appoint Brian Hurd to Temporary Lieutenant of the Norton Fire Department with the condition that this is temporary and that if not approved at the next town meeting, then three weeks after said town meeting, the temporary position would be suspended. Seconded by Mr. Flaherty. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell - Yes. MOTION CARRIES.**

### III. Licenses and Permits

1. Vote to Approve the 2020 Live Entertainment License for New England Rodeo, LLC.

Mr. Conway recalled from last year that there were a number of complaints from neighbors regarding noise and referred to the noise ordinance Ms. Steele has brought up putting into place since there currently isn't one for the Town. He asked if there was anything they could do about this or if the Board were to approve this license if the neighbors were just going to be stuck dealing with it. Mr. Yunits suggested approving the license subject to approval from all

department heads and the applicant will have to sit down with the department heads in advance where rules will be put in place telling them that if noise becomes an issue, the Town will be closing them down.

Ms. Steele suggested having something in place to refer to, so if they do receive noise complaints instead of something arbitrary. She suggested including that as part of the discussion of the Town's quiet hours because this would pertain to this type of business as well not just neighborly noise issues. Mr. Bramwell expressed his concern that the hours of operation are not listed on the application. He asked that this responsibility be passed along to the Police Chief so this is not disturbing the neighbors. Ms. Deley suggested also adding whether the venue would be indoor or outdoor on the application.

Ms. Deley questioned if this should be a new license rather than a renewal seeing as they are submitting their application four months after the due date. Mr. Yunits explained that part of the issue is that New England Rodeo is a seasonal business and that is why they did not renew in the winter. Ms. Deley asked if there is a difference in a new license and a renewal license with the questions that are asked on the application. Mr. Yunits replied no. Ms. Deley asked if there was an expiration date on this application, which Mr. Bramwell stated there wasn't. Ms. Deley suggested having this on a revised application if they choose to do so. Mr. Bramwell stated that in the motion they can include the expiration date of the license. The Chair added that because this is a renewal license and is an annual license, that is why the dates were not included on this because the licenses are for the calendar year. Mr. Bramwell stated that if the Board is in favor of approving this license, they can add that the license is good through December 31, 2020. Mr. Conway suggested having the quiet hours in there as well as the volume level of the event possibly being controlled. Mr. Yunits added detail requirements as implemented by the Police Chief.

Ms. Deley referred to M.G.L. Chapter 140, §183A and suggested that anything required by law be included on the application. Chief of Police, Brian Clark, stated that every year they do a meeting with this licensee and suggested that before any of their entertainment events they hold a safety meeting is held. Chief of Fire, Shawn Simmons, stated that a requirement of the Fire Department will be that they will need to have a Life Safety Management Plan as they were required to have last year. Mr. Christian Zahner, Board of Health Agent, stated that whenever they have received a complaint regarding noise or traffic, they call the business owners in to discuss the problems as well as the solutions.

**MOTION was made by Mr. Flaherty to table this and ask the Town Manager to look into getting an update application form. Seconded by Mr. Conway. Vote: Unanimous. MOTION CARRIES.**

#### IV. Announcements

Mr. Conway announced that April 12<sup>th</sup>-April 18<sup>th</sup> is National Public Safety Telecommunications Week.

#### V. Business

##### A. New Business

1. Update on COVID-19.

The Board of Health Agent, Christian Zahner, stated that the last time they spoke was April 2, 2020 and at that time there were 17 positive cases and now there are currently 58 cases. Also, 34 of the 58 positive cases have been removed from isolation and are on the road to recovery. Mr. Zahner informed the Board that there were two deaths to report. He added that currently in the State they are going through a surge as predicted, which is expected to last at least two weeks. The Board of Health Agent advised that there are 8,966 cases in MA and the total number of deaths in the State are 154. Mr. Zahner stated that as of today, Massachusetts is looking at 32,000 cases and 1,245 deaths. He advised that the Board of Health Office has been contact tracing and doing investigations seven days per week and is working closely with the Police Department and the Fire Department to keep them informed of the case count and locations so they can take all necessary precautions. Mr. Zahner advised that his office is also working with them to make sure they have adequate PPE inventory by acquiring what his office can through the State.

Mr. Zahner mentioned that the Assistant Health Agent has been working with the School Food Program by helping prepare bagged lunches because they are short-handed. He commented that they have been running low on supplies, so the Assistant Health Agent got Roche Bros. to donate paper bags and gloves along with lined bags to carry boxes. Mr. Zahner reported that Roche Bros. said they would be willing to do this again if needed. Lastly, the Board of Health Agent informed the Board that his office is still conducting septic inspections and food establishment inspections.

Mr. Yunits mentioned that the State Emergency Management Agency has made KN95 masks available and that Norton Emergency Management will be picking some up tomorrow.

Ms. Deley asked if the Board of Health has anticipated if there is anything else they need for resources. Mr. Zahner said they are welcoming any donations, such as homemade masks. He stated that a woman has already donated homemade masks and is working on an order for a couple hundred more masks. The Board of Health Agent advised that she is willing to make more too. He informed the Board that they are planning to provide some to the general public in case they need some. Ms. Deley referred to the public service announcements the Selectmen have been putting together and asked if the Board of Health would mind if the Selectmen shared the information provided by his office, such as welcomed donations of homemade masks, and Mr. Zahner said that would be great.

Mr. Yunits informed the Board that people have been generous and starting donations. He stated that they have received three checks totaling \$350 in donations already and asked the Board, in accordance with M.G.L. Chapter 44, Section 53A, to accept these checks in order to establish a Norton Cares Account.

**MOTION was made by Mr. Flaherty to establish the account for Norton Cares. Seconded by Mr. Conway. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.**

Mr. Conway thanked residents for their donations. Mr. Bramwell stated that he believes people can mail donations to the Town Hall, which Mr. Yunits confirmed and added they can also put them in the drop box at the front of Town Hall or go to the Town Website under the “COVID-19” section where they can see three opportunities to help towards contributions.

Mr. Conway asked Mr. Zahner if the essential business order was being adhered to largely. Mr. Zahner said for the most part it was, but there were a few situations at the beginning of the order they had to take care of. The Board of Health Agent advised that they are currently resolving issues with Norton Country Club because people are trespassing and golfing on the golf course without any permission to be on the course. Mr. Zahner stated that there were over 50 people golfing there over the weekend. He advised that he had spoken with the manager of the golf course and asked her to block the entrance to the parking lot to stop this from happening, but this is still a work in progress that his office is keeping an eye on.

Ms. Steele stated that this is a responsibility that should fall on the owner of the golf course, not the Board of Health Office, especially with everything else their office is dealing with at this time. Mr. Zahner agreed and advised that unfortunately he might have to start fining them if they are not doing their job. He added that he has also spoken with the Police Chief, who advised him that the owner needs to put up signs saying "No Trespassing" and when he passed this message along to the manager she advised that she has spent over \$600 on "No Trespassing" signs and people keep ripping them down. Mr. Zahner told the manager that she now needs to speak with the Police Department on this and he added that these trespassers are also stealing a service because people are supposed to pay to golf and use the course. Chief of Police, Brian Clark, commented that he asked the manager to put up a chain link fence across the entrance of the parking lot to deter people from parking there and using the course. Mr. Zahner replied that he hasn't had a chance to go to the Norton Country Club to see if this has been done yet. Chief Clark advised that the Norton Country Club could also have one of their employees on the golf course itself and if people are on the course tell them to leave because they are trespassing.

Ms. Steele asked if this was happening at MG Links or anywhere else and Mr. Zahner answered no. Ms. Steele stated that they should start taking some strong action now [before this gets worse] and that this responsibility should fall back on the owner. Ms. Steele stated that the Selectmen control the licenses, including their liquor license, and if the owner does not want to pay to have someone out on the golf course to keep people off [then there will be repercussions for not doing so]. The Building Commissioner, Christopher Carmichael, advised that he also has the ability to pull their occupancy permit as an additional thing to hold over their head to enforce that there is no further trespassing.

Ms. Deley asked Mr. Bramwell if the Board could prepare a letter to send to the owner stating that the Board of Selectmen has discussed this and list the ramifications if this situation isn't contained and Mr. Bramwell agreed. Mr. Conway also stated that the trespassers should be held accountable as well, whether it is towing of cars or ticketing. Mr. Bramwell agreed and stated that the first step the Board needs to take is sending a letter to the business owner as discussed.

## 2. Town Hall Renovation Discussion.

Mr. Christopher Carmichael, Building Commissioner, gave an overview of the timeline [of Town Hall studies] and potential expenses to renovate the Town Hall. Mr. Carmichael advised that ten studies have been done in the last twenty-five years (7 architectural, 2 structural, and 1 HVAC). The Building Commissioner summarized that ultimately it would not be feasible to renovate the existing Town Hall. He explained that the building is 25% past its life expectancy (the building is 125 years old and the cinderblock is good for only 75 to 100 years). He further



explained that the mortar that holds it all together is lime-based and is only good for 30 to 40 years and the building has never been rejointed or repointed and you can see where the cinderblocks have separated from the mortar. He explained that essentially the stucco on the exterior and the paint on the interior is what is holding the cinderblocks together. The Building Commissioner added that in order to cut new window openings, the lateral structural capabilities of the building would be lost, which was highlighted in the last structural study done in 2002.

He added that if the building was renovated, there would still not be enough square footage. Mr. Carmichael advised that were two space-need studies done by the architectural firms and both studies concluded that around 24,000 to 25,000 of square feet would be needed and the current Town Hall has approximately 17,000 square feet. Mr. Carmichael informed the Board that when you pull a permit and you do a level 3 remodel, you are also going to have to do other upgrades that were not included in these estimates. He stated that the last estimate done in 2013 came in at around \$3 million to extend the two floors, front and back of the Town Hall, move the stage down, and widen the opening; in current dollars, it would cost \$4.2 million, which does not include the ADA upgrades that would be required when a permit is pulled. He added that the plumbing and toilet fixtures also do not meet current codes and would have to be upgraded and there would be not enough room to put them. The Building Commissioner further stated that there is not adequate parking, the square footage per occupant load does not meet current codes, the cost of the roof is \$150,000, and the cost of the moving the Town Hall and then moving it back after construction would also be exorbitant as well. Mr. Carmichael advised that the cost he gave earlier could easily be doubled to renovate the building with these additional requirements and ultimately concluded that renovating the existing Town Hall is not feasible.

Ms. Deley stated that she understands everything Mr. Carmichael was saying, but was ultimately looking for a solution and what that solution would cost. She added that even if renovating the current Town Hall would cost \$8-\$9 million, it is still cheaper than the \$20 million it will cost for a new town hall. Ms. Deley expressed that they have to think of something because there is a great likelihood that this is not going to pass [at town meeting]. She added that the Building Commissioner hit on several things, such as the need for more square footage, and posed the question of how they are going to come up with a solution.

Ms. Deley further expressed that “what crawls up her the wrong way” is that the Town Hall is currently using 6,000 square feet in the basement as storage. Mr. Carmichael replied that they have looked into the cost of scanning all of the paper files in the basement and making them digital to free up that space, but each department has different requirements for record retention, so each department would have to look into it. He stated that he did get a price for it and it would cost for his department alone \$30,000; so, take that number times ten departments and they are looking at \$300,000 to \$400,000, which would be an additional cost to keeping the existing building. Ms. Deley responded that while she understands the additional cost, this would be a forever solution because currently they are using 6,000 square feet of space for storage and who knows what they will need in two years. Mr. Carmichael stated that if they took the cost of renovating the existing building and the cost of a new building that it would probably be a wash. Mr. Carmichael quoted results of the space needs and structural feasibility studies including calling the building a “sow’s ear,” another architect said it “was designed with less competent skills,” and “it was more importantly appropriate to build a new building versus the renovation of the existing” and that was twenty years ago. He

concluded by saying that ultimately by putting money into the existing building they would be throwing it away. Ms. Deley responded that the agreement amongst the Board was the wanted the figure to renovate the cost of the existing building to have an intelligent argument that while they understand that it is going to cost millions of dollars for a new building, this is what it is going to cost to continue using the existing town hall with the renovations that would need to be made. Mr. Carmichael replied that he provided figures from 7-13 years ago and updated those figures to give a current figure of \$4.2 million, but again this does not include the ADA upgrades, plumbing upgrades, additional parking and even still you would not have adequate square footage. Ms. Deley reiterated that she just wants the numbers. Mr. Carmichael stated that he would want to go back to the architect that did the studies for the new town hall because he would have the software to produce a more accurate comparison of costs. Ms. Deley asked the Town Manager to have the Permanent Building Committee get engaged with this. She asked that they have the Building Commissioner get in touch with the Chair of the PBC to work on getting this data. Mr. Bramwell and Mr. Conway agreed with Ms. Deley to make sure they have done all of their due diligence.

Mr. Yunits asked the Building Commissioner in regards to renovating and using the existing town hall if they would still need the lot next door for more parking, which Mr. Carmichael confirmed. Mr. Carmichael stated that he has read all of the studies from front to back and ultimately, they confirm that using the existing building is just not feasible and added that he could provide these studies to the Board suggesting that they read them before spending more money and could also have them posted to Dropbox. The Building Commissioner emphasized that the structural integrity of the building is gone and when they start cutting into that to renovate, the structure is going to crumble. Mr. Bramwell agreed especially where it is cinderblock because it is very brittle. Mr. Carmichael reiterated having the feasibility study architect, DBVW, use their cost-estimating software to come up with the figure for the renovation of the existing building to truly compare apples to apples with the cost of a new building.

### 3. Discussion on Town Meeting.

#### a.) Date for Annual Town Meeting and Special Town Meeting (when called).

Ms. Deley looked for confirmation as to whether or not town meeting was still to be held on June 8, 2020. She stated that there is information coming out now as far as holding town meeting or recessing town meeting to delay it for additional time. Ms. Deley stated that the Town Moderator's concern was if they were going to move forward with town meeting on June 8<sup>th</sup> (or in the month of June) and how they were going to hold it given the current environment. Ms. Deley advised that one of the options being considered by the Moderator is having a collaborative meeting with various stakeholders, so they could discuss if they were to hold town meeting how they were going to do it. She mentioned that one of the options presented to the Moderator was holding town meeting outside providing chairs that are six feet apart from each other. However, one concern with this option is how they were going to be checking people in. Another discussion was holding a virtual meeting. Ms. Deley emphasized that the Town Moderator pointed out that this would be more of a representative town meeting than a traditional town meeting. Ms. Deley informed the Board that the Moderator asked the Selectmen to put together a collaborative meeting of stakeholders, such as the Police Chief, Fire Chief, School Superintendent, School Committee, etc. She said they would also need to contact town counsel to see what they can and cannot do. Ms. Deley questioned if they could



move town meeting from June 8<sup>th</sup> to a later date if needed, and Mr. Yunits responded that they can up until 14 days prior to June 8<sup>th</sup>. Mr. Yunits further stated that once the warrant is posted 14 days prior to town meeting, that is when they would have to hold the meeting, open it, continue it, and then extend it. Ms. Deley mentioned that the Town Moderator also suggested bringing in the candidates for Town Moderator since they do not know when the town election will be held. That way, the candidates are aware of what is going on and how to move forward.

Mr. Bramwell questioned if the town meeting had to be held within the town itself, which Mr. Yunits confirmed it does. Mr. Bramwell clarified that he asked because he was going to suggest using the Xfinity Center so residents would be able to spread out. Ms. Deley asked if there are current discussions going on within Governor Baker's administration that would allow something like this given the current environment, and Mr. Yunits said he would check with the State Representatives.

Mr. Conway referred to the timing of town meeting and approving the budget as far as provisions that were made allowing the Town to spend past July 1<sup>st</sup>. He asked if this was extended to School Department employees. He explained that a concern the School Committee/School Department has is a deadline of June 1<sup>st</sup> for one group of staffing and June 15<sup>th</sup> for notifying group of school employees of layoffs if there is not a budget in place. Mr. Yunits responded that this is contractual between the Norton Teachers Union [and School Department] and they would have to be notified by June 15<sup>th</sup> if they are being laid off. The Town Manager stated that if they were not able to have a town meeting by the end of the fiscal year, the [State Legislature] has allowed for 1/12 budgets (i.e. you would take what you have for this year's budget and it would have to be at least 1/12 of that). Mr. Conway asked that the Board follow-up with the School Committee about that and possibly having someone from the School Committee call in to their next meeting about this. Mr. Yunits mentioned having the School Superintendent call in. Ms. Deley added that there was an e-mail from Dr. Joseph Baeta, Superintendent of Schools, saying that there is a group of staff outside of the Norton Teachers Union that need to be notified of layoffs by June 1<sup>st</sup>. Ms. Deley suggested posing this question during the collaborative meeting of various stakeholders/boards/committees and having it within the next two weeks. Mr. Bramwell responded that the Board will have the Town Manager contact the School Superintendent and coordinate a [collaborative] meeting with all other departments including the Board of Selectmen.

#### b.) Warrant Article Discussion: Withdrawal of Community Preservation Act Article.

Mr. Yunits informed the Board that the Community Preservation Committee is pulling the Community Preservation Action article for this town meeting. The Town Manager stated that they did a great job and believes that they would likely have this on the warrant at a future town meeting, but they felt that at this time that they should wait.

#### 3. Southeastern Regional FY21 Budget Assessment.

Mr. Yunits stated that he provided the Board with the budget and informed them that he will be reaching out to Southeastern to see if they can be part of the next Selectmen's meeting to go over the budget.

Ms. Deley asked if they would be having the Finance Committee on for that conversation per their request. Mr. Yunits replied that Southeastern will have to go to the Finance Committee too eventually. Ms. Deley asked if they could do “two birds, one stone” by presenting to both the Board and Committee at once, which Mr. Yunits agreed to. Mr. Bramwell asked what the increase in students was, and Mr. Yunits said he believed it was 9 or 10 more students.

#### 4. PGA Tour Date.

Mr. Yunits informed the Board that [the TPC] moved the PGA Tour in Norton to August 17<sup>th</sup> to August 23<sup>rd</sup>, so they moved it out a week.

#### 5. Route 123 Sewer Construction Update.

Mr. Yunits advised that they are working during the day on this and also wanted to thank the State Representatives for their help on this. He explained that the State allowed for the work to be done during the day. The Town Manager stated that before there were several restrictions as far as working during the day due to rush hour traffic, but because there are limited people on the roads at this time [due to COVID-19] they are allowing for work to be done during the day. Ms. Deley asked if there would be cost savings resulting from them being able to do the work during the day. Mr. Yunits answered that there should be either a cost savings or less of a cost increase, but there should be some savings.

#### 6. Discussion on Town Quiet Hours.

Mr. Yunits explained that the Town really does not have a noise ordinance per se. Instead, the Town goes by the State guidelines where noise should not exceed a certain decimal level that is allowed off-site before it is a violation. He added that because the Town does not have the equipment to test for this decimal level, the State has to come in to do it.

Ms. Steele explained that she asked for this to be on the agenda more in reference to residential issues. She asked if they could enforce quiet hours from say 11:00 P.M. to 7:00 A.M. Ms. Steele said that way they would not need the State to come in test the noise level. Mr. Yunits advised that they would have to clarify what cannot happen between 11:00 P.M. and 7:00 A.M. Ms. Steele pointed out that this has been an issue in the past that comes up every once and awhile that has not been resolved. Ms. Deley shared her support of this and mentioned that this had also come up at a Planning Board meeting. Ms. Steele emphasized that if they had a bylaw that said quiet hours are from 11:00 P.M. to 7:00 A.M., which means no barking dogs, no loud parties, etc., they at least have somewhere to start if someone is breaking that bylaw because right now they have nothing like this as far as the residential side. Mr. Conway shared his support for quiet hours. Ms. Steele added that there is no recourse for residents either where for the businesses the Town can pull their license(s).

Mr. Bramwell suggested reaching out to town counsel for a sample bylaw that is used in other communities. Ms. Steele agreed that this was a good idea and asked Mr. Yunits to do so. Mr. Yunits said he would reach out to town counsel and suggested if the Selectmen were available to also possibly speak with the Police Chief on this in case they have to enforce anything.

**B. Old Business**

There was no old business to discuss.

**C. Town Manager's Report**

1. Mr. Yunits provided an update on the storm damage and pointed out specifically the damage done at the front of the Town Hall. He advised that a tree came down, which took out the traffic signal in front of the Fire Station, a telephone pole, and a piece of the telephone pole came off and went through the front door of the Town Hall. He advised that the front door has since been repaired and the insurance adjuster came out today. The Town Manager thanked all of the public safety people, MEMA, and Norton Emergency Management for all of their time and efforts.

**V. Selectmen's Report and Mail**

Ms. Deley referred to the last meeting where Mr. Yunits said he would send the Board the comments he submitted for the Reservoir apartments, but she hasn't seen those yet. Mr. Yunits agreed to get this information to them. Ms. Deley mentioned that she also hasn't seen the direction for the public meetings. She said she knows they are posted, but there was supposed to be an e-mail with information and directions that went out to the Chairs of all boards/committees as well. Mr. Yunits replied that she should have received this e-mail, but he would look into this.

Ms. Deley stated that she had sent an e-mail out late the previous night about the COVID-19 grant funding. She asked the Town Manager if he had anyone available to attend that session earlier that day. Mr. Yunits replied that he did not and explained that both the Police Chief and Fire Chief were trying to be available, but just couldn't.

Ms. Deley referred to the HCA from town counsel and asked if Mr. Yunits had a chance to look at it yet. Mr. Yunits replied that he forwarded the e-mail with the HCA in it to the Board of Selectmen, but they probably haven't had a chance to review it yet because it came in late today. Ms. Deley asked for that to be a discussion item for the next meeting, which Mr. Yunits agreed to.

Mr. Conway mentioned that Mr. Yunits had the town hall presentation put on the Town website. He pointed out that the actual presentation provided by DBVW was shared via a link, which he assumed was set to expire at a certain date. Mr. Conway asked if there was a way to take that link down and post the presentation themselves, so this would be available for a longer duration, which Mr. Yunits agreed to and thanked Mr. Conway for pointing this out.

**VI. Meeting Minutes**

Ms. Deley mentioned that she wasn't prepared to vote on the October 17, 2019 and would have to review her notes further. She mentioned that the February 6, 2020 minutes had information on there regarding the 195 Mansfield Avenue 40B Apartments and believes there is some missing discussions there. Ms. Deley referred to the February 13, 2020 Minutes, which she said were written correctly, but in the motion the address is read as "95 Mansfield" instead of "195 Mansfield." Mr. Yunits stated that the correct property reference is "95

Mansfield.” Ms. Deley clarified that the documentation provided by the applicant at the February 6<sup>th</sup> meeting had the incorrect property reference. Mr. Yunits stated that the Local Initiative Program application he had in front of him says “95 Mansfield Ave.” Ms. Deley referred to the letter sent from their attorney’s office and other documentation refers to “195 Mansfield Avenue.” Mr. Yunits confirmed that it definitely is “95 Mansfield.” Ms. Deley clarified that they made the correct reference in their motion at the February 13<sup>th</sup> meeting and would add this to her comments for the February 6<sup>th</sup> minutes. Ms. Deley asked that a notation be made in the February 6<sup>th</sup> minutes clarifying what the correct property address is for the project, which Mr. Yunits and Mr. Bramwell agreed to.

**MOTION was made by Ms. Deley to approve the Minutes of the February 13, 2020 meeting as written. Seconded by Mr. Conway. Vote: Ms. Deley – Yes; Mr. Conway – Yes; Ms. Steele – 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 PR20-21 for the week ended April 4, 2020, Warrant dated April 9, 2020, in the amount of \$1,319,271.94.

B. Invoice Warrant AP 20-41 dated April 9, 2020, in the amount of \$622,166.34.

C. Invoice Warrant AP20-42 dated April 16, 2020, in the amount of \$76,282.81.

#### **IX. Other Business**

There was no other business to discuss.

#### **X. Next Meeting’s Agenda – April 30, 2020**

Mr. Bramwell mentioned that they are going to reach out to the Superintendent of Schools, the Finance Committee, and Southeastern Regional. Ms. Deley clarified that they are going to try and schedule the collaborative meeting regarding town meeting before their next Selectmen’s meeting, which Mr. Bramwell and Mr. Yunits confirmed. Ms. Deley asked the Town Manager if he would like to know dates and times that do not work for each of them now or if he would prefer an e-mail from each of them with this information. Mr. Yunits asked that the Selectmen send him an e-mail with dates and times that do not work for them. Mr. Yunits suggested concentrating on dates for next week.

Ms. Steele suggested the Board provide a couple of dates and times that work for them, so he could run it by the other boards/committees to simplify scheduling the meeting, which he said would work too.

Mr. Bramwell asked if the Board wanted to look into using Zoom at the next meeting, which Ms. Deley and Mr. Conway were highly in favor of. Mr. Bramwell stated that that meeting they will attempt using Zoom.

XI. **Executive Session**

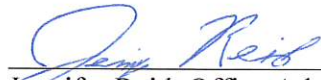
There was no need for an executive session.

XII. **Adjournment**

**MOTION was made by Mr. Conway to adjourn the Board of Selectmen meeting at 8:37 P.M. Seconded by Ms. Deley. Vote: Ms. Deley – Yes; Ms. Steele – Yes; Mr. Conway – Yes; Mr. Flaherty – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.**

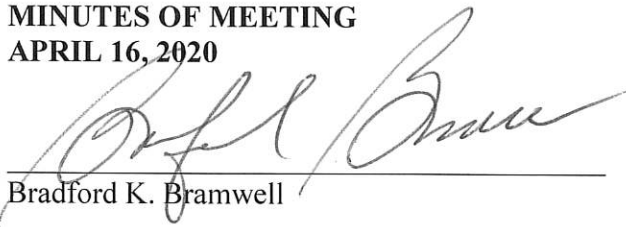
**URL Link:** <https://fccdl.in/T8sAlSMSFi>

Respectfully Submitted by:



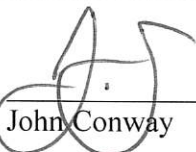
Jennifer Reid, Office Administrator

**BOARD OF SELECTMEN  
MINUTES OF MEETING  
APRIL 16, 2020**



Bradford K. Bramwell

Michael Flaherty



John Conway



Renee Deley



Michael Toole

Minutes Approved by Board on: July 9, 2020