



TOWN OF NORTON
SELECT BOARD
MUNICIPAL CENTER
70 EAST MAIN STREET
NORTON, MA 02766

Telephone (508) 285-0210; Facsimile (508) 285-0297

Select Board
Meeting Minutes
June 25, 2020

I. **Call to Order by Chairman**

The June 25, 2020 meeting of the Norton Select Board was held remotely (web: <https://zoom.us/j/6391519600>; dial in via +1 (646) 558-8656, Meeting ID 639-151-9600) and was called to order at 6:30 P.M., by Mr. Bradford K. Bramwell, Chairman. Member(s) present: Mr. John Conway, Ms. Renee Deley, and Mr. Michael Toole. Also in attendance: Mr. Michael D. Yunits, Town Manager.

II. **Appointments/Resignations/Retirements**

1. Vote to Approve the Request of Michael G. Bernier for the Appointment to the Norton Cultural Council.

MOTION was made by Mr. Conway to approve Michael G. Bernier's appointment to the Norton Cultural Council. Seconded by Ms. Deley. Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

2. Vote to Approve the Reappointment Requests for Board and Committee Members with Expiring Terms.

MOTION was made by Mr. Conway to reappoint Sandra Ollerhead and Linda Kollett to the Alternative Transportation Committee. Seconded by Mr. Toole. Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

MOTION was made by Mr. Conway to reappoint William Hebard to the Board of Health. Seconded by Mr. Toole. Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

Mr. Bramwell read the following reappointments into the record:

Board of Registrars: Miriam Parvey

Cemetery Commission: Joseph Oliveri

Commission on Disability: Michael Young

Conservation Commission: Daniel Doyle, Jr., Daniel Pearson, and Ronald O'Reilly

Council on Aging: Robyn Lovering, MaryAnn Dempsey, and Kathleen Eno

MOTION was made by Mr. Conway to reappoint those people to the Boards as mentioned. Seconded by Ms. Deley. Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

Mr. Conway continued reading the following reappointments into the record:

Historic District Commission: Ruth Goold and Nancy Federici

Historical Commission: Daniel Rich

Economic Development Commission: Laura Parker and Michael Maccini

Norton Cable Access, Inc.: Ellen Kane

Permanent Building Committee: Robert Medeiros and Brian Bechet

Recreation Commission: Steven Lucas

SRPEDD: Sandra Ollerhead

Town Common Committee: Keith Silver

Water Bodies: Patrick Carr and Catherine Carr

Zoning Board of Appeals: James Tenore

MOTION was made by Mr. Toole to approve [the reappointments] as read. Seconded by Ms. Deley. Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

3. Vote to Approve the Request of Heather McKibben for the Appointment to the Water Bodies Committee.

MOTION was made by Mr. Conway to appoint Heather McKibben to the Water Bodies Committee. Seconded by Ms. Deley; Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

4. Special Police and Matron Reappointments to the Norton Police Department.

Mr. Bramwell read the list of Police Department appointments as follows:

Special Police Officers: Patrick Mahoney and Timothy Gariepy

Police Matrons: Stephanie Langton, Susan Hupf, and Courtney Foley

MOTION was made by Mr. Conway to appoint those people to Special Officers or Police Matrons. Seconded by Ms. Deley; Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

5. Retirement of Detective Todd A. Bramwell from the Norton Police Department.

Mr. Bramwell announced that Detective Bramwell's last day will be Friday, June 26, 2020.

MOTION was made by Mr. Conway to accept Detective Todd Bramwell's request for retirement effective June 26, 2020. Seconded by Ms. Deley. Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Abstain. MOTION CARRIES.

Mr. Bramwell explained the letter from Chief Clark regarding the appointment of Detective Bramwell as Special Police Officer.

MOTION was made by Mr. Toole to accept Chief Clark's recommendation to approve the request for Detective Bramwell be appointed as a Special Police Officer. Seconded by Mr. Conway. Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Abstain. MOTION CARRIES.

Mr. Bramwell announced Sergeant Robert R. Whitfield's retirement, which would be effective July 5, 2020.

Ms. Deley asked if Sergeant Whitfield had similar plans for continuing to work as a Special Police Officer during the discussion of the motion.

Chief Clark stated that Detective Bramwell and Sergeant Whitfield came on to the Norton Police Department at the same time and acknowledged that the Town was losing 66 years of experience with their retirements. He advised that he is still waiting on some documentation from Sergeant Whitfield, but informed the Board that he would probably stay on as a Special Police Officer as well.

MOTION was made by Mr. Conway to accept Sergeant Whitfield's retirement/resignation. Seconded by Ms. Deley.

Mr. Bramwell thanked both officers for their years of dedication.

III. Licenses and Permits

1. Vote to Approve the One-Day All Alcohol Liquor License to Rebekah Devine for a Private Event at the Everett Leonard Park from 12:00 P.M. to 6:00 P.M. on July 4, 2020.

MOTION was made by Mr. Conway to approve the all alcohol license subject to compliance with any State guidance at the event with regard to the number of guests allowed. Seconded by Mr. Toole. Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

IV. Announcements

1. Town Meeting on June 27th at 9:00 A.M. at the Norton High School Football Field.

Mr. Yunits advised that town meeting starts at 9:00 A.M., check-in starts at 8:30 A.M., and that parking would be available at the baseball field and behind the High School for handicap

accessibility. He further stated that there would be seating available spaced 6 feet apart, but if people wanted to bring their own chair they could do so. The Town Manager informed the Board and residents that everyone should wear a mask and that hand sanitizer and three port-a-potties would be available at town meeting. Mr. Yunits mentioned that an ambulance will be on site in case there are any issues.

Mr. Yunits moved on to explain the seating arrangements for the Select Board, School Committee, Town Moderator, and Town Council, who would be seated on the lower level of the bleachers with the Town Moderator and Town Clerk situated in the middle. Ms. Deley asked about the Finance Committee, and Mr. Yunits advised that the Chair and Vice Chair would have a separate table there as well. The Town Manager further stated that portable microphones would be available on the field; those who wish to speak will stand, raise their hand, and a microphone will be brought to them. Ms. Deley asked if there would be any display or projector, which Mr. Yunits replied there would not. In response, Ms. Deley asked how they would be handling the warrant. Mr. Yunits advised that they would have warrants available for attendees. The Town Manager asked attendees to bring their own bottled water, but stated that there would be some bottled water available. Ms. Deley asked about pens and pencils and Mr. Yunits said there would be no need. Ms. Deley asked about getting a tent and Mr. Yunits said the weather forecast looked fine for the day of the meeting and didn't see a need. Ms. Deley questioned what the plan would be if the weather forecast changes and if they would be able to get tents. The Town Manager replied that they would not be able to at this point because there are none available, so they would have to go with the rain date of Monday, June 29th.

Ms. Deley asked about communications and a map to understand the setup (including an area for non-mask wearers). Mr. Yunits said he would have to check on that, but he knew this was covered in the video they did for Cable. Ms. Deley asked in regard to the communication plan what else they had in place besides the Cable video. Mr. Yunits informed the Board that there would be a reverse 911 tomorrow (Friday, June 26th) reminding people that town meeting is at 9:00 A.M. on Saturday, June 27th.

Mr. Conway said under the "News" tab on the Town website for town meeting he did not see a map and commented that it would be great to get up there. Mr. Conway asked if the warrants will show the revisions. Mr. Yunits said there will be no major revisions except for Article 4, which they are voting on tonight.

Ms. Deley asked to have the alert on the home page bumped to the top so it is the first thing people see along with bullet points of the information Mr. Yunits stated earlier in the meeting if possible, which Mr. Yunits agreed to. Mr. Bramwell stated that NEMA is also going to be assisting people at town meeting. Mr. Conway asked if they could get the highway signs out with the town meeting information on there.

Ms. Longhurst stated that the sign outside of the [High] School is working now, so they could get the town meeting information out there this way too. She also asked to announce that check-in be at 8:00 A.M. instead of 8:30 A.M. to get things to move faster, which the Board agreed to.

2. Mr. Conway announced a vacancy on the Water/Sewer Commission for a three-year spot that the Select Board could appoint someone to. He stated that if anyone is interested to e-mail the Town Manager and the Board could take this up at a later meeting.

V. **Business**

A. **New Business**

1. Accreditation Awarded to the Norton Police Department from the Massachusetts Police Accreditation Commission.

Chief Clark read the letter to the Board stating that as of June 4, 2020, the Massachusetts Police Accreditation Commission voted to award Accreditation to the Norton Police Department for another three-year period ending May 2023. Chief Clark informed the Select Board that this was the third reaccreditation the Norton Police Department received and recognized Todd Jackson, the Accreditation Manager, for the work he has done.

Mr. Conway recognized the exceptional Police Department the Town has.

2. Review and/or Vote on Marijuana Application/RFI Process.

Ms. Deley advised that the Economic Development Commission (EDC) met the previous day and made updates based on town counsel guidance. Ms. Deley explained that there is a limited number of retail marijuana licenses available (20% of the number of liquor licenses), which will permit two establishments within the Town of Norton. She advised that six companies have indicated an interest. Ms. Deley further mentioned that town counsel instructed them to have an application process open for a certain amount of time, receive applications, form a sub-committee to go through the applications, and then approve them. She advised that the EDC met with the Town Manager and the Director of Planning and Economic Development, Mr. Paul DiGiuseppe, about the process along with Mr. Kevin O'Neil (member of the Planning Board) and the sub-committee [the EDC] wants to put together.

Ms. Deley moved on to address the RFI and RFQ process and asked the Town Manager to provide insight on the process the Town already has in place. Mr. Yunits said on the Town website in the quick link section, there is a link there to direct applicants to. Ms. Deley asked if a notification goes to the Sun Chronicle or a physical location. Mr. Yunits replied that it depends on the value because the value of the project/work to be done determines if it needs to be advertised. Ms. Deley asked if there were any other resources to make sure they get the word out as much as possible. Mr. Yunits replied that he could think about that, but it would have to be an industry that has a website.

Ms. Deley stated that they just need to update a section referring to the RFI to include the Town website's home page address. She advised that another change was to insert the deadline for submitting RFIs, which would be open for 45 days, so they can enter date once this is completed. She stated that one of the things they had a question on for town counsel was in regard to a security plan (the plan was to receive RFIs in a closed and sealed envelope labeled confidential). Ms. Deley advised that town counsel suggested redacting information for review in open meeting. Ms. Deley added that any proprietary information should be redacted and at the bottom modify text "for public records", so a notation was made within the document. She explained that this helps to get rid of confidential information that could be

requested in a public records request. Ms. Deley said another question they had was to ask retailers to obtain liability insurance, but Town Counsel advised that retailers who haven't secured a lease or don't have a lease might not be able to get insurance. In result, the EDC removed this from the application process because this is in the Cannabis Control Commission's (CCC) guidelines anyways.

Ms. Deley said the EDC received questions from Mr. DiGiuseppe about the condition of a site plan review and special permit within the application. Ms. Deley clarified that this application is for only adult-use marijuana retail establishments and is contingent upon a Host Community Agreement (HCA) being signed. She further stated that recommendations would be made by the sub-committee and forwarded to the Select Board. From there, the applicant could work with the CCC on obtaining a license. Ms. Deley informed the Board that the applicant needs to have a license before getting a special permit from the Planning Board. She pointed out that the proposed bylaw has not been presented or voted upon at town meeting but town counsel said they could start the application process and enter into an HCA with the contingency of the bylaw being approved at town meeting. Ms. Deley said that another thing town counsel mentioned was that the HCA negotiation usually happens with one Select Board member most versed in the cannabis industry for the reason that the Select Board member would work with the Town Manager and applicant while also suggesting changes based on the best interest of the Town. Ms. Deley reiterated that the negotiated HCA would go to the Select Board for approval and pointed out that this would not qualify as a topic for executive session.

Mr. Conway stated that Ms. Deley would be best suited as the Select Board's representative for the HCA negotiations and Mr. Bramwell and Mr. Toole agreed.

MOTION was made by Ms. Deley to support the application as presented by Ms. Deley. Seconded by Mr. Toole. Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

3. Review and/or Vote on RosenBuds, LLC Host Community Agreement.

Ms. Deley suggested deferring this to a later date until such time the marijuana sub-committee is formed and can provide feedback to the Select Board. She stated that this would be in an area zoned for marijuana establishments. Ms. Deley mentioned from the informational session that they had questions specific to a cultivator and asked town counsel about two individuals who expressed a concern about the odor and if it would be appropriate to add into the HCA for a cultivator/manufacturer to replace filters every 6 months. Ms. Deley informed the Select Board that the Town can enter into an HCA with a retail establishment, but not a cultivator at this time. She reported that town counsel's response to this concern was that an HCA is contract between parties and the applicant might not know this information during the application process.

4. Vote to Accept Cable Access Grant for the Edith Read Conservation Land Project.

Mr. Yunits stated that every year the Norton Media Center puts out a request for applications for grants and they were granted \$1,344.98 to be used for projection in the lodge at Camp Edith Read.

MOTION was made by Mr. Conway to accept the Cable Access Grant for use at the Edith Read Conservation Land Project. Seconded by Ms. Deley. Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

5. Review and/or Vote on Article 4 of the Town Meeting Warrant.

Mr. Yunits explained that back in October, the Board signed an agreement with AFSCME Council 93, which is the Water/Sewer union. He stated that the contract period is from July 1, 2020 to June 30, 2023 and has to be ratified by town meeting. Mr. Yunits stated that this was not put on the October warrant and was just brought to their attention that this should be voted on. The Town Manager clarified that there will be no need for additional money because the money is already in their Water/Sewer budget.

Ms. Deley asked if this is in the warrant. Mr. Yunits answered that it was, but the Finance Committee hadn't taken action on it and they need to take their vote prior to town meeting, which they will be at 8:30 A.M. on Saturday. Ms. Deley asked if this was the only collective bargaining agreement that would be falling under this article, which Mr. Yunits answered it was. Mr. Conway asked if a motion can be made on town meeting floor, which Mr. Yunits replied it was a possibility and added that someone from the Finance Committee could also include this in the motion or someone from the Water/Sewer Commission.

MOTION was made by Mr. Conway to vote to support Article 4 on the Town Meeting Warrant. Seconded by Ms. Deley. Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

B. Old Business

C. Town Manager's Report

1. Update on 1/12th Budget.

The 1/12th budget was approved on June 17th by the State.

2. Update on Deficit Spending Request.

The Deficit spending request was approved for up to \$510,000 from the Division of Local Services.

3. Update on Cares Act Funding.

The Cares Act Funding the Town received was \$411,101 on June 19th from the Cares Act Fund. Ms. Deley asked what the reimbursement costs were. Mr. Yunits gave a breakdown of the costs as follows:

- Telework capacity, hardware, and subscriptions: \$49,908;
- Increased IT staffing hours to support the telework: \$6,400;
- Wellness check-ins for the elderly: \$3,600;
- Food for families: \$231,821;
- Cleaning and disinfecting buildings: \$98,799.81;

- PPE: \$15,000;
- Backfilling at public safety due to positive tests: \$18,000; and
- Potential expenses for the Town pools and recreation areas: \$64,000.

Ms. Deley and Mr. Conway asked if this is a payment out of the \$1.7 million received, which Mr. Yunits confirmed.

4. Meals Through the Summer Attleboro YMCA Grant.

Mr. Yunits informed the Board that the Attleboro YMCA put in for a \$50,000 grant for meals for adults. In regard to the School program, the USDA extended the child reimbursement program through August 31st. The Town Manager advised that the funding through FEMA runs out tomorrow and NEMA has filed for an extension for that funding, which is the funding that is used for adults. Mr. Toole asked if they could use the YMCA grant money first for the other 25% needed to cover the FEMA expenses rather than the Cares Act money and Mr. Yunits answered they could.

Ms. Deley asked if the Cupboard of Kindness was still doing extended days and Mr. Yunits confirmed that they were still doing 4 days a week.

5. Mr. Yunits stated that the Town Clerk wanted to thank Downtown for providing pizzas for the poll workers at the election even with no notice.

6. Mr. Yunits reported that they are currently in a drought situation and wanted to pass along the Water/Sewer Department's reminder that only hand-held hoses are allowed right now.

Mr. Conway commented that there was a [social media] post on one of the local pages insinuating that the School is not listening to this order. Mr. Conway set the record straight by pointing out that the schools are on their own well system.

V. Select Board's Report and Mail

Mr. Conway wanted to formally welcome Mr. Toole to the Select Board and Ms. Deley shared the same sentiments.

Ms. Deley brought up the employee recognition for 5, 10, 15 and 20 years the Board previously discussed doing at the Spring Town Meeting. She suggested holding off on this since they are trying to keep the meeting short, and Mr. Yunits agreed.

Mr. Toole thanked Sergeant Robert Whitfield and Detective Todd Bramwell for their years of service. He also thanked Mr. Matthew Wells and his team on what they have done so far during COVID-19.

VI. Meeting Minutes

There were no meeting minutes approved at this time.

VIII. Warrants

Report of Chairman, Bradford K. Bramwell, on the following Payroll and Invoice Warrants:

A. Payroll Warrant PR20-26 for the week ended June 13, 2020, Warrant dated June 18, 2020, in the amount of \$4,445,498.35.

B. Invoice Warrant AP20-51 dated June 18, 2020, in the amount of \$1,166,700.79.

C. Invoice Warrant AP20-52 dated June 25, 2020, in the amount of \$889,539.43.

IX. **Other Business**

There was no other business to discuss.

X. **Next Meeting's Agenda** – July 9, 2020 – Discussion on the Reopening of Town Hall.

XI. **Executive Session**

There was no need for an executive session at this time.

XII. **Adjournment**

MOTION was made by Mr. Conway to adjourn the Select Board meeting at 8:27 P.M. Seconded by Ms. Deley. Vote: Mr. Toole – Yes; Ms. Deley – Yes; Mr. Conway – Yes; and Mr. Bramwell – Yes. MOTION CARRIES.

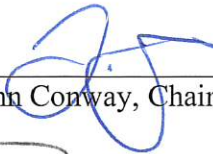
URL Link: <https://www.youtube.com/watch?v=4slGTvW4zPI>

Respectfully Submitted by:




Jennifer Reid, Office Administrator


**SELECT BOARD
MINUTES OF MEETING
JUNE 25, 2020**



John Conway, Chair



Renee Deley, Vice-Chair



Michael Toole, Clerk



Bradford K. Bramwell



Megan Atf

Minutes Approved by Board on: September 17, 2020