



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

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

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Select Board  
Meeting Minutes  
August 20, 2020

I. Call to Order by Chairman

The August 20, 2020 meeting of the Norton Select Board was held remotely (web: <https://us02web.zoom.us/j/87111181964?pwd=UHZ3T1JQRjZ3QTMrU3VWMGNSSWpGQT09>; dial in via +1 (646) 558-8656, Webinar ID 871 1118 1964, and was called to order at 6:31 P.M., by Mr. John Conway, Chair. Member(s) present: Ms. Renee Deley, Mr. Michael Toole, and Mr. Bradford K. Bramwell. Also in attendance: Mr. Michael D. Yunits, Town Manager.

II. Appointments/Resignations/Retirements

1. Appointment of Water and Sewer Commissioner.

Mr. Toole asked if Mr. Zack Tsilis could be on the Finance Committee and be appointed as the Water/Sewer Commissioner. Mr. Yunits advised that he could not because it is an appointed position.

Mr. Luke Grant informed the Board that Mr. Frank Fournier, Water/Sewer Superintendent, and Mr. Steven Bishop, Member of the Water/Sewer Commission, would not be in at this meeting and asked the Board if they wanted to move forward with the appointment or postpone it until a later meeting. Mr. Conway replied that he would leave that up to him. Mr. Grant said he would be fine with making a choice at this meeting, especially where there is only one candidate and there was not a lot of applications coming in.

Mr. Bramwell, Mr. Toole, and Ms. Deley shared full support of appointing Mr. William Marr. Ms. Deley asked with only having Mr. Grant as a representative of the Water/Sewer Commission if they could proceed with the appointment, which Mr. Yunits said it was sufficient to just have Mr. Grant.

**MOTION was made by Ms. Deley to appoint Bill Marr to the vacant partial term for Water/Sewer Commissioner to expire at the next town election. Seconded by Mr. Bramwell. Vote: Mr. Grant – Yes; Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.**

2. Vote to Appoint Michael Harrington to the Commission on Disability.

Mr. Toole stated that he has known the candidate, Michael Harrington, for quite some time and that he seems qualified for the position. Mr. Toole emphasized that this is something Mr. Harrington is passionate about and added that the Commission is looking for help.

Mr. Conway asked how many members are on the Commission currently. Mr. Yunits replied that there are only two individuals. Mr. Conway asked if that included Mr. Harrington and Mr. Yunits clarified that Mr. Harrington would make the third member. Ms. Deley asked how many members can be on the Commission and the Town Manager replied that he believed it is a seven member commission. The Board spoke of getting the name changed to something more appropriate.

Mr. Harrington expressed his opinion that the name of the Commission is very inappropriate and that he hopes to meet with the other members to come up with a better name. Mr. Harrington advised that he would like to speak with the State to see what is best for the Town.

**MOTION was made by Mr. Bramwell to appoint Michael Harrington to the Commission on Disability. Seconded by Ms. Deley. Vote: Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.**

### **III. Licenses and Permits**

1. Vote to Approve the One-Day Beer and Wine License to Fatima Watt for a Private Event at the Everett Leonard Park from 12:00 PM to 7:00 PM on August 23, 2020.

**MOTION was made by Mr. Bramwell to approve the one-day beer and wine license for Fatima Watt for a private event at Everett Leonard Park from 12:00 P.M. to 7:00 P.M. on August 23<sup>rd</sup>. Seconded by Ms. Deley. Vote: Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.**

2. Vote to Approve the Amendment of the One-Day All Alcohol Liquor License to Stephen Cavanaugh for a Private Event at the Everett Leonard Park by Changing the Date of the Event from August 16, 2020 to August 30, 2020 from 12:00 P.M. to 5:00 P.M.

**MOTION was made by to Mr. Bramwell to approve the amendment of the one-day all alcohol liquor license issued to Stephen Cavanaugh for a private event at the Everett Leonard Park for August 30, 2020 from 12:00 P.M. to 5:00 P.M. Seconded by Ms. Deley. Vote: Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.**

### **IV. Announcements**

Mr. Conway announced that the Honorary Mayor of the Town of Norton, Mr. Peter J. Wiggins, has been given a radio show on Thursdays from 2:00 P.M. to 3:00 P.M. on WARA Radio out of Attleboro. Mr. Conway advised that Mr. Wiggins had his first show that day and this will be a weekly occurrence where the topics of discussion will be about the Town of Norton.

V. Business  
A. New Business

1. 6:45 P.M. - Public hearing on the application for a Transfer of the Retail Package Goods Store License to Expose, Keep for Sale, and to Sell All Kinds of Alcoholic Beverages Not to be Drunk on the Premises, at 194 South Worcester Street, Norton, MA 02766 from A & E of Norton, Inc., d/b/a Barrowsville Station, Manager: Elizabeth J. DiBartolo, to Bristol Beverages, Inc., d/b/a Barrowsville Station, Manager: Krunal Patel. The proposed licensee will also be requesting the approval of the Change of Manager, Pledge of Inventory, and Pledge of License, same address. As part of the transaction, Bristol Country Store, LLC, is purchasing the real estate located at 194 South Worcester Street, Norton, MA 02766.

Attorney John Mooradian was on the call along with the three applicants, Vinus Patel, Suresh Patel, and Krunal Patel.

**MOTION was made by Ms. Deley to open the public hearing at 6:50 P.M. for the transfer of the Retail Package Goods Store License to Expose, Keep for Sale, and to Sell All Kinds of Alcoholic Beverages Not to be Drunk on the Premises, at 194 South Worcester Street, Norton, MA 02766 from A & E of Norton, Inc., d/b/a Barrowsville Station, Manager: Elizabeth J. DiBartolo, to Bristol Beverages, Inc., d/b/a Barrowsville Station, Manager: Krunal Patel. Seconded by Mr. Bramwell.**

Attorney Mooradian introduced himself and advised that he represents Bristol Beverages, Inc. He stated that the corporation is purchasing the business and the property located at 194 South Worcester Street. He explained the three things that they are looking to have approved are outlined on the application, which include the transfer of the license, change of manager, and pledge of inventory. Attorney Mooradian informed the Board that the hours and premises' layout will be remaining the same.

Mr. Bramwell asked if the new owners have experience in package stores/liquor stores. Attorney Mooradian said they do and mentioned that they already have some stores. Attorney Mooradian further stated that the proposed Manager, Krunal Patel, is also TIPS certified and has run a store for a few years now with no violations. Mr. Bramwell emphasized that one thing the Select Board likes to advise of new owners is that they do not want to have a hearing for violations and hope they can be extremely strict with the age of dispensing and realizing there will be times where police will do spot checks for that. Mr. Bramwell added that the accident reports include where the intoxicated person was last served or where people obtained alcohol and this information is reported to the Board. Mr. Bramwell emphasized again that the Select Board did not want to have a hearing on any of this in the future if they were to approve this application. Mr. Bramwell lastly stated that he hopes the new owners will use their best judgement and not make the Board make a difficult decision in the future.

Attorney Mooradian assured the Board that he heavily emphasizes these things to his clients when they are looking to obtain a liquor license. He advised that his clients are aware of the rules and repercussions for underage sales and commented that no one wants to be before the Board for a violation hearing.

**MOTION was made by Mr. Bramwell to approve the transfer of the license from A & E of Norton, Inc. to Bristol Beverages, Inc., both d/b/a Barrowsville Station. Seconded by Ms. Deley. Vote: Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.**

**MOTION was made by Ms. Deley to close the public hearing. Seconded by Mr. Bramwell. Vote: Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.**

**B. Old Business**

**1. Vote on Special Town Meeting Articles.**

Mr. Yunits informed the Select Board that the Finance Committee voted no action on Articles 1-3 and voted in favor of the zoning articles for the village center core zoning district along with the map amendment for that. The Town Manager advised that the Finance Committee also voted in favor of the retail marijuana establishment districts as well as the map amendment for that.

Mr. Yunits lastly stated that the Finance Committee did not vote in favor of article done by the Planning Board that would do away with requirement for putting signs in the ground at the beginning and end of an area that is being rezoned as a way of notifying residents and/or abutters.

**MOTION was made by Deley to support Articles 4, 5, 6, 7 on the Special Town Meeting Warrant. Seconded by Mr. Bramwell. Vote: Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.**

Mr. Toole expressed his opinion that if the Planning Board thinks it is time to move on from the signs that he supports their decision, especially where various other forms of notification are done, such as public notices, posts to the Town website, social media, etc. Mr. Bramwell said he would also be in support of this because a lot of the print on the signs is so small, people would have to go right up to the sign and stand in front of it to be able to actually read what the sign says. Mr. Bramwell added that people are also notified by internet use as Mr. Toole previously mentioned.

Ms. Deley said she was going to offer a difference of opinion in result of sitting in on the Finance Committee meeting. She stated that there were some residents that said if there weren't signs, they wouldn't have known certain projects were happening. Ms. Deley explained that the process seems more archaic than the means to do it. She stated that she was on the fence about this because if it is another way to communicate, then they should do it. Ms. Deley pointed out that abutters are getting notifications via certified mail, but she is still going back and forth on this topic and was simply offering this opinion for consideration. Mr. Conway said he was also on the fence because he is all about being in the modern-age, but agreed that if this is catching one or two people that it would be impacting, then it is worth it. Mr. Conway recognized that the Planning Board is

recommending this and want to make that acknowledgement. Mr. Conway lastly pointed out the significant cost for the signs along with the time constraints the signs pose.

Mr. Joe Parker, resident, understood the importance of notifying the one or two people that this reaches, but also asked for the Board to consider the cost per person to weigh out if this is worth it.

**MOTION was made by Mr. Toole to support Article 8 from the Special Town Meeting Warrant. Seconded by Mr. Bramwell. Vote: Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – No; and Mr. Conway – Yes. MOTION CARRIES.**

## 2. Discussion on Norton Meals Program.

Mr. Yunits stated that the School Department reported that the Norton Meals Program will have to end this Friday (August 21<sup>st</sup>); the School Department asked that this be put on next week's agenda also. The Town Manager explained that the School Business Manager, Matthew Wells, had to fill out a questionnaire for FEMA to seek continuation of the program and Mr. Wells was hoping that by August 31<sup>st</sup> he would have a better idea of if FEMA would move forward with funding the program.

Mr. Conway pointed out that this meal has supplied 100,000 meals since mid-March and acknowledged the great work the School Department and cafeteria workers have done. He also informed the Board and residents that the Town has spent \$233,000 so far on this program; \$138,000 came from USDA for child meals; \$71,000 from FEMA; and \$24,000 has come from Cares Funds.

Mr. Toole asked if this was for children or children and adults. Mr. Yunits said this was pertaining to the adults. Mr. Yunits informed Mr. Toole that the Schools have to produce lunches for children in need. Ms. Deley asked if there was a plan to provide interim meals for those in need. Mr. Yunits advised that that Council on Aging is still doing the program Meals on Wheels.

Mr. Conway wanted to acknowledge the CERT volunteers, who are doing a lot of home deliveries including Ray Cord of NEMA.

Ms. Beth Rossi, the Director of the Council on Aging, said the Human Services Office has been working hard to get resources to those in need of food. She explained that they have started grab-and-go for seniors and have also been handling a lot of food stamp applications for all ages. Ms. Rossi pointed that this is going to be a long-term problem and would like to get people to come through her office to offer the array of services such as food and fuel assistance. She emphasized that if people don't come through the door, she can't help them receive services and/or financial benefits.



Mr. Conway asked for Ms. Rossi to provide her contact information, which she gave as follows:

Phone No.: 508-285-0235

E-mail is [coa@nortonmaus.com](mailto:coa@nortonmaus.com).

Ms. Deley asked to have the list of resources provided so that they can circulate that information, and Ms. Rossi agreed to do so.

### C. **Town Manager's Report**

#### 1. Chapter 90 Projects Update.

Mr. Yunits wanted to let the Board know that Richardson Avenue has been paved and the construction has already moved on to Clapp Street and Bay Road, which was faster than anticipated, and that paving should happen on September 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>. The Town Manager commented that the road lines will need to be painted afterwards.

Mr. Conway asked to have the notifications more formalized while pointing out that Richardson Avenue went great. He suggested possibly having the Norton Alerts go out more in advance, but understood that the construction moved faster than anticipated as Mr. Yunits explained.

#### 2. Free Cash Certification.

Mr. Yunits acknowledged the Town Account, Mr. James Puello, for the great job he did getting everything done to have the free cash certified so early. He advised that free cash was certified by the State in the amount of \$2,877,433.00. Additionally, the Enterprise Fund for Water was certified at \$2,524,261.00 and the Enterprise Fund for Sewer at \$2,472,115.00.

Mr. Toole clarified that free cash is money that was unspent in 2020. Mr. Yunits explained that free cash is comprised of leftover free cash, anticipated revenues that came in above what was anticipated, and turn-backs, which came back higher this year due to COVID-19. Mr. Toole pointed out that the free cash for the Water/Sewer Department came in high and asked if these funds would go towards their projects. Mr. Yunits said they are using some of that money for the connections for the sewer main project, but they can also hold onto these funds until they have a project or if they need it to fund a budget. Mr. Toole asked if these funds could also be transferred back to the Town. Mr. Yunits answered they cannot and further explained that Water funds cannot be used for Sewer budgets/projects either.

#### 3. Update on the Cyber Security Breach.

Mr. Yunits advised that on August 10, 2020 employees at the Dispatch Center were not able to get on the server, so they contacted MX Consulting. Within 10 minutes, MX figured out that the server had been hit with a virus. Fortunately, the timing of it was only

30 minutes from the last backup (all backups virtual), so there was only 30 minutes of material that could have been missing. Mr. Yunits said MX worked for over 3 days to inspect every server to make sure there wasn't any ransomware on the servers and the Town didn't have to pay any ransom because the information/files were backed-up to the servers. The Town Manager advised that the storage backup recovery service wasn't affected at all. Mr. Yunits reported that the WTI Server, the payroll server, took a while to get back, but the Treasurer did a great job contacting the payroll company to get payroll processed on time.

The Town Manager explained that one of the concerns with regard to cyber breaches is people working from home. In result, the Town Manager advised the Select Board members that they were in the process of putting in new security software. He commented that funds were in Capital for this, but now with so many people working from home this increases the number of computers that need to have the security software installed on in order to prevent anything like this from happening in the future. Lastly, Mr. Yunits stated that MX Consulting shut down the servers, checked the integrity of the servers, and checked the domains and backups. The Town Manager concluded that the cyber breach could have been worse and reported that everyone was back up and running.

Mr. Toole asked if anything exposed that they are worried about and Mr. Yunits answered no. Ms. Deley asked what policy is in place for people connecting to the server, specifically if employees are instructed to use only town devices or if they could use any device. Mr. Yunits said they had everyone bring their laptops in to be scanned to make sure no viruses on them; some were Town computers and some were personal, but they are working to get everyone their own work laptop. Ms. Deley asked how they got into the server and Mr. Yunits said not sure and to find out it would cost around \$35,000. Ms. Deley asked if it was someone that has been in the environment for some time. Mr. Yunits said he was not sure and MX Consulting would have to speak on that.

George from MX Consulting explained that in order to figure out where it came from, they would have to conduct further investigations, but expressed that he strongly believed it was from one of the home-users. Mr. Yunits emphasized that no one was allowed to use their computers until they were scanned and everything was completed on August 13<sup>th</sup> at 6:30 AM.

Mr. Toole asked if the Town is where it needs to be electronically. George replied that they are already digital and have only one server that is physical. Ms. Deley said this isn't the first time that a cyber breach happened and asked if there were any programs employees need to go through as far as not clicking unsafe links. Mr. Yunits said they continue to do this and commented that he didn't recall them having another incident. George clarified that there may have been an individual work station that was infected in the past, but not like this.

#### **V. Select Board's Report and Mail**

Mr. Conway said he got an e-mail from a Town resident regarding Mrs. Estelle Flett, Veterans' Agent, and expressed that it was really quite touching. He explained that it came

from a widow of a resident that passed away and how Ms. Flett really held her hand through the VA process and was her advocate. Mr. Conway emphasized how heartfelt the note was and reminds them of what a great job Mrs. Flett does and how she truly cares for the clients she serves. Mr. Conway expressed gratitude for Mrs. Flett and for the resident who took the time to write the letter. Mr. Bramwell said it was a Marjo Walsh who provided the letter.

Ms. Deley brought up the public hearing the Charter Commission was holding on Saturday, August 22<sup>nd</sup>. Mr. Yunits said the Board of Health Agent was going to contact the Chair about this. Mr. Conway asked if they had heard anything from Mr. Zahner at all. Mrs. Laura Parker, Chair of the Charter Commission, said no one had reached out to her. Mr. Conway asked that Mr. Zahner reach out to Mrs. Parker tomorrow about the meeting, which Mr. Yunits agreed to do.

Mrs. Parker said the hearing will be on Saturday, August 22<sup>nd</sup> to go over the Preliminary Report and Charter, which will be at 9:00 A.M. at the Gazebo at the Norton Public Library. She advised residents that they will need to wear mask and maintain social distancing and are encouraged to bring chairs. Mrs. Parker advised that they only have a limited number of hard copies of the Preliminary Report and Charter. She expressed that she hoped that members of the public have read these ahead of time and are prepared to speak on them.

#### VI. **Meeting Minutes**

There were no minutes approved at this meeting.

#### VIII. **Warrants**

Report of, Chair, John Conway, on the following Payroll and Invoice Warrants:

A. Payroll Warrant PR21-04 for the week ended August 8, 2020, Warrant dated August 13, 2020, in the amount of \$662,950.00.

B. Invoice Warrant AP21-07 dated August 13, 2020, in the amount of \$211,214.86.

C. Invoice Warrant AP21-08 dated August 20, 2020, in the amount of \$746,149.11.

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

There was no other business to discuss.

#### X. **Next Meeting's Agenda** – Thursday, August 27, 2020 at 6:30 P.M.

Mr. Conway stated that he believed that meeting would be with the School Committee. Mr. Yunits said he would speak with Mr. Wells because he was concerned if the School Committee could be in attendance on that day.



Mr. Conway mentioned that the Permanent Building Committee and their subcommittee met last week to put together a communication plan. Mr. Toole advised that the State Representatives were looking to come in and discuss these projects. Mr. Yunits said would check with State Representatives and Senator to see what works for them.

XI. **Executive Session**

To discuss strategy with respect to collective bargaining or pending litigation matters.

XII. **Adjournment**

Declaration by the Chairperson, John Conway, was made as follows:

I declare, under General Laws Chapter 30A, §21A(a)(3), that the purpose of the executive session will be to discuss strategy with respect to collective bargaining, because a discussion of the strategy in open session could compromise the purpose of the executive session and with the Board to not return to open session at the conclusion of the executive session.

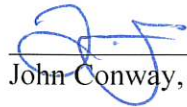
Motion was made at 8:10 P.M. by Mr. Toole to have the Board go into executive session under G.L. c.30A, §21(a)(3) for the purposes and reasons declared by the Chairperson and with the Board to not return to open session thereafter. Seconded by Mr. Bramwell. Vote: Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway - Yes. MOTION CARRIES.


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

Respectfully Submitted by:

  
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Jennifer Reid, Office Administrator

**SELECT BOARD  
MINUTES OF MEETING  
AUGUST 20, 2020**

  
\_\_\_\_\_  
John Conway, Chair

  
\_\_\_\_\_  
Renee Deley, Vice-Chair

\_\_\_\_\_  
Michael Toole, Clerk

\_\_\_\_\_  
Bradford K. Bramwell

  
\_\_\_\_\_  
Megan Artz

Minutes Approved by Board on: October 1, 2020