



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

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Select Board
Meeting Minutes
February 4, 2021

I. **Call to Order by Chair**

The February 4, 2021 meeting of the Norton Select Board was held remotely (Web: <https://us02web.zoom.us/j/6391519600>; Phone: 646-558 8656; Meeting ID: 639 151 9600, and was called to order at 7:00 P.M., by Mr. John Conway, Chair. Member(s) present: Ms. Renee Deley, Mr. Michael Toole, Mr. Bradford K. Bramwell, and Ms. Megan Artz. Also in attendance: Mr. Michael D. Yunits, Town Manager.

II. **Appointments/Resignations/Retirements**

1. Appointment of Christine Deveau as an Alternate Member to the Economic Development Commission.

MOTION was made by Ms. Deley to appoint Christine Deveau as an Alternate Member of the Economic Development Commission. Seconded by Mr. Toole. Vote: Ms. Artz – Yes; Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.

III. **Licenses and Permits**

There were no licenses or permits to discuss.

IV. **Announcements**

1. Norton Parks and Recreation: Norton resident Mary Kollas is turning 100 years old on March 1st!! We are collecting birthday cards to give to her on her big day. If you would like to send Mary a card to mark this special occasion, please send them to: Norton Parks & Recreation, Attention Mary, 70 East Main Street, Norton, MA 02766.

2.) The Council on Aging is hosting a “Valentine’s Day Cookie Drive Through” on Friday, February 12th between 1:00 P.M. and 3:00 P.M. Swing by the Senior Center for kisses, cocoa, and cookies.

V. **Business**

A. **New Business**

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

Mr. Christian Zahner, Board of Health Agent, and Ms. Donna Palmer, the Public Health Nurse were in attendance to provide an update on COVID-19. Mr. Zahner stated that Governor Baker would be lifting capacity restrictions on restaurants, gyms/fitness centers, etc. The Board of Health Agent reported that the number of COVID-19 cases seem to be going down at the State level and hospitalizations have dropped by 33% since January. Mr. Zahner advised that the State is going ahead to lift temporary capacity restrictions from 25% capacity to 40% capacity. He emphasized that this does not change the ninety-minute time limit nor the six-person party limit. Mr. Zahner clarified that personal training is still limited and that these new restrictions will go into effect on February 8th at 5:00 A.M.

Mr. Zahner moved on to discuss that Norton is still considered a red community, but commented that in the next couple weeks he anticipates this being lifted. Ms. Artz asked how the Town gets these numbers. She clarified that the reason she asks was because her and her husband were positive for COVID-19 and at first her kids tested negative; then later, two of her kids developed symptoms/became positive and asked how the Town would have gotten those numbers since no one from the Town called her. Ms. Palmer asked if Ms. Artz received a call from the State, which Ms. Artz answered that she did. Ms. Palmer said that her and her husband were on her list of COVID-19 cases in Town and explained that if you test positive, you either get a call from the State or the Town's Board of Health Office. Mr. Zahner gave an overview of the numbers over the course of the past few months, which at this time are trending down.

The Board of Health Agent advised that the Town of Norton will be using the Moderna vaccine and will only have 100 doses available per week. He emphasized that this makes things extremely challenging for vaccine clinic planning. Mr. Zahner explained that because of this limit, they are currently in Phase 2, Step 1, which includes seniors ages 75-years-old and older as well as anyone that may have been eligible during Phase 1. He informed everyone that there will be a four-hour clinic every Monday starting February 15th by appointment only subject to vaccine availability. Mr. Zahner advised that seniors with mobility issues will be their top priority and are strongly encouraging anyone that is eligible, to register with one of the State's Mass Vaccination Sites at this time. He mentioned that Gillette Stadium has plenty of open appointments and urged people if they felt comfortable to go there. Mr. Zahner said to contact the Senior Center if you have mobility issues and they will help you. The Board of Health Agent further stated that Fenway in Boston is another location to get vaccinated and that online resources for vaccine information can be found at www.nortonma.org/board-health and www.mass.gov/covid-19-vaccine. Mr. Zahner stated that to be added to the waiting list call: Norton Senior/Community Support Center (508) 285-0235 or e-mail coa@nortonmaus.com.

Mr. Zahner took the time to thank Ms. Beth Rossi and her staff at the Council on Aging for their help and support. He informed the Board that they have basically taken over as a call center and their help has been fantastic. He also recognized Ms. Estelle Flett, the Veterans' Agent, for always being willing to help and lend a hand. Mr. Zahner thanked the Housing Authority for their help as well as the Norton Police Department and Norton Fire Department commenting that they have been fantastic. The Board of Health Agent said that Norton Public Schools and the Superintendent of Schools, Dr. Joseph Baeta, have been great and have given them a place to go. Mr. Zahner also thanked Ray Cord of Norton Emergency Management for his help with coordinating everything and stated that he has been unbelievable.

Ms. Deley asked what people can do to help. Mr. Zahner said down the road they might be looking for volunteers to help with the calls.

Mr. Conway mentioned that the CVS in Seekonk will also be administering the vaccine. Ms. Deley asked if there is any truth to social media discussions about certain pharmacies who are delivering the vaccines giving the vaccine to anyone in result of people skipping their appointment(s). Mr. Zahner said he can't answer that, but commented that the last thing the State wants to do is waste a vaccine, so if they have extra available, they will administer it to those who would like it. Ms. Palmer said that they have 100 doses and will have the appointments filled and if someone skips their appointment, there is a wait list that they will start contacting people on that list to fill the vacancy.

2. Discussion and/or Vote to Declare the Norton Fire Department's Pedestal Fire Alarm Boxes as Surplus.

MOTION was made by Ms. Deley to declare the Fire Department's pedestal fire alarm boxes as surplus to be sold at auction. Seconded by Mr. Bramwell. Vote: Ms. Artz – Yes; Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.

3. Review and Vote to Authorize the Town Manager to Sign the Contract for the Purchase and Installation of a New Generator at the Norton Fire Department.

Mr. Yunits explained that the State Representative and State Senator had a line item in the Division of Fire Services budget to provide the Town with \$30,000 towards the cost of this generator. The Town Manager advised that Deputy Chief Robbins has been working on this.

Deputy Chief Robbins said about a year and a half ago, the Town was awarded with this grant for an emergency generator. He advised that the one they currently have doesn't meet code as it used to. Deputy Chief Robbins explained that the new generator will supply the Fire Department, Town Hall, and now the Highway Department too. He stated that they have a company in Westport to get the project done, which will be completed in June in order to receive the \$30,000 grant.

Ms. Deley asked if there is any concern with completing the work by June due to current circumstances with COVID-19 slowing things down. Deputy Chief Robbins replied that they shouldn't have an issue and should be all set. Ms. Deley asked if they have a maintenance contract and Deputy Chief Robbins said not at this time because they have a warranty on the generator, so once the warranty runs out the Town will then enter into a maintenance contract.

Mr. Toole referred to the \$30,000 grant and asked if the Town has already approved the additional funds for this in the capital improvements budget. Mr. Yunits said the additional funds will come from a fund that was approved years ago [at town meeting] for the Town Hall/Fire Station improvements. Mr. Toole asked if there was any salvageable value to the existing generator or if they could invest in that generator for another use in Town. Deputy Chief Robbins said that they are not legally allowed to do that because the generator is so outdated. Mr. Toole asked if there was any way they could feasibly invest in making this generator usable and Deputy Chief Robbins advised that after speaking with the Town's electrician, he did not think it would be a feasible option.

Ms. Deley asked Deputy Chief Robbins what the anticipated annual maintenance cost would be and if it would be the same as the current generator. Deputy Chief Robbins said he didn't have the number in front of him, but anticipated the cost to be close to the same. Ms. Deley asked how long the generator would be able to run the buildings and he answered 48 hours. Ms. Deley then asked how much of the building(s) would be running and Deputy Chief Robbins answered about 75% of the building and the Highway Department. Mr. Toole asked if there was a way to put the old generator on MuniBid. Deputy Chief Robbins emphasized again that they cannot legally do that. Mr. Conway said he noticed in the contract that it does not include the removal of the current generator and asked if the Highway Department will be taking care of that, which Deputy Chief Robbins confirmed.

MOTION was made by Ms. Deley to authorize the Town Manager to sign the contract for the purchase and installation of a new generator at the Norton Fire Department as shown in the contract in their packets. Seconded by Mr. Bramwell. Vote: Ms. Artz – Yes; Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.

4. Discussion and/or Vote to Reauthorize and Amend the Intermunicipal Agreement that Created the Southeastern Regional Services Group (SERSG).

Mr. Yunits reported that Norton is 1 of 25 communities that are part of the group. The Town Manager stated that the communities that are part of this group do joint purchasing for procurements. He explained that the first agreement was a 25-year agreement that was established in 1996 and this will extend this agreement for another 25 years, which is the maximum term allowed by statute. Mr. Yunits informed the Board that they have the original agreement and the amendment prepared by KP-Law in their packets.

MOTION was made by Ms. Deley that the Board vote to reauthorize and amend the Intermunicipal Agreement that created the Southeastern Regional Services Group (SERSG) so as to extend the term of that agreement for a period of twenty-five years from February 1, 2021, subject to any rights of termination or withdrawal, with all other terms of the original agreement remaining in place without change, and to authorize the Town Manager to execute any documents necessary to effectuate the purposes of this vote. Seconded by Mr. Bramwell. Vote: Ms. Artz – Yes; Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.

Mr. Toole asked what happens if one of the towns don't sign-on again. Mr. Yunits said that they will just move on with those that did sign-up and advised that they are always looking for more communities to join.

5. Review List of Spring Town Meeting Articles.

Mr. Yunits thanked Ms. Michelle Brown for sticking around until 4:00 P.M. on Monday the day of the storm when everyone else was leaving to get this posted. He advised that there is one petition article (right now listed as Article 27). Mr. Yunits stated that if anyone has questions to feel free to reach out to him. Ms. Deley asked for an overview of the articles, which Mr. Yunits provided as follows:

Article 2: Chapter 90 Transportation Aid Program

This authorizes the Town to expend any money it receives under the Chapter 90 Program. These are the funds the Highway Superintendent uses to make improvements to town streets.

Article 3: Tree Services

This is put on by the Highway Department to hire for tree services, such as large trees near wires that needs to be taken down. He advised that the Town's employees are not certified to work near wires.

Article 4: FY22 Water Enterprise Budget

This is for the Water Department's budget.

Article 5: FY22 Sewer Enterprise Budget

This is for the Sewer Department's budget.

Article 6: FY22 Operating Budget

This is for the town-wide budget for all departments (schools and the Town).

Article 7: Capital Improvements Appropriation

This is for any money that is going to be appropriated to the Capital Improvements fund.

Article 8: FY22 Capital Plan

This article is to approve the Capital Improvement Plan.

Article 9: Rescind Unissued Portions of Previously Authorized Borrowings

One of the ones that will be involved with this that came up at the last town meeting was the Water/Sewer Department was authorized to borrow money for a project that they did not have to, so they will be rescinding that authorization.

Article 10: Reserved: Land Acquisition Pine Street and Crane Street (29_9-03 and 29_12)

This came about because an owner of property on Crane Street came to the Conservation Agent saying that they had land for sale abutting the well. So, the Water/Sewer Department is looking to possibly purchase this land next to the Town well.

Article 11: Reserved: Possible TIF

Mr. Yunits said he has been speaking with Condyne and there is a possibility of someone that would be coming forward that would need a TIF, so that is a placeholder.

Article 12: Special Legislation to Increase Liquor License Quota

Mr. Yunits stated that this was in reference to the conversations the Select Board has been having about increasing the number of Retail Package (All Alcohol) licenses in Town.

Article 13: Vote to Expand the Purpose of Article 13 of the October 2019 Annual Town Meeting to Also Include the So-Called Reed & Barton Lots on Elm Street (Map 17, Lot 32-01, and Map 17, Lot 36)

This article would be to authorize the use of any of the remaining funds from the demolition of the buildings at Reed & Barton along Cross Street that remains to be used for any other purposes on that property, such as asbestos abatement(s).

Mr. Conway asked about how much is left of those funds and Mr. Yunits answered about \$100,000. Ms. Deley asked if this was standard practice or if they would typically turn that into free cash. Mr. Yunits answered that either or and explained that if the Town didn't vote for the reauthorization, then it would be turned into free cash.

Article 14: Reserved: Land Swap Between Town and Waste Management

This is another placeholder because Waste Management has been talking about wanting to expand their location on Hill Street. So, they are looking at the possibility of where the Animal Shelter and Nine Lives are right now and the shooting range. Part of this would be to rebuild the Animal Shelter, Nine Lives, and shooting range somewhere else. He said they are waiting to see if there is a proposal from them on that.

Article 15: Reserved: Land Swap Between Town and Mass DOT

Mr. Yunits advised that right across from Leonard Street is a small parcel of land (maybe 40 feet wide and only goes back about 50 feet) that somehow is in the Town's name. The State's salt shed and some of area in there is the State's and some of the other land in that area is owned by the Town.

Ms. Deley asked what some of the requirements are for that. Mr. Yunits advised that it would just be whatever the parties negotiate.

Article 16: Reserved: Rail Trail Easement Acquisition, Including by not Limited to Appraiser(s)

The Town currently has funds available for easement acquisitions, but this came about for the Rail Trail during the title search. Mr. Yunits explained that Mansfield purchased the right-of-way for the trunk line for the sewer project. He stated that the attorneys were concerned because in the past, a lot of times the railroad would just take the rights to go across property for railroad purposes and then once the railroad is done, they didn't own the property. Mr. Yunits advised that there are some parcels along the right-of-way; so, in order to straighten out the title, the Town may need to have appraisers go out to these properties and look for donations from who they think are the current owners or buy those properties. The Town Manager added that a lot of times these people don't realize they own these properties and are not taxed on them. He informed the Board that Mansfield purchased the property through the

bankruptcy court and would be granting the Town a right of way, so it is really just to straighten out the title.

Article 17: Reserved: Land Acquisition Town Hall Complex

Mr. Yunits explained that this was to possibly acquire a parcel of land behind the Fire Department, which would really help in the parking lot. He advised that they have been trying to contact the owner of the property to see if he is interested in selling.

Article 18: New Senior/Community Center; New Town Hall; and New Athletic Complex at Norton High School and the Henri A. Yelle Elementary School Projects

This article is for the new Town Hall, Senior/Community Center, and Athletic Complex.

Article 19: Funding of Energy Management Services Contract Under M.G.L. Chapter 25A, Section 11I, and an Energy Management Services Contractor

This is for the TRANE projects.

Article 20: Engineering, Design, and Construction Services to Install Direct Sewer Line Connections for the Henri A. Yelle Elementary School and the Norton High School

This would be for engineering, design, and install for a new sewer line for the Henri A. Yelle and High School. Mr. Conway asked if Mr. Yunits had an opinion on whether or not this should be included as part of the athletic complex or a stand alone article. Mr. Conway said he was just thinking about how the Town would have to borrow on these projects separately and asked if this would be funded out of the operating budget or capital. Mr. Yunits said he didn't see why they couldn't incorporate that into the projects and said he would contact the schools to see if they have any idea at all on costs for that right now. Mr. Conway explained that the School Committee has two options to choose from, one being \$5.8 million and the other being \$6.3 million, the delta being the sewer project. Ms. Deley pointed out that if the athletic complex article fails, then they would have to go back to town meeting for this particular item. Mr. Yunits said he would speak with Dr. Baeta and get his opinion on this.

Mr. Conway commented that he noticed that there wasn't an article for the renovation of the current Town Hall should the debt-exclusion question fail and asked if they had a placeholder on here. Mr. Yunits replied that they do not at this time, but they could put it on the warrant for the special town meeting. Ms. Deley asked Mr. Yunits if they could have the debt-exclusion on for the Special Town Meeting, so that this larger group that comes out for this can be addressed first and then can leave right after if they wish to do so. Mr. Yunits said he would check with town counsel, Attorney Lauren Goldberg, about Ms. Deley's question and get back to the Board.

Article 21: Charter Amendment: Elected to Appointed and Sewer Commission

Mr. Yunits stated that Mr. Toole asked for this article to be placed on the warrant. Mr. Toole stated that it is getting to a point and is hoping to get a draft of the article over to the Board within the next week. He advised that this would be subject to the Charter question passing, but it is to change the Water/Sewer Commission from being elected to appointed.

Article 22: Bylaw Amendment: Chapter 133 – Stormwater Management

Mr. Yunits advised that the Town currently has a stormwater bylaw and commented that they have been waiting for the MS4 guidelines from the EPA to get ironed out, which they have. So, there are some changes that they are looking to make. Mr. Yunits advised that there is a committee that meets regularly on that and they will be bringing those to the Board.

Article 23: Zoning Bylaw Amendment: Article XIII – Floodplain District

Mr. Yunits advised that he hadn't spoken to Ms. Jennifer Carlino, Conservation Agent, about this yet and said he would have to get back to the Board when he has more information.

Article 24: Zoning Bylaw Amendment to Allow Multi-Family As-of-Right

Mr. Yunits advised that the State recently passed a bill where MBTA communities (which Norton is due to proximity to the commuter rail) allowing by right a multi-family district. He informed the Board that the State guidelines aren't complete yet, so they don't know if it will be done by May, which is why Mr. Paul DiGiuseppe, Director of Planning and Economic Development, put it on as a placeholder. Mr. Yunits advised that if the Town doesn't do this, they won't receive any State grants.

Article 25: Zoning Bylaw Amendment to Allow an Applicant for a Marijuana Facility to Apply for Building Permits After Approval of a special permit and site plan. 175-21.5 (Additional Requirements/Conditions) Section a. iv (Use)

This is to make adjustments to the marijuana bylaw that recently passed. Ms. Deley said they realized that because of the way they wrote the bylaw, it doesn't allow for the applicant to do any construction. For the State to issue a final license, they have to do an inspection of the building. However, the way the bylaw was written, the applicant cannot get the building permit until they have the final license. So, they are fixing that. Ms. Deley said they are also anticipating a special meeting as well for a delivery operator and delivery courier. She stated that the Cannabis Control Commission (CCC) changed their requirements back in November and approved a delivery operator and delivery courier license, so they just want to account for that in the bylaw.

Article 26: Zoning Map Amendment: Amend Norton Zoning By-Law, Article III-Zoning Map and Districts and the Zoning Map: Rezoning of Parcels 11_16, 11_14-01, 11_15 and 11_17 from Residential 80 to Industrial:

This is to rezone the area owned by the State. It would change it from Residential 80 to industrial.

In between the review of the articles, Mr. Toole asked why the funds to do work on the Town Hall isn't on the article list. Mr. Yunits stated that this was just an oversight. Mr. Toole expressed that people don't understand how poor of condition Town Hall is in and while he knows people are working from home at this time because of COVID-19, that eventually will end. Ms. Deley emphasized that they still haven't missed the opportunity because they can put

it on the Special Town Meeting warrant and also possibly move the debt-exclusion to the Special Town Meeting warrant too.

Article 27: Petition of Lucile Drane to Amend Norton Zoning By-Law, Article III-Zoning Map and Districts and the Zoning Map: Changing from Residential Eighty (R-80) Zoning District to Commercial (C) on an Area of Land Along White Street, East Main Street and Newland Streets Containing the Following Parcels of Land as Shown on Norton Assessor's Map: Map 5, Parcel 33, and Map 5, Parcel 33-01.

This is for the intersection of East Main Street, White Street, and Newland Street. This is owned by Lucile Drane. She is looking to have this rezoned from R-80 to commercial.

Article 28: Prior Year Bills

Article 29: OPEB

Article 30: Stabilization

Article 31: Retirement Expense

Article 32: Collective Bargaining Agreements

Article 33: Household Hazardous Waste Day

Article 34: WPAT Administrative Costs

Water Pollution Abatement Trust Administrative Costs.

Article 35: Reserved: Revolving Funds

Article 36: Reserved: Funding for Recycling Fund

Mr. Conway wanted to remind everyone about the Community Preservation Act that was taken off at the request of the people that presented it last time.

Ms. Deley asked to have a joint meeting with the Finance Committee and have Mr. Yunits run some dates by them. Mr. Conway said he would like to be able to vote on the articles before the Finance Committee because they always ask for the Select Board's recommendations. Mr. Toole asked what the typical time frame is on the budget. Mr. Yunits informed the Board that this Monday the Department Heads will be presenting to the Finance Committee without his recommendations. The Town Manager advised that the School has to be done by March 10th and after that, he would work on the final budget. Mr. Toole asked how many Finance Committee meetings it will take to hear all of the presentations. Mr. Yunits said the Finance Committee will be meeting every Monday from now until town meeting. Mr. Toole said if the Select Board has concerns about the Finance Committee presentations, if they should be brought to the Town Manager now or wait until the Town Manager presents the budget to them. Mr. Yunits said the Board can ask him at any time and he would appreciate the Board doing so.

6. Discussion and/or Vote to Approve the Girl Scouts Use of the Town Common for Sale of Cookies.

Ms. Allison Abreu reached out to Town Manager to use the Town Common for three Girl Scouts Troops to sell Girl Scout cookies on Sunday, February 28th, from 9:00 A.M. to 3:00 P.M. Ms. Abreu stated that they feel it would be safer that way because customers can pull up curbside.

MOTION was made by Ms. Deley to approve the Girl Scouts use of the Town Common for the sale of cookies as described. Seconded by Mr. Bramwell. Vote: Ms. Artz – Yes; Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.

B. Old Business

1. Discussion on Marijuana Establishments.

Ms. Deley informed the Board that they should be expecting a Host Community Agreement (HCA) for a delivery operator license for marijuana from a previous applicant, Lucky Green Ladies (LGL), within the next month. She stated that the applicant has some work to do as far as actually identifying a location and signing a lease. Ms. Deley advised the Board that they will be modifying the existing HCA template to include delivery operator. She stated that they are still waiting on the results of town meeting to figure out the hours of operation, but in the interim, town counsel advised that this should be put in the HCAs. Ms. Deley said that this will come back to the Select Board for approval. She advised that part of LGL's initial proposal to the Economic Development Commission (EDC) was to have hybrid electrical vehicles, but this hasn't been included in their negotiations with the landlord yet. The applicant was instructed to also work with the Planning Board on this.

Ms. Deley further stated that they have had several interested parties reach out to them, one being interested in doing a micro business (part cultivate part manufacturer) and potential sites that were given to them were on Hill Street and Mansfield Avenue. She explained that they will follow the same process by going to the EDC first, working with herself and Mr. Yunits on an HCA, and then presenting to the Select Board for approval. She reported that the other interested party was for a delivery operator license and pointed out that they are a social equity program certificate holder, so they have the ability to open a delivery shop and have exclusivity for the next three years based on CCC regulations. Ms. Deley said there was another interested party for cultivation and product manufacturing, which is in the early stages. Another interested party Ms. Deley described was for cultivation and delivery and they have identified two locations, which are within the existing marijuana overlay.

Ms. Deley gave an explanation as far as the number of licenses allowed within town after Mr. Conway stated he thought there was a limit of two because it is based on the number of package stores in town. Ms. Deley said the restriction on the number of licenses is just in regard to the retail marijuana establishments. Any cultivator, manufacturer, or delivery operator fall under a different category and those licenses are unlimited.

C. Town Manager's Report

1. Update on Town Report.

Mr. Yunits asked if the Select Board submitted their Annual Report for the Select Board for last year. Mr. Conway said he had not and he will work on getting that done. Ms. Deley asked if they should send the dedication votes to Mr. Yunits and Mr. Yunits said that the Board should discuss and vote on this and let him know. Ms. Deley suggested dedicating the 2020 Town Report to Mary Steele, former Selectwoman.

2. Mr. Yunits advised that they received a notice from the Department of Housing and Community Development that the Town of Norton will be receiving technical assistance from the Massachusetts Downtown Initiative Local Rapid Recovery Planning Program. The Town Manager explained that they will hire a consultant to work with the Town and Mr. DiGiuseppe. The consultant will work to explore solutions and projects to help revitalize business in the community and in an effective way for economic recovery. Mr. Yunits advised that this is something that they will be working on over the next five months and commented that they do not know at this time who the consultant will be. He advised that as soon as they get more information from them, he will let the Board know. Ms. Deley stated that the EDC had discussed this with Mr. Yunits and Mr. DiGiuseppe at their last EDC meeting and the EDC shared their support of this as well. Mr. Yunits advised that this would extend beyond June 30, 2021.

Mr. Toole asked about the employee review process and when it starts. Mr. Yunits said it has begun and he has done 3 or 4 so far and it is continuing. Mr. Toole asked to have the Board informed of when they are done and how they went.

VI. Select Board's Report and Mail

1. Mr. Toole thanked the Fire Department for doing the public information session the other night.

2. Mr. Toole suggested asking other boards/committees to provide insight as to what they want.

3. Mr. Bramwell pointed out that this was his 12th year of serving on the Select Board and advised that he has been contacted many times asking if he will be running again. At this time, Mr. Bramwell said like with many things in politics, there should be terms and he told himself he would serve for 12 years, so he will not be running again.

The other Board members thanked him for his years of service and will miss having him on the Board as well as his wealth of knowledge on the Town's history to refer to.

VII. Meeting Minutes

The Select Board did not approve any minutes at this meeting, but agreed to each be responsible for reviewing specific minutes and approving them at their next meeting as follows:

Ms. Deley: December 10, 2020

Mr. Toole: January 7, 2021 and January 7, 2021 (Executive Session)

Mr. Conway: January 14, 2021 and January 21, 2021

VIII. Warrants

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

A. Payroll Warrant PR21-16 for the week ended January 23, 2021, Warrant dated January 28, 2021, in the amount of \$1,400,961.47.

B. Invoice Warrant AP21-31 dated January 28, 2021, in the amount of \$1,496,486.14.

C. Invoice Warrant AP21-32 dated February 4, 2021, in the amount of \$656,775.39.

IX. Other Business

Mr. Toole asked when the review process of the town employees and budget begins as well as the Town Manager's review and how that works. Mr. Conway answered that there is a document that is circulated and is filled out individually that is then sent to the Chair (and maybe Vice-Chair too).

Mr. Bramwell advised that you give a 0-4 scoring on multiple factors and those scores are then sent to the Chair. Mr. Bramwell said in past years, he set the scores up individually in a spreadsheet to calculate the scores and there is a subsection where you can leave three remarks. He said as the Chair, he took the remarks that he saw that were negatives and positives to give a full review and report, which was then sent to the Town Manager. Mr. Bramwell advised that the report is then given to the remainder of the Board for their signatures.

Mr. Toole asked Mr. Yunits that if there was anything he would want to see change for the review process to let the Board know for their consideration. Mr. Bramwell said that last year, he gave the review to Mr. Yunits on his own because of COVID-19, but in past years it is usually the Chair and Vice-Chair that meets with him to go over the review.

Mr. Toole asked when Mr. Yunits would be getting the Water/Sewer Department' budget and Mr. Yunits answered February 10th.

X. Next Meeting's Agenda – The Board agreed to meet on February 11th just for the budget information that would be presented to the Finance Committee and any other matters for the Board's consideration would be on their agenda for February 18th.

XI. Executive Session

There was no need for an executive session.

XII. **Adjournment**

MOTION was made by Ms. Deley to adjourn at 9:21 P.M. Seconded by Mr. Bramwell. Vote: Ms. Artz – Yes; Mr. Toole – Yes; Mr. Bramwell – Yes; Ms. Deley – Yes; and Mr. Conway – Yes. MOTION CARRIES.

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

Respectfully Submitted by:



Jennifer Reid, Office Administrator

**SELECT BOARD
MINUTES OF MEETING
FEBRUARY 4, 2021**

John Conway, Chair

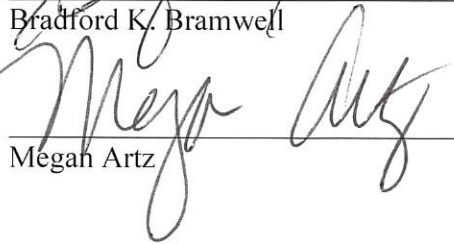
Renee Deley, Vice-Chair



Michael Toole, Clerk



Bradford K. Bramwell



Megan Artz

Minutes Approved by Board on: March 4, 2021