



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
April 27, 2022

I. **Call to Order by Chair**

The April 27, 2022, meeting of the Norton Select Board was held in the Community Room of the Norton Library as well as 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. Jack Conway, Chair. Member(s) present: Ms. Renee Deley (virtually), Ms. Christine Deveau, Mr. Michael Toole, and Ms. Meg Artz joined the meeting at 7:15 P.M. Also in attendance: Mr. Michael D. Yunits, Town Manager.

II. **Public Comment**

None

III. **Minutes**

Motion was made by Mr. Toole to approve the minutes of March 22, 2022 Executive Section; March 30, 2022 Open Session; April 5, 2022 Open Session; April 5, 2022 Executive Session; April 11, 2022 Open Session; and April 13, 2022 Open Session. Seconded by Ms. Deley. Vote: Unanimous. Motion Carries.

IV. **Appointments, Resignations, Retirements**

There were no appointments, resignations, or retirements at this time.

V. **Licenses and Permits**

1. Vote to approve the One-Day All Alcohol Liquor License to Meghan Harrop for a private event at Everett Leonard Park from 1:00 P.M. to 6:00 P.M. on Saturday, June 25, 2022.

Motion was made by Mr. Toole to approve the One-Day All Alcohol Liquor License to Meghan Harrop for a private event at Everett Leonard Park from 1:00 P.M. to 6:00 P.M. on Saturday, June 25, 2022. Seconded by Ms. Deveau. Vote: Unanimous. Motion Carries.

2. Vote to approve the One-Day Beer and Wine Liquor License to Kristina Gagne for a private event at Everett Leonard Park from 10:00 A.M. to 7:00 P.M. on Sunday, September 4, 2022.

Motion was made by Mr. Toole to approve the One-Day Beer and Wine Liquor License to Kristina Gagne for a private event at Everett Leonard Park from 10:00 A.M. to 7:00 P.M. on Sunday, September 4, 2022. Seconded by Ms. Deveau. Vote: Unanimous. Motion Carries.

3. Vote to approve the One-Day Beer and Wine Liquor License to Wheaton College for a Private Event at the Hass Concourse of Wheaton College from 7:00 P.M. to 9:00 P.M. on Saturday, May 7, 2022.

Motion was made by Mr. Toole to approve the One-Day Beer and Wine Liquor License to Wheaton College for a Private Event at the Hass Concourse of Wheaton College from 7:00 P.M. to 9:00 P.M. on Saturday, May 7, 2022. Seconded by Ms. Deveau. Vote: Unanimous. Motion Carries.

4. Vote to approve the One-Day Beer and Wine Liquor License to Wheaton College for Private Events to be Held on from May 16, 2022 to May 21, 2022 at the Times and Locations specified on their application.

Motion was made by Mr. Toole to approve the One-Day Beer and Wine Liquor License to Wheaton College for Private Events to be Held on from May 16, 2022 to May 21, 2022 at the Times and Locations specified on their application. Seconded by Ms. Deveau. Vote: Unanimous. Motion Carries.

5. Vote to approve the Special Events Application of Gary Cameron/Norton Veterans Council for the Memorial Day Parade scheduled from 10:00 A.M. to 12:00 P.M. on Monday, May 30, 2022.

Motion was made by Mr. Toole to approve the Special Events Application of Gary Cameron/Norton Veterans Council for the Memorial Day Parade scheduled from 10:00 A.M. to 12:00 P.M. on Monday, May 30, 2022. Seconded by Ms. Deveau. Vote: Unanimous. Motion Carries.

6. Discussion and/or vote to approve the Request of Atiya Reed to Change the Name on her Class II License from Atiya Reed d/b/a 2 Sons Auto Brokers, 407 Old Colony Road, Norton MA 02766 to 2 Sons Auto Brokers LLC, same address.

Motion was made by Mr. Toole to approve the Request of Atiya Reed to Change the Name on her Class II License from Atiya Reed d/b/a 2 Sons Auto Brokers, 407 Old Colony Road, Norton MA 02766 to 2 Sons Auto Brokers LLC, same address. Seconded by Ms. Deveau. Vote: Unanimous. Motion Carries.

VI. **Announcements**

1. Spring Town Clean Up Event

Ms. Deveau thanked everyone for participating and helping coordinate the spring town clean up. She reported approximately 50 streets were worked on by more than 100 volunteers. She gave special thanks to the Town Manager, the Conservation department, the Highway department, and the special neighborhood groups that organized and made this a successful event.

Mr. Toole thanked Ms. Deveau for all her efforts to organize and run this event. Mr. Conway also thanked Ms. Deveau for the event.

Ms. Deveau mentioned the suggestions for future town clean ups are providing safety vests to the volunteers, using traffic safety cones, and have team leaders for different sections of the town.

Mr. Conway suggested getting sponsors and making T-shirts to wear during future town clean ups.

2. Ms. Deveau shared the Town Election will be held on Saturday at the Norton Middle School from 8:00 A.M. to 4:00 P.M..

3. Mr. Conway announced Light It Up Blue will take place in May to recognize Police Appreciation Week and honor Sergeant Desfosses.
4. Ms. Artz shared the Eagle Scout presentation will take place at 10:00 A.M. on Saturday at St. Mary's Church.

VII. **Business**

A. **New Business**

1. Discuss and/or Vote on Product Manufacturing License and HCA Amendment for Lucky Green Ladies.

Ms. Deley requested this item be moved to next meeting since the HCA agreement is still being reviewed.

2. Town Manager FY23 Budget Presentation

Mr. Yunits shared the requested budget for the Town and School and the proposals by the governor and the House Ways and Means. He stated the Town netted a little more than \$99,000 and was able to cut the deficit from \$1,801,761 to \$1,704,805.

Mr. Yunits recommended a budget increase of 2 % and the proposed amount from Free Cash be increased from \$600,000 to \$700,000. He explained the proposed budget is short \$216,642 so he will be looking at revenue and possibly increasing the Free Cash amount.

Ms. Deley asked for an updated Operating Revenues and Expenditures document showing the adjusted amount of Free Cash.

Mr. Yunits stated he will send that to the Board.

Mr. Toole confirmed with Mr. Yunits the shortfall amount is \$216,642.

Ms. Deley asked for the current amount of available Free Cash.

Mr. Yunits informed the Board there is currently \$1,995,995. He explained some of the anticipated uses are snow and ice in the amount of \$137,010 and \$700,000 for the operating budget, tree services in the amount of \$31,000, highway road clean up in the amount of \$3,000, prior year bills in the amount of \$2,347.92, separation expenses in the amount of \$262,094. He stated if all the operating budget supplements originally requested in the amount of \$428,600 are needed, there will be a balance of \$431,943 in Free Cash, which does not include the \$200,000 that was remaining. He explained he is hopeful that the whole \$200,000 remaining will not be needed.

Mr. Conway asked what the separation expenses are tied to.

Ms. Deley asked if there is an opportunity to reduce the amount of money put toward OPEB initially and then fund it in October.

Mr. Yunits explained no money is put toward OPEB until October.

Mr. Yunits stated the separation expenses are for four retirements in the fire department.

Mr. Toole asked if the Hicks fund was included at the \$200,000 amount or the \$100,000 amount.

Mr. Yunits responded it is in the \$100,000 amount.

Mr. Conway referenced the Town budget was calculated with 2 % increase and the school and municipal was calculated with a 4.5 % to 4.8 % increase. He asked what reductions will be made to the municipal budget.

Mr. Yunits stated the school is still working on their budget and some of the cuts that will be made to the municipal budget include removing an additional position from the Highway department, removing a salary of \$77,000 from the Fire department's budget for one of the grant positions, reducing overtime from \$444,500 to \$378,500 from the Police department, and reducing overtime by \$100,000 from the Fire department.

Mr. Conway asked if the reductions include any current staff or services or if they are just limiting growth and deferring overtime.

Mr. Yunits confirmed that is the goal and explained each department had cuts made to items such as seminars and conferences and the library was cut to 2 %, which amounted to \$23,800.

Mr. Conway asked if the library is operating at enough hours for accreditation.

Mr. Yunits confirmed that it is.

Mr. Toole referred to the reduction in Chapter 90 funds for transportation on the Cherry sheet and asked how that will affect the budget.

Mr. Yunits stated that is not included in the budget.

Mr. Toole asked for the status of getting an HR consultant.

Mr. Yunits explained that line item was reduced from \$50,000 to \$40,000 and it is listed under the Town Manager charges and expenditures for contracted services.

Mr. Toole asked if this could be pulled out as an HR line item.

Mr. Yunits stated the budget for veteran's benefits was reduced from \$230,000 to \$220,000. He further stated the amount needed is not known in advance: and for FY21, the Town expended \$173,000 and for FY20 the amount was \$203,000.00. He explained the increased hours for the outreach counselor in the COA were put into the budget, but then removed so it will need to be fully funded from grant money.

Mr. Toole asked for confirmation on the charges for SEMRECC.

Mr. Yunits confirmed \$300,000 is the assessment for the year. He shared that there are two communities looking to join SEMRECC which could possibly reduce amount assessed in the future.

Mr. Conway asked how the assessment works.

Mr. Yunits explained the assessment is split evenly amongst the four towns (Foxboro, Mansfield, Norton, and Easton).

Mr. Conway inquired on the status with Finance Committee and the budget presentation.

Mr. Yunits stated he will be presenting the budget to the Finance Committee on Monday night.

Mr. Yunits shared the Town has collected 99.67% of the anticipated revenue, with April, May, and June still remaining.

Mr. Conway asked the Town Manager to report the School's budget update to the Board once Dr. Baeta provides him the information.

Mr. Yunits shared an update on the most recent Finance Committee votes on pending articles. He shared that no additional funds were put into Capital and it was decided to save the Free Cash until the fall. He shared the following details about the Capital Plan that was approved by the Finance Committee:

- \$11,500 for Camp Edith Reid Hazard Lodge Renovations
- \$112,000 for the Police Department for the purchase of two cruisers
- Fire Department replacement of staff car (80:20 split between capital and ambulance)
- \$19,000 for a structural fire hose
- \$14,000 for turn out gear replacement (80:20 split)
- \$542,000 for payment 5 of 5 for proper replacement
- \$44,983 for payment 2 of 3 for a mini-bus (School)
- \$50,758 for the purchase of bobcat (Highway)
- \$36,000 for payment 5 of 5 for Peterbilt with a tank (Highway)
- \$28,150 for payment 2 of 5 for Peterbilt dump truck (Highway)
- \$34,300 for payment 3 of 4 for John Deer utility tractor/mower (Highway)
- \$53,400 for payment 4 of 5 for bucket truck (Highway/Trees)
- \$90,000 for medium dump truck (Sewer retained earnings)
- \$500,000 for Cobb Street sewer station phase 3 pumps and motors (Water retained earnings)
- \$65,000 for a 4x4 pickup truck with utility body (Water retained earnings)
- \$185,000 for Cottage Street elevated water tank replacement evaluation and design

Mr. Yunits shared the totals from Capital is \$546,141, from Ambulance Reserve is \$63,200, from Sewer Surplus Retained Earnings is \$590,000, and from Water Surplus Retained earnings is \$250,000.

Mr. Conway clarified the 4x4 pickup truck for Water department is being funded by Water Surplus Retained earnings.

Mr. Conway asked for more detail on the \$100,000 for flooring repairs at the Yelle School.

Mr. Yunits shared they are looking into insurance to cover those costs.

Mr. Conway asked about the new fire protection devices at the Middle School.

Mr. Yunits stated he does not have that information at this time.

Mr. Conway asked about the district-wide phone system.

Mr. Yunits answered that hopefully this can be funded in the fall.

Mr. Conway expressed since these items are safety related, they should be pursued further.

Mr. Toole asked for the status on a bus for the Council on Aging.

Mr. Yunits explained the Council on Aging is researching this and it will be funded by OPERA funds.

Mr. Toole suggested it be listed as its own item on the budget so it stays active, even if it's not in the current budget.

Motion was made by Mr. Toole to approve the Town Manager and the Capital Improvements Committee's recommendations for fiscal year 2023. Seconded by Ms. Deveau. Vote: Unanimous. Motion Carries.

3. Discussion and/or Vote on Spring Annual and Special Town Meeting Articles.

Mr. Yunits presented the Article for \$31,000 from Free Cash for tree service.

Motion was made by Mr. Toole to approve the article for \$31,000 from Free Cash for tree service. Seconded by Ms. Deveau. Vote: Unanimous. Motion Carries.

Mr. Yunits presented Article 19 for \$3,000 from Free Cash to the Highway department for the pick-up and disposal of extra-large items during road clean up.

Motion is made by Mr. Toole to approve Article 19 for \$3,000 from Free Cash to the Highway department for the collection and disposal of discarded items along roadways throughout town that require special handling. Seconded by Ms. Deveau. Vote: Unanimous. Motion Carries.

Mr. Yunits shared the Highway Department accepts many items for a small fee on the 2nd and 4th Saturday of each month. The details are Highway department page on the Town Website.

Ms. Deveau shared she recently spoke with Joanne from the Highway department and got a pamphlet of what they do and do not take. She suggested going over what the Highway department accepts to the next meeting's agenda.

Mr. Yunits presented his recommendation to not put any money into OPEB funding (Article 20) and the Stabilization Fund (Article 21).

Mr. Toole moved to approve a motion to not recommend Article 20 and Article 21. Seconded by Ms. Deveau. Vote: Unanimous. Motion Carries.

4. Update from Chair on Senior and Community Support Center Schematic Design and Cost Estimate.

Mr. Conway reported that at the last PBC meeting, the architect and OPM firm presented the schematic design for the project. He reported the project is on budget. The next meeting for the Town Hall is on May 9th where the schematic design and cost estimate will be presented. He shared the intent is to have full construction documents complete in November and out to bid. He also reported the award for the athletic field complex was made and the project is scheduled to be finished in October of 2022. He stated the bid came in very close to budget.

Mr. Yunits confirmed the bid came in just a little under budget so they were able to add three alternates back.

Mr. Toole asked for clarification on the tie in to the sewer project.

Mr. Conway confirmed the primary debt exclusion article that passed had the sewer tie in included in the budget.

Mr. Yunits shared he spoke with the superintendent today and asked him and Matt to come to the Select Board meeting on the 11th to speak to this as well as addition funds they are requesting from ARPA for asbestos removal.

Mr. Conway reported he is very happy with the designs that look beautiful and functional. He shared the PBC approved a \$99,000 increase to upgrade the generator to allow the building to serve as a refuge cooling and warming shelter when necessary.

Mr. Yunits shared Ray Cord suggested the architects look into designing and finding a generator to heat and cool the whole office area and one activity room to serve as a heating/cooling shelter, when necessary, rather than the entire building. This could save some money that could be put toward the kitchen budget that had to be reduced.

Mr. Conway confirmed the commercial grade kitchen that was originally planned for had to be removed to upgrade the generator, but the design is still early and final pricing is not done.

Mr. Conway mentioned the Select Board will need to appoint a new liaison to attend the PBC meetings in order to maintain the success with keeping open dialogue and provide information to the broader public.

Mr. Toole expressed his hope for Mr. Conway to continue on as the liaison until the Board can transition to a new Chair.

Mr. Conway stated he would happily continue to serve in that role until the Board can appoint someone else.

5. Update on Town's Planned Submission for the MBTA Surrounding Community Information Form.

Mr. Yunits explained since Norton is considered an MBTA community, in order to qualify for certain grant funds, a new multi-family zone would need to be established. He shared the Town was required to submit a form stating understanding of this requirement. Mr. Yunits reported the Town did complete this form and noted we would need technical assistance to draft a multi-family zone and calculate the multi-family capacity. He further stated establishing such a zone would require approval at Town Meeting.

Mr. Conway pointed out If we do not adopt this, the Town could be missing out on some grant opportunities.

Mr. Toole asked how likely it would be for the Town to receive any of the grants, even if eligible.

Mr. Yunits stated the benefit and likelihood of receiving these grants would need to be analyzed during the research process.

Mr. Conway stated this is a hot topic to keep an eye on and maintain communication. He also referred to the three open and uncontested seats on the Planning Board in this Saturday's upcoming election. He also mentioned the outstanding item that Paul is working with Town council to find out about if there is a fourth open seat on the Planning Board and how that affects achieving a quorum.

Mr. Toole stated not having a quorum would only affect the Special Permits process and the remaining business would still be conducted as usual.

6. Recognition and Thanks to Select Board Members Jack Conway and Renee Deley.

Ms. Deveau expressed her thanks and praised the service and leadership of Jack Conway and Renee Deley.

Ms. Artz also expressed her gratitude and recognized the outstanding care and commitment to the community they have displayed.

Mr. Toole expressed his thanks and acknowledged how they have served as models of commitment to Town and the Board.

Mr. Peter Wiggins expressed his thanks for their service and let them know they will be missed.

B. Old Business

1. Review of the Process for Available Liquor Licenses.

Ms. Deley explained her goal was to put in place an independent review process for available liquor licenses, similar to what the EDC for the marijuana retail subcommittee. She shared that she worked with the EDC, consulted with Town council, and developed a process. This process would be required for any open liquor license, it would allow the review committee to do the evaluation, present a recommendation to the Select Board, and finally the Select Board would award a license or decide not to award a license. A completed application would be considered submitted upon receipt of the recommendation of the review committee to the Select Board. Once submitted, the Select Board would have 30 days to make a final decision.

Ms. Deley shared the new process flow of requesting a liquor license and the responsibilities of the committee when reviewing liquor license applications, the language of the application, submission requirements, and ranking criteria for the review committee. She explained the makeup of the review committee would be a quorum of the Economic Development Commission, the Town Manager, the Director of Economic Development, the chiefs and department heads as necessary to act in an advisory capacity.

Mr. Toole asked if there have been any discussions or guidance regarding when someone is transferring a license to another individual.

Ms. Deley responded this process is for open licenses and if the Board wanted to consider developing a process for the transfer of a license they could do so.

2. Update on Select Board's Submissions for Town Report (i.e., Cover Photo, Dedication, and Select Board Annual Report).

Mr. Conway shared Mr. Toole is in possession of the photos from the previous meeting and Michelle Brown has the annual report.

Ms. Artz stated she is working on the dedication.

C. Town Manager's Report

Mr. Conway referred to a request for an update on some of the Mass DOT projects (East Main Street, North/South Washington Street traffic lights, North/South Worcester traffic lights).

Mr. Yunits stated the engineer working on the traffic signalization for North and South Worcester Street is also working on the bike trail. For the bike trail, they are working on the acquisition process to develop an inter-municipal agreement with the MFN. Town Counsel reviewed that and it is going back to the MFN for another review. MFN has agreed to pay one-third the cost of the acquisition of the easements and appraisals. For the traffic signalization at West Main and North and South Worcester Street, they are 25 percent complete submission. Mass DOT has completed their review and will be meeting on May 20th. After that meeting there will be a meeting on site with the highway Districts and utility representatives. Once that is complete, there will be a design public hearing scheduled probably in August. He shared the hope is it ready for funding in 2025.

Mr. Toole asked what needs to be done to be shovel ready in case an opening for this project comes up sooner.

Mr. Yunits answered the engineering work that is currently being done will enable this project to be shovel ready it can be done sooner.

Mr. Yunits shared the engineers said work will start back up next week on the East Main Street project.

Mr. Yunits stated the traffic signalization at North and South Washington cannot be done until Verizon finishes their portion and Verizon cannot finish their work until the contractor finishes the water work. There is no hard date when the water work will be complete at this time, but the contractor will finish all the water and drainage work, continue the sidewalks, and complete the Washington Street signal this year.

Ms. Deley asked about the new stone walls put up near North and South Washington Street.

Mr. Yunits responded it was done as part of the East Main Street project. He also shared that as of the newest guidelines, the state will not be replace stonewalls.

Ms. Deley asked how that will affect future projects that have not been started yet such as the bike trail.

Mr. Yunits explained If any existing walls are in the way, the rock would be moved out of the way and it would be up to the homeowner to rebuild it.

Ms. Deley asked for an update on the outstanding sidewalk projects.

Mr. Yunits responded nothing is currently being done on the Complete Streets project.

Ms. Deley asked if the project is state run or a town project.

Mr. Yunits explained the project is funded by state grant money. He shared he had a conversation with Congressman Auchincloss' office and submitted a project for possible funding to run sewer down Elm Street, which would allow the Town municipal project, the Reed and Barton site, and residents of Elm Street to tie into sewer.

VIII. **Select Board's Report and Mail**

Mr. Toole gave an update on NOPE task force for opioid prevention. There are several grants available in addition to the settlement funds coming to Norton to help with prevention and treatment programs. The Select Board will be appointing a permanent member to this committee.

Mr. Toole asked the Town Manager to organize a committee to work with the residents on South Worcester Street to evaluate issues surrounding Home Market Foods area.

Mr. Yunits confirmed he will start organizing this.

IX. **Warrants**

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

- A. Payroll Warrant PR22-22 for the week ended April 16, 2022, Warrant dated April 21, 2022 in the amount of \$1,535,811.20.
- B. Invoice Warrant AP22-43 dated April 21, 2022, in the amount of \$1,205,622.70.
- C. Invoice Warrant AP22-44 dated April 28, 2022, in the amount of \$270,801.08.

X. **Next Meeting's Agenda** – April 28, 2022 – Town Manager's Review.

XI. **Executive Session**

- 1. To act under authority of the Open Meeting Law, General Laws Chapter 30A, §22 (f), and review and approve the executive session minutes of April 15, 2021; May 5, 2021; May 13, 2021; May 24, 2021; June 2, 2021; June 10, 2021; June 16, 2021; June 22, 2021; and June 24, 2021 pursuant to G.L. c. 30A, Section 21 (a)(7).

XII. **Adjournment**


Motion was made by Mr. Toole at 8:47 P.M., for the Board to go into executive session under G.L. c.30A, §22(f) for the purposes and reasons declared by the Chair and with the Board to not return to open session thereafter. Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

URL Link: https://www.youtube.com/watch?v=_7-3gljDCL4

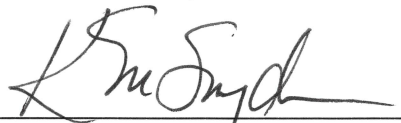
Respectfully Submitted by:

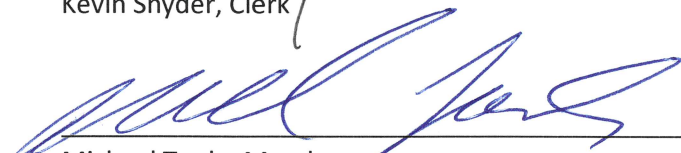
A handwritten signature in black ink, appearing to read "Anna M. Syon", is written over a horizontal line.


Select Board
Minutes of Meeting
April 27, 2022


Megan Artz, Chair


Christine Deveau, Vice-Chair


Kevin Snyder, Clerk


Michael Toole, Member


Steven Hornsby, Member

Minutes Approved by Board on: November 9, 2022