



TOWN OF NORTON
SELECT BOARD
MUNICIPAL CENTER
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Select Board
Meeting Minutes
May 25, 2022

I. **Call to Order by Chair**

The May 25, 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. Michael Toole, Vice Chair. Member(s) present: Mr. Steven Hornsby, Ms. Christine Deveau, Ms. Megan Artz, and Mr. Kevin Snyder attended remotely. Also in attendance: Mr. Michael D. Yunits, Town Manager.

The Select Board and attendees held a moment of silence for the victims in Uvalde, Texas.

II. **Public Comment**

Mr. Tory Cooper, of 6 Boxberry Rd, came before the Board to discuss the following concerns and suggestions:

- The Board of Health should be granted authority to take additional steps in certain cases where assigning fines for violations are ignored and no actions are taken to resolve violations. He described an issue with an abutter that persisted for over a year, despite the Board of Health assigning fines for violations.
- The Town should investigate additional ways to handle the traffic issues for local residents during Xfinity Center concerts. He asked if the Town can request a Waze road block alert during concerts.

Chief of Police, Brian Clark explained how the Police department currently handles the traffic for surrounding roads with police details at key locations. He also mentioned the Police Department has tried to request Waze for road block alerts, but Waze has not acted on the requests.

Mr. Toole mentioned the Select Board will be meeting with the Town Manager and public safety officers to address these types of issues.

- There are ongoing issues with the Norton Reservoir/Beach area. He informed the Board many people from other states come to use the ramp and also the parking and safety concerns with people turning around at the end of the road. Police Chief Clark mentioned several ideas have been suggested to rectify these issues and how it is always a balance make sure the residents are happy as well. He also stated the Conservation board has previously worked on this and taken steps to investigate the problem with an outside company for recommendations.

Mr. Toole stated the Board will follow up with the Board of Health, Conservation Commission, upcoming traffic safety meeting and get back to Mr. Cooper. He explained the Select Board is aware this is a reoccurring issue and will follow up with the Town Manager.

Mr. Peter Wiggins suggested a joint meeting with the Town of Mansfield to come up with a solution for the traffic issues at the Xfinity Center.

III. Minutes

There were no meeting minutes to approved at this time.

IV. Business

A. New Business

1. Joint Meeting with Planning Board- Board Appointments

Mr. Griffin, Chair of the Planning Board called the meeting to order at 7:18 pm. Also present: Bill Marr (remote), Laura Parker (remote), Wayne Graf, Jim Artz, and Allen Bouley.

Motion was made by Mr. Bouley to approve the appointment of Eric Norris to the Planning Board. Seconded by Mr. Graf. Vote: Mr. Marr – Yes; Ms. Parker – Yes; Mr. Griffin – Yes; Mr. Graf – Yes; Mr. Artz – Yes, and Mr. Bouley – Yes.

Motion was made by Ms. Deveau to approve the appointment of Eric Norris to the Planning Board. Seconded by Mr. Hornsby. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Ms. Artz – Yes; and Mr. Toole – Yes.

Motion Carries

Motion was made by Mr. Graf to adjourn the Planning Board meeting at 7:26 pm. Seconded by Mr. Artz. Vote: Mr. Marr – Yes; Ms. Parker – Yes; Mr. Griffin – Yes; Mr. Graf – Yes; Mr. Artz – Yes, and Mr. Bouley – Yes.

V. Appointments/Resignations/Retirements

1. Appointment of Anita Margeson to Full-Time A Group Clerical A position in the Treasurer/Tax Collector's Office.

Motion was made by Mr. Hornsby to accept the appointment of Anita Margeson to Full-Time Clerical A position in the Treasure/Tax Collector's Office, effective June 7, 2022. Seconded by Ms. Artz. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

2. Appointment of Craig Chmielinski as Full-Time Driver/Laborer in the Highway Department.

Mr. Keith Silver, Highway Department Superintendent presented his recommendation for Mr. Chmielinski as a Full-Time Driver/Laborer in the Highway Department to the Select Board.

Motion was made by Mr. Hornsby to accept the appointment of Craig Chmielinski as Full-Time Driver/Laborer in the Highway Department, effective May 23, 2022. Seconded by Ms. Artz. Vote: Mr.

Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

3. Appointment of Christopher Haskins as Full-Time Fire Fighter/EMT-B in the Norton Fire Department.

Jason Robbins, Deputy Chief of the Fire Department presented the appointment of Christopher Haskins as Full-Time Fire Fighter/EMT-B in the Norton Fire Department.

Mr. Toole asked about the training and onboarding timeline for this role.

Deputy Chief Robbins and Chief Simmons stated Mr. Haskins will begin his orientation starting June 13 and attend the October class at the Firefighting Academy.

Ms. Deveau asked for an update on the staffing level of the Fire Department.

Chief Simmons stated this appointment will bring the department to 10 positions on each shift, on paper. He informed the Board three people are scheduled to start the academy in August and those positions will be ready to count toward staffing in early January. The appointment of Mr. Haskins will be ready to count toward manpower early spring. There is one upcoming retirement and one person who is out on injury.

Mr. Toole asked the status of the Chartley Fire Station.

Chief Simmons responded the Chartley Fire Station is currently open and able to operate and the department needs a minimum of eight firefighters on duty to operate Charley.

Motion was made by Mr. Hornsby to approve the appointment of Christopher Haskins as Full-Time Fire Fighter/EMT-B in the Norton Fire Department, effective June 13, 2022. Seconded by Ms. Artz. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

4. Appointment of Ellen B. Martins as an Alternate Member of the Norton Council on Aging.

Motion was made by Mr. Hornsby to appoint Ellen B. Martins as an Alternate Member of the Norton Council on Aging. Seconded by Ms. Artz. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

5. Appointment to Board of Survey – Surveyor Position (780 CMR 121.4)

Mr. Yunits explained this is a required position under Massachusetts Building Code. The Board of Survey oversees cases when the Building Inspector requires a property be boarded up and is comprised of the Building Commissioner, the Fire Chief, a disinterested party, and a surveyor. He further explained the Select Board has the authority to appoint someone other than a registered surveyor to this position, if they see fit.

Ms. Deveau read the recommendation to appoint Mr. Brian Spangler, a registered architect, to the surveyor position on the Board of Survey.

Chief Simmons stated his support for this recommendation.

Motion was made by Mr. Hornsby to appoint Brian Spangler, an architect, to the Board of Survey. Seconded by Ms. Artz. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

6. Appointment of Shaun Murphy as Full-Time Civil Service Police Officer.

Brian Clark, Chief of Police, recommended Shaun Murphy's appointment to Full-Time Civil Service Police Officer, effective September 6, 2022. He stated Mr. Murphy will be attending the Randolph Police academy in September, graduating in February, and part of the shifts in May 2023.

Motion to appoint Shaun Murphy as Full-Time Civil Service Police Officer made by Mr. Hornsby. Seconded by Ms. Artz. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

7. Appointment of Civilian Traffic Control Personnel with an effective date of May 30, 2022:

- a. James Domagalski
- b. Shaun Murphy
- c. Alex Turcotte

Motion was made by Mr. Hornsby to appointment James Domagalski, Shaun Murphy, and Alex Turcotte as Civilian Traffic Control Personnel, effective May 30, 2022. Seconded by Ms. Artz. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

Chief Clark requested a moment to speak on school safety, in lieu of the recent tragedy in Texas. He recognized the flourishing School Safety Program and the dedication of the School Resource Officers (Officer Dennett and Officer Robichaud). He spoke of the great working relationship and communication between the Police Department and the Norton Public Schools. He asked if anyone had any questions regarding school safety in the Town.

The Board expressed their thanks and appreciation for the Norton Police department for the School Safety Program.

VI. **Licenses and Permits**

1. Vote to Approve the One-Day Beer and Wine Liquor License to Holly Maloof for a Private Event at the Everett Leonard Park from 3:30 P.M. to 6:30 P.M. on Saturday, June 4, 2022.

Motion was made by Mr. Hornsby to approve the One-Day Beer and Wine Liquor License to Holly Maloof for a Private Event at the Everett Leonard Park from 3:30 P.M. to 6:30 P.M. on Saturday, June 4, 2022. Seconded by Ms. Artz. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

2. Vote to Approve the One-Day Beer and Wine Liquor License to Elias DaSilva for Public Event at 185 North Washington Street from 12:00 P.M. to 8:00 P.M. on Sunday, June 5, 2022.

Kelly Pina of the New England Rodeo explained the event is a Brazilian cultural festival.

Motion was made by Mr. Hornsby to approve the One-Day Beer and Wine Liquor License to Elias DaSilva for Public Event at 185 North Washington Street from 12:00 P.M. to 8:00 P.M. on Sunday, June 5, 2022. Seconded by Ms. Artz. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

3. Vote to Approve a Special Events Parking Permit Application of Property Owner Ruscito Brothers LLC, Giovanni Ruscito Attendant, for 59 Parking Spaces at 253 Mansfield Avenue from May 20, 2022, to September 30, 2022.

Giovanni Ruscito stated he operates this parking lot for his cousin, who is the owner of the property, during Xfinity concerts and by doing so, ensures the property is well monitored during concert events.

Motion was made by Mr. Hornsby to approve a Special Events Parking Permit Application of Property Owner Ruscito Brothers LLC, Giovanni Ruscito Attendant, for 59 Parking Spaces at 253 Mansfield Avenue from May 20, 2022, to September 30, 2022. Seconded by Ms. Artz. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes, Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

4. Vote to Approve the One-Day Beer and Wine Liquor License to Colleen Robichaud for a Private Event at the Everett Leonard Park from 12:00 Noon to 5:00 P.M. on Sunday, June 12, 2022.

Colleen Robichaud stated the event is a family graduation party that will be taking place and will end at 3:00 P.M.

Motion was made by Mr. Hornsby to approve a One-Day Beer and Wine Liquor License to Colleen Robichaud for a Private Event at the Everett Leonard Park from 12:00 Noon to 5:00 P.M. on Sunday, June 12, 2022, with appropriate sign offs. Seconded by Ms. Artz. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

5. Vote to Approve the One-Day Beer and Wine Liquor License to Scott O'Rourke on Behalf of Wheaton College for a Private Event at Wheaton College as follows:
 - a. At the Larcom Courtyard on Friday, June 3, 2022, from 8:00 P.M. to Midnight
 - b. At the Larcom Courtyard on Saturday, June 4, 2022 from 8:00 P.M. to Midnight
 - c. At the Hood Courtyard on Saturday, June 4, 2022 from 3:00 P.M. to 5:00 P.M.

Motion was made by Mr. Hornsby to approve a One-Day Beer and Wine Liquor License to Scott O'Rourke on Behalf of Wheaton College for a Private Event at Wheaton College at the Larcom Courtyard on Friday, June 3, 2022, from 8:00 P.M. to Midnight; at the Larcom Courtyard on Saturday, June 4, 2022 from 8:00 P.M. to Midnight; at the Hood Courtyard on Saturday, June 4, 2022 from 3:00 P.M. to 5:00 P.M. Seconded by Ms. Artz. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

VII. Announcements

The Town Offices are closed on Monday, May 30, 2022, in observance of Memorial Day.

The Memorial Day parade will step off at 10:00 A.M. from the Henri A. Yelle School.

The Norton Police Community Blood Drive will take place at the Norton Public Library on Tuesday, May 31, 2022 from 1:00 P.M. to 6:00 P.

VIII. Business (continued)

A. New Business (continued)

2. Welcoming of New Select Board Members

Mr. Toole welcomed new Select Board members, Kevin Snyder and Steven Hornsby.

Mr. Snyder thanked the Board and stated he is looking forward to working with the Board and the Town Manager.

Mr. Hornsby also thanked the Board and expressed he is looking forward to working with everyone.

Mr. Toole explained he worked with the Town Manager and Select Board Secretary to create an onboarding packet for new Select Board members that includes items such as the Town bylaws, Town Charter, Town contact information, and Robert's Rules.

Ms. Deveau and Ms. Artz also welcomed and congratulated the new members of the Select Board.

3. Treasurer – Vote to sign note documents for the temporary borrowing of \$14,148,590 for various Town projects.

Per a request by the Town Treasurer, this item was moved to the next meeting.

4. Reorganization of the Select Board

Mr. Toole stated that after each election, the Select Board evaluates reorganizing. He explained each member of the five-member board is of equal value; but, for the sake of organization, a Chair, Vice Chair, and clerk are elected and referred the meeting over to Mr. Yunits.

Mr. Yunits asked for nominations for the position of Chair of the Select Board.

Mr. Hornsby nominated Mr. Toole for the position of Chair of the Select Board.

Ms. Artz nominated herself for the position of Chair of the Select Board.

Motion was made by Ms. Deveau to close the nominations for Chair of the Select Board. Seconded by Mr. Hornsby. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes, Ms. Artz – Yes; and Mr. Toole – Yes. Motion Carries.

Mr. Toole and Ms. Artz each spoke on their experience, goals for the Select Board, and what they would bring to this role.

Mr. Yunits called for vote for position of Chair of the Select Board. Vote: Mr. Hornsby – Mike; Ms. Deveau – Meg; Ms. Artz – Meg; Mr. Toole – Mike; Mr. Snyder – Meg. Ms. Artz is elected Chair of the Select Board.

Ms. Artz nominates Ms. Deveau for the position of Vice Chair of the Select Board.

Motion is made by Mr. Snyder to elect Ms. Deveau for the position of Vice Chair of the Select Board. Seconded by Ms. Deveau. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Mr. Toole – Yes; Ms. Artz – Yes. Motion Carries.

Ms. Artz asked for nominations for the position of Clerk of the Select Board.

Mr. Snyder nominates himself for the position of Clerk of the Select Board.

Motion is made by Ms. Deveau to elect Mr. Snyder for the position of Clerk of the Select Board.

Seconded by Ms. Artz. Vote: Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Mr. Snyder – Yes; Ms. Artz – Yes. Motion Carries.

5. a) Vote to designate a member of the Select Board to approve all Warrants

Motion is made by Ms. Deveau to designate Ms. Artz as the member of the Select Board to approve all Warrants. Seconded by Mr. Snyder. Vote: Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Mr. Snyder – Yes; Ms. Artz – Yes. Motion Carries.

b) Vote to designate an alternate member of the Select Board to approve all Warrants and when the designee is unavailable to fulfill this function

Motion is made by Mr. Toole to designate Mr. Hornsby as the alternate member of the Select Board to approve all Warrants and when the designee is unavailable to fulfill this function. Seconded by Ms. Deveau. Vote: Mr. Snyder – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Mr. Hornsby – Yes; Ms. Artz – Yes. Motion Carries.

c) Vote to appoint a Temporary Member to the Permanent Building Committee

Ms. Deveau asked if this item could be moved to the next meeting.

6. Declaration of June as Pride Month

Mr. Snyder read the Town of Norton's Declaration of June as Pride Month.

Mr. Snyder recognized Anna Snyder who designed the Norton Pride Yard signs.

Motion was made by Mr. Toole to accept the Declaration of June as Pride Month. Seconded by Mr. Hornsby. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Ms. Artz – Yes. Motion Carries.

7. GATRA Advisory Board Representative (minute 1:30)

Mr. Yunits explained the GATRA Advisory Board is still looking for a representative. Their meetings take place during the day and clarified it does not have to be a Select Board member.

8. SRPEDD Commission Representative

Mr. Yunits stated the Select Board's current representative is Sandy Ollerhead and is interested in continuing in this role.

Ms. Ollerhead confirmed she is interested in continuing in this role.

Motion is made by Mr. Toole to re-appoint Sandy Ollerhead as SRPEDD Commission Representative. Seconded Mr. Hornsby. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Ms. Artz – Yes. Motion Carries.

9. SRPEDD Joint Transportation Planning Group – Designation of:

- a) Municipal Representative; and
- b) Alternate Representative

Mr. Yunits reported the current representative (Keith Silver) and alternate representative (Paul DiGuiseppe) both agree to remain in their roles.

Mr. Toole motions to reappointment Keith Silver and Paul DiGuiseppe to the SRPEDD Joint Transportation Planning Group. Seconded by Mr. Hornsby. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Ms. Artz – Yes. Motion Carries.

10. Bristol County Advisory Board Representative

Mr. Toole stated he is the current representative and wishes to continue in this role.

Motion made by Mr. Hornsby to reappoint Mr. Toole as the Bristol County Advisory Board Representative. Seconded by Ms. Deveau. **Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Ms. Artz – Yes. Motion Carries.**

11. Discuss and/or Vote Town Meeting Articles

Mr. Yunits reported the Finance Committee has voted on all Articles for the Special Town Meeting except No Action on Article 3 – Operating Budget Supplements, due to timing and not having the final figures. He explained the Superintendent is still finalizing the school budget supplement amount, so they will be making their recommendation at Town Meeting.

Motion was made by Mr. Hornsby to take no action on Article 3 – FY22 Operating Budget Supplements until recommendation is made by the Finance Committee at Town Meeting. Seconded by Ms. Deveau. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Ms. Artz – Yes. Motion Carries.

Mr. Yunits reported the Finance Committee has voted all the annual Articles as follows:

- Article 6- FY 23 Operating Budget: 8-0 to recommend
- Article 9 -Engineering, Design, and Construction of the Sewer Line Connection for the Henri A Yelle Elementary and Norton High School: 8-0 No Action as this time (reason on a request for ARPA funds and superintendent reports they have some INI issues to resolve)
- Article 11- Bylaw amendment for personnel bylaws: 8-0 to recommend
 - This is a change to funeral leave for wage and salary employees. Currently the bylaw states three days for all deaths; this change would make it five days for a child, mother, or father and make it the same as recently approved contracts
 - Note this is going to be brought back to the Finance Committee to revote because a small correction needs to be made to the wording, to re-insert text that was removed in error.
- Article 15 – Creation of a DPW: 5-3 not to recommend
- Article 18 – Adoption of a Motto: 7-0-1 (abstain) not to recommend at this time

Discussion and or vote on Article 6 – FY 23 Operating Budget

Mr. Yunits reviews following notable changes to the budget:

- For Select Board, addition of part-time position to do the minutes while the current person is on leave
- Under Town Manager, contracted services (used for HR and grant services) cut from \$50,000 to \$40,000

Mr. Toole inquired on the status of making HR its own line item in the Town budget, rather than including it under the Town Manager.

Mr. Yunits explained since the Town is currently using a consultant for HR, it remains an expense under the Town Manager. He stated if the role becomes staff position, it can be transferred from an expense to a salary in October.

- Fire Department reduced overtime by \$100,000
- Fire Department account for the grants they have for 4 firefighters will run out in 2024
 - One third of the salary in this year \$77,000
 - Two thirds will be put in next year to gradually make up for the loss of the grant
- Police overtime cut by \$40,000
- Seminars and conferences were reduced across all departments
- Legal services reduced by \$10,000
- Council on Aging removed funds to additional hours from clerical and outreach staff
- The borrowing of:
 - \$700,000 for the acquisition of the Bike Trail
 - \$250,000 for pond clean up
 - Funds for window projects at the school

Mr. Toole asked if anything major is being brought to the October Town Meeting.

Mr. Yunits stated he is waiting to hear from superintendent to see if the schools need anything added in October. He also stated the Town hopes to put some of the overtime back to Police and Fire and will do OPEB.

Ms. Artz stated she applauds the efforts of the Town in trying to achieve a balanced budget and making difficult decisions to work with what we have.

Ms. Deveau moved to vote on Article 6 - FY23 Operating Budget in the amount of \$65,173,957.

Seconded by Mr. Hornsby. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Ms. Artz – Yes. Motion Carries.

Discussion Article 9 – Engineering and Construction of Sewer Line Connections.

Mr. Toole stated this Article is dependent on ARPA funds decisions and recommends to wait to vote on this until occurs.

Mr. Hornsby moved to take no action on Article 9 at this time. Seconded by Ms. Deveau. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Ms. Artz – Yes. No Action.

Discussion and/or Vote Article 11- Personnel Bylaw Amendment

Mr. Hornsby recommends to approve Article 11 the amendment as approved by the Finance Committee with pending corrections (adding the wording removed in error back in). Seconded by Ms. Deveau. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Ms. Artz – Yes. Motion Carries.

Discussion and or/vote on Article 15- Creation of a Department of Public Works

Mr. Toole informed the Board he presented Article 15 to the Finance Committee and they did not recommend the article. He stated in hindsight, he would have presented it as a charter change, since it is more of a reorganization than a financial article.

Mr. Toole walked the Select Board through the major points of his presentation, highlighting the following details of the Article:

- Create a Norton Public Works department by placing the Norton Highway department and Water/Sewer department under one umbrella, with the goal of appointing an engineer to direct both departments and provide engineering oversight
- Enhance the utilization of the employees, operational expenses, and provide engineering oversight
- The Town spends between \$600,000 to \$1,200,000 yearly on engineering consulting fees with no certified engineer overseeing them
- The Director of Public Works will be an appointed position, rather than elected
- The reorganization will not change any of the responsibilities and authority of the Water and Sewer Commission
- The Board of Health, Conservation Commission, and Zoning Board of Appeals are three very important boards that are appointed by the Select Board
- The Water Department has upcoming capital projects which the Town will pay approximately \$7,000,000.00 to hire outside engineers to complete, but there is no certified engineer from the Town to oversee these projects
- Of the 130 surrounding towns, eighty-six percent have a Department of Public Works that includes water, sewer, and highway; fifteen percent of those town include Parks and Recreation in their DPW, and at least fifty-two percent of those towns have a town engineer.
- Details on the director position:
 - Certified engineer
 - Salary range of \$123,000 to \$170,000
 - Salary source – 86% from Water/Sewer and 14% from Town Operations
 - Responsible to manage projects, departments, and resources
 - Ensure cost savings with services and projects while expanding services
- Water, Sewer, and Highway make up a significant amount of the Town budget (approximately \$8.1 million dollars) and having a DPW headed by a senior level manager to oversee it, protects the taxpayers' investments
- The Article involves a bylaw change and update to the Town Charter that would require the Town to:
 - Approve it at the June 2022 Town Meeting and
 - Vote on it at the April 2023 Town election
 - If approved, it would be implemented July 1, 2023

Mr. Toole asked the Board to consider approving the Article and stated he would be asking for reconsideration of this Article at Town Meeting.

Ms. Deveau asked for details on the feedback from the Water Commission and Water Department.

Mr. Toole responded the Water Commission does not support the Article and called a joint meeting when he presented to the Finance Committee for their vote.

Mr. Hornsby expressed his support of the Article, referencing the benefits it would bring to the Town.

Mr. Toole stated the ideas in the Article originated from the Charter Committee.

Mr. Snyder stated he understands the Finance Committee's hesitation, but feels this a good idea that moves the Town forward and the right thing at this time. He asked Mr. Toole if his research of other towns revealed if DPW directors also served as the town engineer, or if they were two separate positions.

Mr. Toole answered that it is different for each town and in some towns the DPW director serves a dual role and other towns have both a director and a town engineer.

Mr. Snyder responded that he feels this Article is a good step in the right direction for Norton and in the future consider having the two roles as separate positions since it is a lot for one person responsible for both roles.

Ms. Artz expressed her support for the Article.

Mr. Toole emphasized this is in no way a criticism of any department or commission, simply a reorganization to enhance the utilization of the staff, funding, and resources of the three departments and add much needed engineering oversight. He expressed this is a constructive change that will bring improvements to all three departments and to the Town.

Mr. Toole stated if the Board recommends the Article and the Finance Committee does not, he will be requesting a forum from the Town Manager to move this forward.

Mr. Hornsby moves to recommend Article 15 – Creation of a DPW. Seconded by Ms. Deveau.

Mr. Steven Bernstein, member of the Norton Water/Sewer Commission and a registered professional engineer for over 50 years, commented the Water Commission is not opposed to forming a DPW but thinks this Article is premature. He stated in his experience most municipalities have a DPW director and a separate town engineer(s). He further stated that the Town needs to consider a DPW would require support staff, a DPW building and office space, and vehicles and equipment that need to be considered. He stated it is his belief that DPW commissioners have to be elected, not appointed according to Massachusetts general law, chapter 41, 69 D and Massachusetts general law, chapter 41 69 E which specifies the duties and responsibilities of a DPW commissioner and does not specify they be an engineer. He suggested this motion be tabled and take time to review the true formation of DWP and a full budget analysis of the cost before creating a DPW.

Mr. Toole responded that the Highway, Water, and Sewer departments are currently are staffed and there may be some overlap of responsibilities, but this is not certain. He stated Town council has drafted the smart article and ensured it is in compliance with all Massachusetts laws.

Mr. Snyder asked if there is a local bylaw that allows the director position to be an appointed position.

Mr. Toole responded that is part of what is being voted on in this Article (changing the Town's charter to move it from an elected position to an appointed position).

Mr. Snyder asked if this were to be approved, what would the first steps be.

Mr. Toole responded the first step would be to look at the budget, then form a search committee, then form a working committee including Water, Sewer, Highway, and Town Manager to form a transition plan.

Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Ms. Artz – Yes. Motion Carries.

Mr. Snyder thanked Mr. Bernstein for his time and comments.

Vote and or discussion Article 18 - petition to adopt a Town motto.

Ms. Deveau commented she does not believe the Select Board should vote on a citizen's petition.

Mr. Toole agreed he would always tend to recommend a citizen's petition to be voted on by the Town.

Motion was made by Mr. Toole to take no action on Article 18 - citizen's petition to adopt a Town motto. Seconded by Mr. Hornsby. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Abstain; Mr. Toole – Yes; Ms. Artz – Yes. Motion Carries.

12. Vacancies on Various Boards and Committees

Mr. Yunits explained appointments are done in June. He stated he will be reaching out to each committee to see if there are members who are no longer active, sending out letters to members up for reappointment to verify their wishes, and will present a list of reappointments and vacancies to the Board in June. He stated he is aware Recreation, Water Bodies, and the Cultural Council will be looking for additional members.

Ms. Deveau asked Mr. Yunits what is the best way to let the public know of vacancies.

Mr. Yunits responded the Town will post a list on the Norton Facebook page and Town website.

Mr. Hornsby asked if Select Board members are eligible to serve on additional boards and committees.

Mr. Yunits confirmed Select Board members can serve on additional boards and committees.

Ms. Artz asked if there has ever been Town Hall open house and suggested putting together a welcome basket for new homeowners in Town including a flyer that describes opportunities to get involved in the community.

Mr. Toole informed the Board he asked the Town Manager for the policy the Board approved on virtual participation meeting rules. He suggested the Board review the policy and see if it needs to be updated post-Covid.

a. Upcoming Reappointments for Expiring Terms

This was covered in the discussion and update on Vacancies on Various Boards and Committees.

b. Other Business: Topics Not Reasonably Anticipated 48 Hours in Advance

There were none.

B. Old Business

1. ARPA Discussion and Approval of Requests

Mr. Yunits requested the following items for approval from ARPA funds:

- The Yelle School INI removal -\$285,000.
- The Yelle School and High School Sewer Connection -\$530,000.
- The purchase of a van for the Council on Aging -\$95,000.
- The Fire Department HVAC mini split system -\$20,000.
- An ambulance purchase -\$360,000.
- Consulting services for establishment of a Norton Business Association -\$25,000.

He informed the Board the current balance in ARPA funds is \$1,843,674 and if the pending items are approved, the remaining balance would be \$528,674.

Ms. Artz inquired on the Bristol County funds.

Mr. Yunits stated the Town is scheduled to receive the amount \$3,874,665 in reallocation; out of that, the water and sewer projects is already approved and leaves it with a balance of \$962,165.

Ms. Artz asked the Town Manager for anticipated future costs not included in tonight's list and when do the funds need to be used by.

Mr. Yunits responded the funds need to be committed by 2024 and spent by 2026. He further stated the Town Hall Project could run into the same issue the schools did with the athletic fields and need some connection money.

Mr. Toole referenced outstanding Town Hall Project questions he posed to the Building Committee and Town Manager to verify the necessity of fiber optic lines, filing cabinets if a digital policy is adopted, storage space, and the outlying fence.

Mr. Toole referred back to the ARPA items for approval, and referenced a Finance Committee meeting where the school department reported they have an excess of \$262,000 of contingency funds. He recommends the school uses those funds towards the sewer expense and the board approve the remaining amount \$268,000, with the understanding they may come back in need of those funds at a future time.

Mr. Yunits stated he supports this with understanding the school could come back to the Board if they need more funds.

Motion is made by Mr. Toole to pass the ARPA funds as recommended by the Town Manager, with a change to the amount for the Yelle School and High School Sewer Connection funds to \$268,000.

Seconded by Mr. Hornsby. Vote: Mr. Snyder – No; Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Ms. Artz – Yes. Motion Carries.

C. Town Manager's Report

1. The Highway Department was milling on West Hodges Street this week and they will be paving on Friday.
2. Investigate the Creation of a Traffic Safety Committee That Would Regularly Meet to Review Documented Safety Issues, Certain Types of Proposed Developments and Other Transportation-Related Issues

Mr. Yunits asked the Board's permission to add an agenda item to discuss establishing a Traffic Safety Committee (one of the goals in the Town's Master Plan) at the next Select Board meeting.

Ms. Deveau asked Mr. Yunits to clarify if the committee would address traffic safety for the entire town.

Mr. Yunits confirmed the Traffic Safety Committee would address traffic safety concerns for the entire town.

3. Water Bodies Treatment Update

Mr. Yunits informed the Board Winnecunnet has not been treated yet, due to a supply shortage of the chemical required.

Mr. Snyder reported he saw signs along Bay Road stating treatment of Winnecunnet will begin on May 28th.

Mr. Yunits reported he attended a SEMRECC Board meeting and they will be scheduling a meeting of the four participating towns on Thursday, June 9, 2022 at 6:30 pm at the SEMRECC facility. The purpose of the meeting is to discuss adding new communities and amending the intermunicipal agreement.

IX. Select Board's Report and Mail

There was no Select Board's report or mail to discuss.

X. Warrants

Report of Chair, Megan Artz, on the following Payroll and Invoice Warrants:

- A. Payroll Warrant PR22-24 for the week ended May 14, 2022, Warrant dated May 19, 2022 in the amount of \$1,533,110.84.
- B. Invoice Warrant AP22-47 dated May 19, 2022, in the amount of \$776,005.01.

C. Invoice Warrant AP22-48 dated May 26, 2022, in the amount of \$1,425,894.26.

XI. Next Meetings Agenda – June 8, 2022

XII. Executive Session

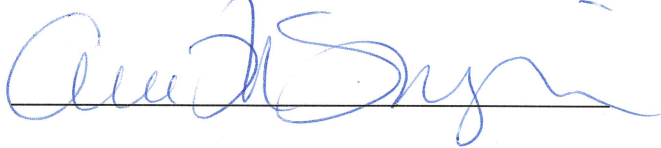
None

XIII. Adjournment

Motion was made by Mr. Hornsby to adjourn the Select Board meeting at 9:49 P.M. Seconded by Ms. Deveau. Vote: Mr. Snyder – Yes; Mr. Hornsby – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; Ms. Artz – Yes. Motion Carries.

URL Link: <https://www.youtube.com/watch?v=dPB5UEXOAKE>

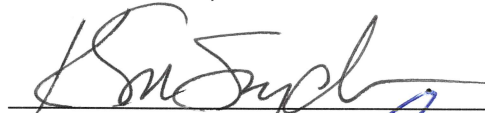
Respectfully Submitted by:



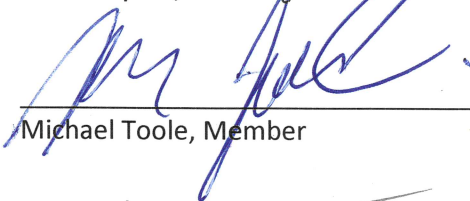
SELECTBOARD
MINUTES OF MEETING
MAY 25, 2022


Megan Artz, Chair

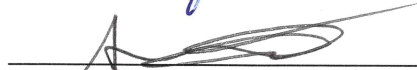
Christine Deveau, Vice-Chair



Kevin Snyder, Clerk



Michael Toole, Member



Steven Hornsby, Member

Minutes Approved by Board on: October 5, 2022