



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

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Select Board
Meeting Minutes
July 13, 2022

I. CALL TO ORDER BY CHAIR

The July 13, 2022 meeting of the Norton Select Board was held in person and remotely (Web: <https://us02web.zoom.us/j/81499108979>; Phone 646-558 8656; Meeting ID: 814 99108979, and was called to order at 7:00 P.M., by Ms. Megan Artz, Chair. Member(s) present: Ms. Christine Deveau, Mr. Michael Toole, Mr. Steven Hornsby, and Mr. Kevin Snyder. Also in attendance: Mr. Michael D. Yunits, Town Manager.

II. APPOINTMENTS/RESIGNATIONS/RETIREMENTS

1. Appointment of Paula M. Linhares as Tax Collector-Treasurer.

Ms. Linhares highlighted the eleven years of experience as a Tax Collector-Treasurer (currently for the town of Cohasset and previously for the town of Bridgewater) she brings to Norton. In Cohasset, she was able to implement the Prudent Investor Rule for Cohasset's trust funds. In addition, she was able to institute several cash management policies, raising Cohasset's S & P bond rating from AA+ to AAA.

Mr. Toole asked if she would be taking a lead role in implementing the Prudent Investor Rule to Norton's trust funds and if she has any immediate goals for Norton.

Ms. Linhares responded she would be able use her experience with the Prudent Investor Rule in Norton and the explained the process required to do so. Ms. Linhares also mentioned she looks forward to using her knowledge of cash management policies in her new position.

Motion was made by Mr. Toole to accept the appointment of Paula M. Linhares as Tax Collector-Treasurer, effective August 1, 2022. Seconded by Mr. Hornsby. Vote: Ms. Artz – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; and Mr. Hornsby – Yes; Mr. Snyder. MOTION CARRIES.

2. Appointment of Nancy Pimental to Full-Time Clerical (A Group) Position in the Treasurer-Tax Collector's Department.

Mr. Toole asked if, given the upcoming changes in the Tax Collector-Treasurer's department, this appointment should wait until the transition is made. Mr. Yunits stated the position is too critical to wait and Ms. Pimental is a high-quality candidate for the role.

Motion was made by Mr. Hornsby to accept the appointment of Nancy Pimental as Full-Time Clerical (A Group) in the Tax Collector-Treasurer Department. Seconded by Mr. Toole. Vote: Ms. Artz – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; and Mr. Hornsby – Yes; Mr. Snyder. MOTION CARRIES.

III. BUSINESS

A. NEW BUSINESS

1. Presentation by The Residence at Great Woods.

Emily Chiarelli (Director of Sales and Marketing) and Carol Hickey (Director of Reflections Memory Care) presented information on updates to The Residence at Great Woods including the senior living community, the new memory care community, and their desire to work with the Norton community.

The Reflections Memory Care community officially opened three weeks ago. There are a total of 24 units including studios, one bedroom, and companion suites. Currently, there are 9 residents and the number is increasing daily as the need for memory care living is great. Ms. Chiarelli and Ms. Hickey explained the non-pharmaceutical philosophy Reflections employs and how the focus is on engagement through social, emotional, physical, and cognitive activities. They shared how the assisted living and memory care communities are highly integrated, allowing residents the ability to age in place and transition from assisted living to memory care when necessary.

Ms. Chiarelli and Ms. Hickey described updates and renovations to the assisted living community. There are a total of 64 apartments that include studios, one bedroom, and two bedrooms suites. There are a wide variety of options available, including fully furnished apartment for people who need to make a quick transition. Apartments are private pay only; but the staff works diligently to utilize all resources such as the Council on Aging, outreach, Bristol Elders, and Veteran's Aid & Attendance benefits to make budgets work. Currently, there are 50 residents in the assisted living community.

Now that construction is complete, the facility will be having a grand opening celebration on September 13th (back up date September 14) to recognize completion of the renovation and opening of new memory care unit. In addition, they will be having monthly programs open to the community called "memory cafes". These programs are designed to teach about dementia and the aging process. Ms. Chiarelli and Ms. Hickey expressed The Residence at Great Woods is ready for people to come visit and they are excited to work with the Norton community.

IV. LICENSES AND PERMITS

1. Vote to Approve the One-Day All Alcohol Liquor License to Emalee Johnson for a Private Event at the Everett Leonard Park from 12:00 Noon to 4:00 P.M. on Sunday, July 24, 2022.
2. Vote to Approve the One-Day All Alcohol Liquor License to Kathleen Reynolds for a Private Event at the Everett Leonard Park from 12:00 Noon to 3:00 P.M. on Sunday, July 17, 2022.
3. Vote to Approve the One-Day All Alcohol Liquor License to Bethany-Lyn LeBeau for a Private Event at the Everett Leonard Park from 12:00 Noon to 3:00 P.M. on Saturday, August 6, 2022.
4. Vote to Approve the One-Day Beer and Wine Liquor License to Kerry Deluca for a Private Event at the Everett Leonard Park from 3:30 P.M. to 6:30 P.M. on Saturday, October 1, 2022.
5. Vote to Approve the One-Day Beer and Wine Liquor License to Heath Wambolt for a Private Event at the Everett Leonard Park from 12:00 Noon to 6:00 P.M. on Saturday, August 13, 2022.

6. Vote to Approve the One-Day All Liquor License to Stephanie Silva for a Private Event at the Everett Leonard Park from 3:00 P.M. to 9:00 P.M. on Friday, August 19, 2022.

7. Vote to Approve the One-Day All Alcohol Liquor License to Karen Ricca for a Private Event at the Everett Leonard Park from 1:00 P.M. to 6:00 P.M. on Saturday, August 20, 2022.

Motion was made by Mr. Toole to approve the applications listed above. Seconded by Mr. Hornsby.

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

MOTION CARRIES.

V. BUSINESS (continued)

A. NEW BUSINESS (continued)

2. Proclamation – Robert S. Salvo, Sr.

Mr. Toole presented the Town of Norton Proclamation remembering and honoring Robert S. Salvo Sr. as permanent record of gratitude for his service to the community of Norton.

3. End-of-Year Business

Mr. Yunits reported the Finance Committee approved the transfer of \$64,855 from the Reserve Fund to balance out all accounts.

Mr. Toole asked when the preliminary budget projections for FY24 will be coming out.

Mr. Yunits explained projections for FY24 will start to come out at the end of the fall/early winter beginning with the governor, followed by the house, then the senate, and finally the conference committee.

Mr. Toole requested the Town Manager and Town Accountant share their projections for FY24 when they are available.

Ms. Artz agreed that it is a smart idea to include this in the Board's upcoming planning session. Since the Town's budget cycle is a known process, planning it out to get ahead of the process would be very beneficial.

4. Vote/and or discussion to Approve and Submit Petition to the General Court for Two Additional Liquor Licenses for the Sale of All Alcoholic Beverages Not to be Drunk on the Premises.

Ms. Artz explained the consensus at town meeting was to submit a petition to the general court for two additional liquor licenses.

Mr. Yunits confirmed the Town gave the Board the option to vote to move forward and begin the process of drafting the special legislation petition with Town council.

Mr. Toole pointed out if this passes, it will activate another marijuana license. He stated he is not in favor of activating another marijuana license.

Mr. Toole asked Mr. Yunits if it's possible to put placing a moratorium on additional marijuana licenses to town meeting.

Mr. Yunits stated he would need to check before answering for sure, but that he is inclined to say no since in 2017 Norton voted to be a “Yes” town.

Mr. Toole asked Mr. Yunits to investigate if there is a way acquire the additional liquor licenses, but not activate the marijuana license. And if so, what the process would be to accomplish that.

Mr. Yunits asked if he could get the Board’s authorization to move forward with Town council and begin drafting the petition and explained he would get the answers to Mr. Toole’s questions.

Ms. Laura Parker pointed out there is nothing requiring a governing body to enter into a host community agreement under state law.

Motion was made by Mr. Synder to approve authorization for Town manager to begin the process required to submit a petition to the General Court for two additional liquor Licenses for the sale of all alcoholic beverages not to be drunk on the premises. Seconded by Ms. Deveau. Vote: Ms. Artz – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; and Mr. Hornsby – Yes; Mr. Snyder. MOTION CARRIES.

5. SERSG (South East Regional Services Group) Contract Awards:

- A. Paper
- B. DPW
- C. Water Treatment Chemicals

Mr. Yunits presented the contract for paper supplies to WB Mason (estimate \$60,385.40).

Ms. Deveau asked if Mr. Yunits if he predicts this number will decrease once the new town hall is in use and the ability to go digital increases.

Mr. Yunits confirmed as the town moves forward with new technologies, this cost will decrease. He also pointed out this number includes paper for the entire town, including the school department.

Motion was made by Ms. Deveau to approve the SERSG Paper Contract. Seconded by Mr. Snyder. Vote: Ms. Artz – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; and Mr. Hornsby – Yes; Mr. Snyder. MOTION CARRIES.

Mr. Yunits presented the contract for DPW supplies (estimate \$893,539.40). This number includes gasoline, diesel, all road materials, catch basins, manholes, gravel, stone. There is a significant increase from last year’s estimate due to the increase in several individual items.

Motion was made by Mr. Hornsby to approve the SERSG DPW contract. Seconded by Mr. Toole. Vote: Ms. Artz – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; and Mr. Hornsby – Yes; Mr. Snyder. MOTION CARRIES.

Mr. Yunits presented the contract for Water Treatment Chemicals for (estimate \$ 152, 042.76), including liquid potassium which comprises most of the cost.

Mr. Toole asked what the cost was last year. Mr. Yunits explained the price of liquid potassium increased from \$3.10 per gallon to \$5.40 per gallon this year.

Motion was made by Mr. Toole to approve the SERSG Water Treatment Chemicals contract. Seconded by Mr. Hornsby. Vote: Ms. Artz – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; and Mr. Hornsby – Yes; Mr. Snyder. MOTION CARRIES.

Mr. Toole asked Mr. Yunits to check the projected price increase for next year to determine if the contract is sustainable if it keeps increasing at the same rate each year. Mr. Yunits stated he would check on this.

Mr. Yunits asked the Board to give the Town Manager authority to sign Board approved SERSG contracts. He explained this is the process in several towns.

Motion was made by Mr. Hornsby to authorize the Town Manager to sign SERSG contracts after the Board has approved. Seconded by Vote: Ms. Artz – Yes; Ms. Deveau – Yes; Mr. Toole – Yes; and Mr. Hornsby – Yes; Mr. Snyder. MOTION CARRIES.

B. OLD BUSINESS

1. Discussion on Meeting Schedule.

Ms. Artz referred to summer meeting schedule and asked if the two August dates looked appropriate. She explained the meeting on August 10th will be a general meeting and will include the public hearing required to transfer liquor license from The Hill to Goat City Pub.

Ms. Artz requested the Board set aside time following the meeting on August 27th for a planning session to look at the budget schedule and set priorities. She suggested the focus be on setting the Board's priorities for the year and planning for obstacles and challenges. She also suggested inviting the School Committee and Finance Committee to collaborate where appropriate. Ms. Artz asked Board members for additional agenda items for the planning session. Ms. Artz recommended at some point the Board invite Lauren (?) and the former Chair of the Select Board for the town of Foxboro to speak on best practices.

Ms. Deveau announced there is an upcoming MSA training session for new select board members (and also open to current members) on July 23. Ms. Deveau and Mr. Snyder plan on attending and will bring back any materials and share with the Board.

VI. TOWN MANAGER'S REPORT

1. Complaint of Vicious or Barking Dogs.

Mr. Yunits stated he received a complaint of vicious or barking dogs. He stated that he, the Animal Control officer, and the interested parties will be meeting to work out a plan to resolve this issue.

Valarie Cabral, resident of 50 Mansfield Avenue, stated that she is an interested party and looks forward to working with the Town Manager, proper authorities, and dog owners to resolve this matter.

2. Drought Status.

Mr. Yunits stated the Town is currently at Drought Level 2 – Significant Drought. While at this status, continuous water restrictions are in effect and only hand-held watering by hose or watering can is allowed after 5:00 p.m. or before 9:00 a.m. one day a week.

Ms. Deveau asked what one should do if they see someone who is not following the water restrictions. Mr. Yunits explained they should contact the Water department in this situation.

3. SEMRECC Award.

Mr. Yunits congratulated the Southeastern Massachusetts Regional Emergency Communications Center (SEMRECC) on the Outstanding Local Government Program award for community health and safety by the International City/County Management Association (ICMA).

4. Remote Participation Update.

Mr. Yunits explained as of Friday July 15, 2022, remote participation technically ends. He explained there have been differences in some of the bills passed and they are still working to on this issue. He informed the Board until notified otherwise, all meetings must be live starting on July 15, 2022. Mr. Yunits explained there is an open floor amendment to require every meeting have remote participation. Mr. Yunits expressed concern about the strain this would put on the Town's resources.

Mr. Toole proposed the Board send email to Norton's legislative team explaining that for a small town, this would cause confusion and harm. He will draft an email and circulate it to the Board to review and sign, if desired.

VII. WARRANTS

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

- A. Payroll Warrant PR22-27 for the week ended June 25, 2022, Warrant dated June 29, 2022, in the amount of \$678,639.00.
- B. Invoice Warrant AP22-53 dated June 29, 2022, in the amount of \$1,051,243.65.
- C. Invoice Warrant AP22-54 dated June 30, 2022, in the amount of \$47,866.90.
- D. Invoice Warrant AP23-01 dated July 7, 2022, in the amount of \$1,522,646.86.

VIII. SELECT BOARD'S REPORT AND MAIL

Mr. Toole shared he will be holding office hours at town hall on Thursday, July 21st from 5:00 P.M. to 7:00 P.M. This will be an opportunity for residents to meet with a Select Board member and discuss any town concerns.

Mr. Toole stated his support for the current SERPPD representative and commended her on the great job she is doing for the town of Norton. He stated he wanted to publicly apologize for not speaking up on her behalf at the previous meeting.

IX. NEXT MEETING'S AGENDA

Public Hearing for a Transfer of the Common Victualler License to Expose Keep for Sale, and to Sell All Kinds of Alcoholic Beverages to Be Drunk On The Premises, at 366 Old Colony Road from 336 Toth, LLC, d/b/a Tavern on the Hill, to Hops on the Hill, LLC, d/b/a Hillside Johnnys.

X. ADJOURNMENT

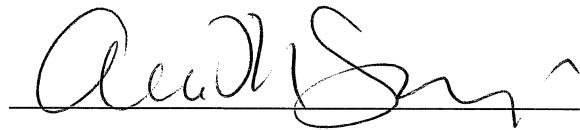
DECLARATION BY THE CHAIR:

I declare, under General Laws Chapter 30A, §21(a)(2), that the purpose of the executive session will be to discuss strategy with respect to conduct negotiations with non-union personnel, i.e. Town Manager, pursuant to GL. c. 30A, Section 21(a)(2), because a discussion of the strategy in open session could compromise the purpose of the executive session and with the Board to not return to open session at the conclusion of the executive session.

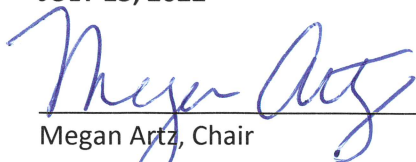
MOTION was made by Ms. Deveau at 8:15 P.M., for the Board to go into executive session under G.L. c.30A, §21(a)(2) for the purposes and reasons declared by the Chair and with the Board to not return to open session thereafter. Seconded by Mr. Hornsby. Vote: Ms. Artz - Yes; Ms. Deveau - Yes; Mr. Toole - Yes; Mr. Hornsby – Yes; Mr. Snyder - Yes. MOTION CARRIES.

URL Link <https://www.youtube.com/watch?v=UHjXs3Rl1Nc>

Respectfully Submitted by:



SELECT BOARD
MINUTES OF MEETING
JULY 13, 2022



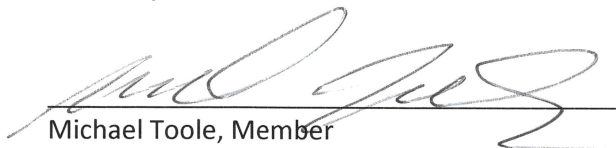
Megan Artz, Chair



Christine Deveau, Vice-Chair



Kevin Snyder, Clerk



Michael Toole, Member



Steven Hornsby, Member

Minutes Approved by Board on: August 10, 2022