



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

RECEIVED
NORTON TOWN CLERK
2023 AUG 11 AM 10:44

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

Select Board
Meeting Minutes
June 22, 2023

I. **Call to Order by Chair**

The June 22, 2023 meeting of the Norton Select Board was held at the Norton Media Center, 184 West Main Street, Norton, MA 02766 as well as remotely (Web: <https://us02web.zoom.us/j/83225589285>; Phone: 646-558 8656; Webinar ID: 832 2558 9285), and was called to order at 7:01 P.M., by Mr. Kevin Snyder, Chair. Member(s) present: Mr. Steven Hornsby, Mr. Alec Rich, III, and Ms. Denise Luciano. Also in attendance: Mr. Michael D. Yunits, Town Manager. Ms. Megan Artz arrived at 7:17 P.M.

II. **Appointments/Resignations/Retirements**

1. Appointment of Marc E. Levesque as the Highway Mechanic to the Highway Department.

MOTION was made by Mr. Hornsby to appoint Marc E. Levesque as the Highway Mechanic to the Highway Department. Seconded by Ms. Luciano. Vote: Unanimous. MOTION CARRIES.

2. Appointment of Peter M. Lally as the Full-Time Assistant Town Clerk to the Town Clerk's Department.

Mr. Snyder noted that the appointment was effective June 14, 2023.

MOTION was made by Ms. Luciano to appoint Peter M. Lally as the Assistant Town Clerk. Seconded by Mr. Hornsby. Vote: Unanimous. MOTION CARRIES.

3. Appointments of Brian Sullivan and Jarod Fucci as Civilian Traffic Control Personnel.

Police Chief, Brian Clark, noted that both individuals are looking to become police officers and both have graduated from college. He noted that Mr. Sullivan graduated from Framingham State University with a Bachelor's Degree of Science and Criminology and Mr. Fucci just recently graduated from Roger Williams College with a Bachelor's Degree in Criminal Justice. Chief Clark advised that both candidates are Norton residents.

Ms. Luciano clarified that this position is just directing traffic during construction, which Chief Clark confirmed. Mr. Snyder asked if background checks are done for people applying for this position, which Chief Clark said that they do and both candidates passed. Chief Clark also mentioned that they need to be CPR and First Aid certified and they go through a medical training to ensure that they can do the job.

MOTION was made by Mr. Hornsby to appoint Brian Sullivan to Civilian Traffic Control Unit with an effective date of June 8th and Jarod Fucci to the Civilian Traffic Control Unit July 1, 2023. Seconded by Mr. Rich. Vote: Unanimous. MOTION CARRIES.

4. Reappointments for Civilian Traffic Control Personnel.

MOTION was made by Mr. Hornsby to reappoint effective July 1st Alex Turcotte, Dean Santangelo, Nicholas Carvalho, and James Domagalski to the Civilian Traffic Control Unit. Seconded by Ms. Luciano. Vote: Unanimous. MOTION CARRIES.

5. Reappointments for Special Police Officers.

MOTION was made by Mr. Hornsby to appoint as Special Police Officers Patrick Mahoney, Todd Bramwell, and Timothy Gariepy effective July 1st. Seconded by Ms. Luciano. Vote: Unanimous. MOTION CARRIES.

6. Reappointments for Police Matron Personnel.

MOTION was made by Mr. Hornsby to reappoint Susan Hupf and Stephanie Langton as Police Matrons effective July 1, 2023. Seconded by Ms. Luciano. Vote: Unanimous. MOTION CARRIES.

7. Reappointments for Board/Committee Terms Expiring 06/30/23.

Ms. Artz arrived at this point in the meeting at 7:17 P.M.

MOTION was made by Ms. Luciano to reappoint the individuals and positions as listed in the agenda packet effective June 30, 2023 to all those listed in the column “Yes” and Kathy Enos with an effective date of March 31, 2023. Seconded by Mr. Rich. Vote: Unanimous. MOTION CARRIES.

8. Reappointment of Kathy Eno to the Democratic Board of Registrars.

See above motion.

9. Vote to Amend Council on Aging Appointment by Exchanging Positions as follows:

Thomas Golota from Alternate Council on Aging Member (2025) to Permanent Council on Aging Member Through 2023 and Reappointed Through June 30, 2026;

MOTION was made by Mr. Hornsby to appoint Thomas Golota to the Council on Aging through June 30, 2023 and reappointed through June 30, 2026 as a Permanent Member. Seconded by Ms. Luciano. Vote: Unanimous. MOTION CARRIES.

III. Minutes

Approve Minutes, including but not limited to: May 25, 2023.

MOTION was made by Mr. Hornsby to approve the minutes of May 25, 2023. Seconded by Mr. Rich. Vote: Unanimous. MOTION CARRIES.

IV. Licenses and Permits

1. Vote to Approve the Special Events Parking Permit Application of Property Owner Shane Bravetti and Lauren Miller, for 36 Parking Spaces at 260 Mansfield Avenue from June 1, 2023 to September 30, 2023.

MOTION was made by Mr. Hornsby to approve the Special Events Parking Permit application of property owner Shane Bravetti and Lauren Miller, for 36 parking spaces at 260 Mansfield Avenue from June 1, 2023 to September 30, 2023. Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

2. Vote to Approve the One-Day Beer and Wine Liquor License to Guillermo Ronquillo for a Private Event at the Everett Leonard Park from 3:00 P.M. to 8:00 P.M on Saturday, August 19, 2023.

MOTION was made by Mr. Hornsby to approve the One-Day Beer and Wine Liquor License to Guillermo Ronquillo for a private event at the Everett Leonard Park from 3:00 P.M. to 8:00 P.M on Saturday, August 19, 2023. Seconded by Ms. Luciano. Vote: Unanimous. MOTION CARRIES.

3. Vote to Approve the One-Day All Alcohol Liquor License to Bethany-Lyn LeBeau and Richard LeBeau for a Private Event at the Everett Leonard Park from 12:00 P.M. to 3:00 P.M on Saturday, July 22, 2023.

MOTION was made by Mr. Hornsby to approve the One-Day All Alcohol Liquor License to Bethany-Lyn LeBeau and Richard LeBeau for a private event at the Everett Leonard Park from 12:00 P.M. to 3:00 P.M on Saturday, July 22, 2023. Seconded by Mr. Rich. Vote: Unanimous. MOTION CARRIES.

V. **Announcements**

1. Town of Norton Public Auction of Property Acquired by Foreclosure for Tax Title – Wednesday, June 28th at 11:00 A.M. to be Held at the Norton Public Library, 68 East Main Street.

Mr. Yunits advised that when properties are foreclosed on by tax title, the Treasurer/Collector as the Tax Title Custodian sends the list to all departments to see if any of them are interested in any of the parcels and will pull out any of those so they don't get auctioned off.

Mr. Snyder asked if there are properties that aren't auctioned off that the Town might want to donate and Mr. Yunits stated that this is something the Town can do, but it would have to go to town meeting. The Town Manager pointed out that by auctioning off these properties or donating them, now these properties that aren't paying any taxes would be paying taxes, creating more revenue for the Town.

2. Update on Veterans' Council Carnival.

Mr. Rich announced that the carnival was a tremendous success and they have gotten nothing but positive feedback between the American Legion, VFW, and Gold Star Committee. He advised that they have already secured that company for next year for around the same time and expressed that he hopes that the School Committee can work with them again if that is the site they use again. Mr. Rich mentioned that he would like to do this carnival also for the Fall as well.

3. Update on New Town Gazebo.

Mr. Rich pointed out that the new gazebo has been constructed and put in place at the Town Common and the electrical work should be done by the end of the week.

4. Update on Route 123 Project.

Mr. Rich noted that the Route 123 project has resumed and asked the Town Manager when the works should be completed. Mr. Yunits advised that most of it should be paved this week and next week there should be approximately 800 feet left to do and then they have to do the sidewalks. Mr. Yunits informed the Board that when he was out there last week, the contractor did tell him that they will not have to extend the temporary easements because they will be done by 2024.

5. Home Market Foods.

Mr. Rich noted that he found out from the Traffic Study Committee meeting that Home Market Foods was asked, and were agreeable to it, to put up a few signs to direct the truck traffic to eliminate some of the noise from the trucks. He mentioned that there has been a request to have a joint meeting with the Traffic Study Committee on this topic. Mr. Snyder questioned what the next steps should be and Mr. Yunits stated that he will send them a letter first and go from there.

VI. Business

A. New Business

1. Discussion and/or Vote to Close Town Departments on Monday, July 3, 2023.

Mr. Yunits explained that 4th of July week and the week between Christmas and New Year's Day are the slowest weeks and with the holiday falling on a Tuesday, he anticipates the Town Hall will not be busy on Monday, July 3rd. He clarified that employees will have to use their time to take the day off, but this is also a good time to get employees to burn some of the time they have. Mr. Hornsby questioned if an employee doesn't want to use their time what happens and Mr. Yunits answered that they don't have to and they can opt to come in and work instead. Mr. Yunits noted that a lot of the staff will end up using their time to take Monday off and explained that if they were to leave the town departments open, then they would have to make sure each department has at least one person staffing the office.

MOTION was made by Mr. Hornsby to approve the closure of town departments on Monday, July 3, 2023 in observance of Independence Day. Seconded by Mr. Rich. Vote: Unanimous. MOTION CARRIES.

2. Vote to Award the SERSG FY24 Paper Contract.

MOTION was made by Ms. Artz to award the SERSG FY24 Paper Contract to W.B. Mason. Seconded by Mr. Rich. Vote: Unanimous. MOTION CARRIES.

3. Vote to Award the SERSG FY24-FY25 Office Supplies Contract.

MOTION was made by Mr. Hornsby to award the SERSG FY24-FY25 Office Supplies Contract to W.B. Mason. Seconded by Mr. Rich. Vote: Unanimous. MOTION CARRIES.

4. Vote to Award the SERSG FY24 Water Sewer Treatment Chemicals Contract.

Mr. Yunits read the following into the record as the lowest bidders:

- 1) Liquid Potassium Hydroxide, gal/bulk (min. delivery 1,500): Borden & Remington

- 2) Liquid Potassium Hydroxide, gal/bulk (min. delivery 750): Borden & Remington
- 3) Liquid Potassium Hydroxide, 55 gal. drums: Univar
- 4) Sodium Fluoride, Coarse Crystals, lbs: Harcros
- 5) Hydrated Lime, lbs: Univar
- 6) Liquid Ferric Chloride, gal.: Kemira
- 7) Sodium Bisulfite, gal.: JCI Jones
- 8) Sodium Hydroxide 25% Solution, gal.: Borden & Remington
- 9) Sodium Hydroxide 50% Solution, gallons: Borden & Remington
- 10) Potassium Permanganate, priced per lb (in 5-gal pails): Coyne Chemical Co.
- 11) Sodium Hypochlorite 15% Solution, 5 gal. pails: Roberts Chemical
- 12) Sodium Hypochlorite 15% Solution, 15 gal. containers: Roberts Chemical
- 13) Sodium Hypochlorite 15% Solution, 55 gal. drums: Univar
- 14) Sodium Hypochlorite 15% Solution, gal.s/bulk delivery: Univar
- 15) Polymer, in 275 gal totes, priced per lb (NE2276 equiv): SNF
- 16) Orthopolyphosphate (70/30) ortho/poly) 55 gal. drums: Harcros
- 17) Citric Acid 50% solution, in 275-gal totes: Coyne Chemical Co
- 18) Liquid Chlorine 99.5% (150-lb containers), priced per lb: JCI Jones
- 19) Polyaluminum Chloride, gallons (PCH-101 equiv.): Holland Co.
- 20) Polyaluminum Chloride, galls (PCH-180 equiv.): Holland Co.
- 21) Ammonium Hydroxide 29%, 15-gallon poly pails: Borden & Remington
- 22) Sodium Aluminate 38% solution, gallons: Holland Co.
- 23) Glycerin Based Supplemental Carbon, gal.: Momar
- 24) Sodium Chloride, food grade (50# bags) priced per lb: Harcros

MOTION was made by Ms. Luciano to award the SERSG FY24 Water Sewer Treatment Chemicals Contract as recited by the Town Manager. Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

5. Vote to Award the SERSG FY24 DPW Supplies Contract.

- 1) Dense Graded Crushed Stone: Lorusso Corp.
- 2) 3/8" Stone: Boro Sand & Stone
- 3) 1/2" Stone: Boro Sand & Stone
- 4) 3/4" Stone: Lorusso Corp.
- 5) 1 1/2" Stone: Luroso Corp.
- 6) Stone Dust: Boro Sand & Stone
- 7) Ordinary Gravel Borrow: Lorusso Corp.
- 8) Processed Gravel: Lorusso Corp.
- 9) Loam: Classic Tractor
- 10) Washing Sand for Snow and Ice Removal, Zone B: Easton, Foxboro, Norton: G Lopes
- 11) Flowable Fill (minimum delivery: 4 yards): Boro Sand & Stone
- 12) Redi-Mix Concrete (minimum 4 yards): Boro Sand & Stone
- 13) Redi-Mix Concrete (less than 4 yards per deliv): Boro Sand & Stone
- 14) Plain Manhole Grams & Covers: John Hoadley and Sons, Inc.
- 15) Drain Manhole Frames & Covers: John Hoadley and Sons, Inc.
- 16) Sewer Manhole Frames & Covers: John Hoadley and Sons, Inc.
- 17) Manhole Extension Rings: Ferguson Waterworks
- 18) Ductile Iron Hinged & Locking Frame & Cover: Ferguson Waterworks
- 19) Self-Leveling Manhole Assembly Frames & Covers: Ferguson Waterworks
- 20) Catch Basin Frames (3 flange) includes grates: John Hoadley and Sons, Inc.
- 21) Catch Basin Frames (4 flange) includes grates: John Hoadley and Sons, Inc.
- 22) Catch Basin Square Grates: John Hoadley and Sons, Inc.
- 23) Catch Basin Extension Rings: Ferguson Waterworks
- 24) Rubber Composite Manhole Adjustment Riser: Ferguson Waterworks
- 25) Rubber Composite Catch Basin Adjustment Riser: Ferguson Waterworks

- 26) Cast Iron Detectable Warning Plate: Ferguson Waterworks
- 27) American Darling B62B: No bids received.
- 28) American Darling B84: No bids received.
- 29) Kennedy 81: Ferguson Waterworks
- 30) Mueller Super Centurion 250, Model #A423: John Hoadley and Sons, Inc.
- 31) Recycled Asphalt: Lorusso Corp.
- 32) High Performance Cold Patch (FOB): N/A
- 33) Cold Patch Standard (FOB), ZONED Zone B (Foxboro, Mansfield, Norton): T L Edwards
- 34) Hot Mix (FOB), ZONED Zone B (Easton, Foxboro, Mansfield, Norton): Riley Brothers
- 35) Winter Mix (FOB): N/A
- 36) 32% Liquid Calcium Chloride: All States Construction, Inc.
- 37) Magnesium Chloride and Agriculturally Based De-Icer: Innovative Municipal Products
- 38) Calcium Chloride and Agriculturally Based De-Icer: No bids received.
- 39) Regular Unleaded Gasoline (87 Octane): Dennis K. Burke, Inc.
- 40) Mid-Grade Unleaded Gasoline (89 Octane): Dennis K. Burke
- 41) Premium Unleaded Gasoline (92 Octane): Dennis K. Burke
- 42) Ultra Low Sulfur Diesel: Dennis K. Burke

MOTION was made by Ms. Luciano to award the SERSG FY24 DPW Supplies Contract as stated by the Town Manager. Seconded by Mr. Rich. Vote: Unanimous. MOTION CARRIES.

B. Old Business

Review, Discuss, and/or Vote on Select Board Code of Conduct.

Ms. Luciano gave an overview of the suggested edits she made to the originally proposed Code of Conduct as follows:

- Opening couple of paragraphs outline what the Board is trying to establish with the policy;
- Under “Applicability” she clarified that this was originally for the Select Board, but it seemed to make sense for all elected and appointed officials;
- Main terms of the code wasn’t really changed, but rather, made more generic;
- Added a couple of bullets under the “Community” portion of the document; and
- Last two sections that Ms. Luciano added are instructions on how to distribute and educate people on it and then what happens if people violate it.

Mr. Snyder asked if the Town had a digital program where people could digitally sign-off that they have read and agreed to the Code of Conduct. Mr. Yunits replied that they don't currently, but it is something they could do. Ms. Luciano noted that for violations, it gives the appointing authority leeway, but with elected officials there would have to be a recall. Mr. Hornsby noted that he would like to see an outline of multiple steps depending on the violation(s). Mr. Hornsby stated that he had a few things that he wasn't comfortable with within this policy. Mr. Snyder said what he would like to do as a next step where this policy would affect other boards/committees/commissions is to have the chairs of these boards/committees/commissions review it, especially after what happened with the Town Counsel Legal Request Policy the Board implemented. Ms. Artz agreed that this was a great idea and Ms. Luciano was agreeable to the idea. Mr. Yunits expressed that this was a good idea and suggested requesting any of the chairs' input before sending it to town counsel for their review and then the Select Board review it again.

Ms. Artz suggested having all boards/commissions/committees get together once a year more as a "meet and greet" event. The Board and the Town Manager all agreed that this would be a great idea and Mr. Rich further suggested meeting more frequently with department heads. Ms. Artz suggesting doing so quarterly with the department heads.

C. **Town Manager's Report**

1. Police Reaccreditation.

Mr. Yunits advised that he was able to attend the Police Reaccreditation Ceremony yesterday in Burlington, which was the third reaccreditation for the Norton Police Department. He stated that Deputy Chief Todd Jackson served as the Accreditation Manager and was assisted by Sergeant Kevin Schleicher. Mr. Yunits expressed that it is a lot of work and that he appreciated what they did to get the Norton Police Department reaccredited.

2. FY 2024 Healthy Summer Youth Jobs Grant Program.

Mr. Yunits thanked the Director of Parks and Recreation for doing an amazing job obtaining a \$4,000 grant for lifeguards and employment down at the Everett Leonard Park.

3. Updates on:

a) East Main Street Improvements

Discussed under "Announcements."

b) Town Hall Construction

Mr. Yunits advised that they are getting ready to start all the tree clearing and relocation of the gas line. He informed the Board that he would like to have an official groundbreaking ceremony on Thursday, July 20th at 6:00 P.M. Ms. Artz suggested doing the ceremony the same day as their next meeting. Mr. Yunits said they could do it for their July 13th meeting at 5:30 P.M.

c) Senior/Community Center Construction

Mr. Yunits advised that the walls are starting to go up and they will start insulating the walls this week and the beginning of next week and then do the back-filling. He further mentioned that they will start doing the utilities under the slab and hopefully have the slab poured by July 7th, so they are moving right along.

d) New England Ice Cream Update

Mr. Yunits advised that they had a great meeting this week with Attorney Gregg Corbo from KP Law, the Board of Health Agent, New England Ice Cream, and the attorneys from the Norton Estates. He informed them that the attorneys are working things out and mentioned that New England Ice Cream is willing to spend \$1 million in noise abatement.

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

Ms. Artz brought up the Xfinity Center and having a discussion with the Town of Mansfield about the traffic. She stated that from Mansfield Crossing to the top of Reservoir Street there is no signage informing people of the concerts. She suggested asking the Town of Mansfield to put up the digital sign in the described location.

Ms. Artz suggested giving volunteer hours to student-age children, such as high school students, who need their community service hours. She explained that she has two teenage children and finding a summer job has been challenging and if they had somewhere like Town Hall where they could volunteer to get community service hours, that would be huge. Mr. Yunits mentioned it could be something like cleaning out the basement of Town Hall.

In response to Ms. Artz's comments about Xfinity Center, Mr. Snyder asked if they still meet regularly with the Town of Mansfield. Mr. Yunits advised that the Norton Police Department does and that when they apply for their state license again, that is when they should schedule a meeting.

Mr. Rich announced that a vacancy exists on the Board of Assessors and said term expires April of 2024. He stated that the Select Board and Board of Assessors are jointly responsible for appointing this position.

IX. **Warrants**

Mr. Hornsby reported that the following Payroll and Invoice Warrants were approved:

- a. Invoice Warrant AP23-48 dated June 1, 2023, in the amount of \$2,690,627.53.
- b. Payroll Warrant PR23-24 for the week ended May 27, 2023, Warrant dated June 1, 2023, in the amount of \$1,754,606.97.
- c. Invoice Warrant AP23-49 dated June 8, 2023, in the amount of \$51,337.36.
- d. Invoice Warrant AP23-50 dated June 15, 2023, in the amount of \$792,992.61.
- e. Payroll Warrant PR23-25 for the week ended June 10, 2023, Warrant dated June 15, 2023, in the amount of \$6,421,621.43.
- f. Invoice Warrant AP23-51 dated June 22, 2023, in the amount of \$562,166.45.

X. **Other Business**

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

There was no other business to discuss.

XI. Next Meeting's Agenda – Thursday, July 13, 2023.

XII. Executive Session.

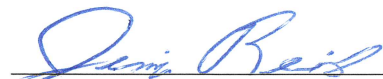
There was no executive session scheduled for this meeting.

XIII. Adjournment.

**MOTION was made by Ms. Luciano to adjourn the Select Board meeting at 8:28 P.M.
Seconded by Mr. Hornsby. Vote: Unanimous. MOTION CARRIES.**

URL Link: <https://www.youtube.com/watch?v=b1rYapOjdZw>

Respectfully Submitted by:

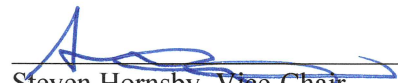


Jennifer Reid, Office Administrator

**SELECT BOARD
MINUTES OF MEETING
JUNE 22, 2023**



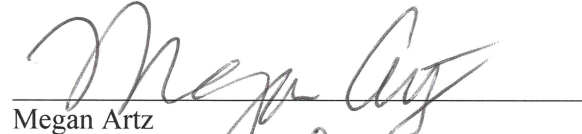
Kevin Snyder, Chair



Steven Hornsby, Vice-Chair



Alec Rich, III, Clerk



Megan Artz



Denise Luciano

Minutes Approved by Board on: July 13, 2023