



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

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

Select Board
Meeting Minutes
July 13, 2023

I. Call to Order by Chair

The July 13, 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 7:02 P.M., by Mr. Steven Hornsby, Vice-Chair. Member(s) present: Mr. Alec Rich, III, Ms. Megan Artz, and Ms. Denise Luciano. Also in attendance: Mr. Michael D. Yunits, Town Manager.

II. Appointments/Resignations/Retirements

1. Appointment of Joseph Knight as a Provisional Full-Time Fire Fighter/Paramedic in the Norton Fire Department.

MOTION was made by Mr. Rich to appoint Joseph Knight as a Provisional Full-Time Fire Fighter/Paramedic in the Norton Fire Department. Seconded by Ms. Luciano. Vote: Unanimous. MOTION CARRIES.

2. Appointment of Jared Ferrara as the Highway Superintendent.

MOTION was made by Mr. Rich to appoint Jared Ferrara as the Highway Superintendent. Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

3. Appointment of Antonio M. De Frias as the Planning/Economic Development Director.

MOTION was made by Mr. Rich to appoint Antonio M. De Frias as the Planning/Economic Development Director. Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

4. Appointment of Benton Keene, III as a Constable for the Town of Norton.

MOTION was made by Mr. Rich to appoint Benton Keene, III as a Constable for the Town of Norton. Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

5. Appointment to the Recreation Commission.

MOTION was made by Mr. Rich to have Megan Bessick appointed as the Permanent Member and Emily Anderson as the Alternate Member to the Recreation Commission. Seconded by Ms. Luciano. Vote: Unanimous. MOTION CARRIES.

6. Joint Meeting with the Board of Assessors to Discuss and/or Vote on the Appointment of Michael Toole to the Board of Assessors.

The Board of Assessors called their meeting to order at 7:22 P.M. by the Chair, Mr. Richard Dorney. Seconded by Mr. Michael Massone.

Mr. Dorney explained that to move things forward, the Board needs a quorum and there have only been two people on the Board of Assessors since the passing of Jim Riley.

Mr. Michael Toole stated that he is familiar with the work the Board of Assessors does and is aware of the certifications he will need to obtain and advised that he is willing to do it. He expressed to the Boards that he knows it is a lot of work, but he is willing to commit and has shown his commitment to the Town by serving on several boards/commissions over the years.

Ms. Luciano asked for a summary of what the Board of Assessors does. Mr. Massone stated that they primarily review and vote on tax abatements, and while more often than not him and Mr. Dorney agree, if they did disagree, they would need a tie-breaker.

MOTION was made by Mr. Rich to appoint Mr. Toole to the Board of Assessors. Seconded by Ms. Artz. Vote: (6-0) Unanimous. MOTION CARRIES.

MOTION was made by Mr. Dorney to adjourn the Board of Assessors meeting at 7:28 P.M. Seconded by Mr. Massone. Vote: Unanimous. MOTION CARRIES.

III. Minutes

Approve Minutes, including but not limited to: June 22, 2023.

MOTION was made by Ms. Artz to approve the minutes, including but not limited to: June 22, 2023. Seconded by Ms. Luciano. Vote: Unanimous. MOTION CARRIES.

IV. Licenses and Permits

1. Vote to Approve the One-Day All Alcohol Liquor License to Michelle Petersen for a Public Event at the Everett Leonard Park from 2:00 P.M. to 5:00 P.M on Saturday, July 15, 2023.

MOTION was made by Mr. Rich to approve the One-Day All Alcohol Liquor License to Michelle Petersen for a public event at the Everett Leonard Park from 2:00 P.M. to 5:00 P.M on Saturday, July 15, 2023. Seconded by Ms. Luciano. Vote: Unanimous. MOTION CARRIES.

2. Vote to Approve the One-Day All Alcohol Liquor License to Ross Barton for a Private Event at the Everett Leonard Park from 12:00 P.M. to 4:00 P.M on Sunday, September 10, 2023.

MOTION was made by Ms. Artz to approve the One-Day All Alcohol Liquor License to Ross Barton for a private event at the Everett Leonard Park from 12:00 P.M. to 4:00 P.M on Sunday, September 10, 2023. Seconded by Mr. Rich. Vote: Unanimous. MOTION CARRIES.

3. Vote to Approve the One-Day All Alcohol Liquor License to Chad Dubuc for a Private Event at the Everett Leonard Park from 12:00 P.M. to 6:00 P.M on Saturday, August 5, 2023.

MOTION was made by Ms. Luciano to approve the One-Day All Alcohol Liquor License to Chad Dubuc for a private event at the Everett Leonard Park from 12:00 P.M. to 6:00 P.M on Saturday, August 5, 2023. Seconded by Mr. Rich. Vote: Unanimous. MOTION CARRIES.

4. Discussion and/or Vote to Approve the Special Events Application for the Rodman Ride for Kids Scheduled for Saturday, September 23, 2023 from 8:00 A.M. to 3:00 P.M.

MOTION was made by Ms. Luciano to approve the Special Events Application for the Rodman Ride for Kids scheduled for Saturday, September 23, 2023 from 8:00 A.M. to 3:00 P.M. Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

V. **Announcements**

Mr. Slattery announced that there is a vacancy on the Permanent Building Committee. He also mentioned that Monday night there was a septic pipe leak into the basement of the Town Hall resulting from construction for the new Town Hall, which stalled the project for 12 hours. Mr. Yunits added that because of Mr. Robert Medeiros moving out of town, there is also a vacancy on the Board of Health, so if anyone is interested, please contact either himself or the Board of Health Agent.

Mr. Rich asked about Home Market Foods. Mr. Yunits provided an update about the additional traffic-flow signage and that they plan to do a sound study.

Mr. Rich brought up the situation of the Extended Stay and suggested an integration program to assist this population. He stated that he had someone come to his company this week looking for a job, but they didn't speak English and he didn't know the status of their papers. He emphasized that he loves that they want to work, but now they have to figure out how they get to the point where they are legally able to do so. Ms. Luciano argued the other side of this situation stating that if there was a natural disaster in New Hampshire they wouldn't be questioning this. Mr. Hornsby refuted that they absolutely would because they need to be prepared to know what resources they are going to need, such as how many students that would be enrolling in the district.

VI. **Business**

A. **New Business**

1. CANCELLED: 7:15 P.M. - Public hearing on the Application of Jay Meldi Retail LLC d/b/a Campus Market, Manager: Vishal Patel for a New Section 15 Off-Premises Wines and Malt Beverages License at 63 East Main Street, Unit 2, Norton, Massachusetts.

Mr. Yunits advised that notice deadlines weren't met, so it will be rescheduled to a future meeting.

2. Year-End Business.

Mr. Yunits informed the Board that at the Finance Committee meeting there were six reserve fund transfers done.

3. Presentation of "Keith Silver Day" Proclamation.

Mr. Rich read the proclamation into the record (attached hereto).

4. Review and/or Vote to Accept the 2023 Comprehensive Emergency Management Plan.

MOTION was made by Mr. Rich to accept the 2023 Comprehensive Emergency Management Plan. Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

5. Discussion and/or Vote to Adopt Processing Fee for Paper Applications Submitted to Departments Using the Online Permitting System.

Mr. Yunits explained what was outlined in the letter from the Building Commissioner for the reasoning behind the proposed processing fee. Ms. Luciano questioned if these individuals weren't computer savvy and Mr. Yunits replied that it was actually more so people being lazy rather than not being computer savvy.

MOTION was made by Ms. Luciano to adopt the \$50 Processing Fee for paper applications submitted to departments using the online permitting system. Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

6. Discussion and/or Vote to Exercise Right of First Refusal of Recreational Use Chapter 61B, Section 9 Property Located at 16 Guy Street (Assessor's Parcel ID 14-52-0).

MOTION was made by Mr. Rich to vote to not exercise right of first refusal of Recreational Use Chapter 61B, Section 9 property located at 16 Guy Street (Assessor's Parcel ID 14-52-0). Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

7. Discussion and/or Vote to Set the Fall Annual Town Meeting.

MOTION was made by Mr. Rich that the Select Board vote to schedule the Fall Annual Town Meeting for Monday, October 23, 2023, at 7:00 P.M. at the Norton High School and to accept warrant articles until 3:30 P.M. on August 31, 2023, at the Select Board's Office, Norton Municipal Center, 70 East Main Street, Norton, MA 02766. Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

B. Old Business

Mr. Yunits informed the Board that he did send the Code of Conduct around to the chairs of the boards/committees/commissions. He advised that he has heard back from two individuals thus far and will forward them to the Select Board.

C. Town Manager's Report

Updates on:

a) East Main Street Improvements

Mr. Yunits stated that the final grading was done this week and the contractors will be paving the entire excavated area by July 18-20.

b) Kingsberry Hill Condominiums (Rezoning/Removal of Conservation Restriction)

The Town Manager reported that there has been no movement on this matter. He stated that they met awhile back with representatives from Kingsberry Hill Condominiums, but their attorney has been ill, so they have been waiting for him to come back and then he will ask for a letter from the attorney with an update.

c) 47 Elm Street (Devco Project)

Mr. Yunits advised that he has reached out to the purchaser of the property to ensure that she keeps the process going and when the new Planning Director starts, he will have him stay in contact with her to keep her on track with that.

d) ARPA Requests

Mr. Yunits mentioned that the Fire Department is looking to provide trauma kits in each building of the town. Chief Shawn Simmons stated that hopefully they don't need it, but they want to be prepared. Mr. Yunits stated that the estimated cost is \$6,300.

MOTION was made by Ms. Artz to approve the ARPA request for the emergency trauma kits in all municipalities and schools in the amount of \$6,300. Seconded by Ms. Luciano. Vote: Unanimous. MOTION CARRIES.

e) Town Auction

Mr. Yunits informed the Board that there were 25 properties sold at the town auction and 22 out of the 25 properties had more than one bidder. Ms. Artz asked what happened to the unsold properties and Mr. Yunits answered that they sit until another auction. Mr. Yunits stated that the revenue from the auction was \$1,081,000 but because the auction was done at end of June, the money won't be realized until this current fiscal year (FY24), which means the revenue won't be certified as free cash until the Fall of next year, so it won't be available this year. Mr. Yunits lastly mentioned that the Town was told to sit on the money and not to spend it because they are waiting on state guidelines (and the Supreme Court decision).

VII. Select Board's Report and Mail

Mr. Hornsby stated that Habitat for Humanity was looking to put a thermometer sign at the town common to show how much money they are looking to raise. He explained that he just wanted to make the Select Board aware.

Mr. Hornsby emphasized that people really want Founders' Day back. He expressed that if there is anything the Select Board or the Norton Business Association can do then they should get out there. Mr. Yunits replied that he had a meeting on that this week at the request of the Recreation Director along with the Fire Chief, the Deputy Fire Chief, and himself and will be meeting with the School Department this week. Mr. Yunits stated that he will get back to them on the School Department meeting. Mr. Yunits emphasized that the main focus was on having it at the Norton Middle School. Ms. Artz asked about one of the islands on the Reservoir and Mr. Yunits said he actually thought of that himself, but there is the issue of having a place to actually sit and watch the fireworks.

Mr. Hornsby brought up that June was Pride Month and that there was a lot of issues with the signs on the town common and signs being stolen and acknowledged that the Town did a great job investigating and getting to the bottom of it.

Mr. Yunits mentioned that the other night some of the Fire Department's guys thought something ruptured because there was water in the basement, but when the contractor was doing the work out back for the new Town Hall, they damaged a cover to one of the manholes that went into the manhole with branches and debris. Mr. Yunits stated that the Board of Health Agent came in and Soares came and snaked the pipe and found out that they had broken a manhole for a pipe that

went into the tank. The Town Manager expressed that the Board of Health Agent and the Fire Department did a great job assisting with this work. Mr. Yunits recognized that the OPM was great too and that he was out at the site at 9:00 P.M. on the phone with him and were out there the next morning too.

IX. **Warrants**

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

- a. Invoice Warrant AP23-52 dated June 29, 2023, in the amount of \$1,180,621.20.
- b. Payroll Warrant PR23-26 for the week ended June 24, 2023, Warrant dated June 29, 2023, in the amount of \$821,893.61.
- c. Invoice Warrant AP23-53 dated June 30, 2023, in the amount of \$261,044.31.
- d. Payroll Warrant PR23-27 for the week ended June 30, 2023, Warrant dated June 30, 2023, in the amount of \$291,516.18.
- e. Invoice Warrant AP24-01 dated July 6, 2023, in the amount of \$2,194,785.39.
- f. Invoice Warrant AP24-02 dated July 13, 2023, in the amount of \$820,572.39.

X. **Other Business**

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

Ms. Luciano mentioned an e-mail the Board received containing a request for a one-day liquor license for July 23rd that came in on Wednesday, July 12th. Mr. Hornsby brought up the 30-day policy they had put into place and Ms. Artz stated that it is to avoid the last-minutes scrambling to get sign-offs from departments. Mr. Hornsby expressed that he wasn't comfortable voting on it without the departments' sign-offs. He suggested voting on the license contingent upon the sign-offs from the Fire Chief, Police Chief, and Building Commissioner.

MOTION was made by Ms. Luciano to approve the One-Day Liquor License application for Cody and Katy Ward for July 23, 2023 from 12:30 P.M. to 4:00 P.M. at Everett Leonard Park contingent upon approval by Fire, Police, and the Building Inspector. Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

XI. **Next Meeting's Agenda** – Thursday, August 10, 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 8:19 P.M. Seconded by Ms. Artz. Vote: Unanimous. MOTION CARRIES.

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

Respectfully Submitted by:

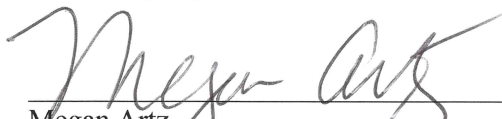

Jennifer Reid, Office Administrator

**SELECT BOARD
MINUTES OF MEETING
JULY 13, 2023**


Kevin Snyder, Chair


Steven Hornsby, Vice-Chair

Alec Rich, III, Clerk


Megan Artz


Denise Luciano

Minutes Approved by Board on: August 10, 2023

PROCLAMATION

WHEREAS, Keith Silver's 31-year career with the Town of Norton Highway Department has been the gold standard for excellence in service; and,

WHEREAS, Keith was hired as a Driver/Laborer on December 9, 1991, and went on to be appointed as Equipment Operator in April of 1994, Interim Highway Superintendent on October 26, 1998, and Highway Superintendent on May 22, 2000; and,

WHEREAS, during his distinguished 31-plus years of service, Keith has been a dedicated public servant, an active member of the community, and a man devoted to his family, friends, and the Town that he loves; and

WHEREAS, today the Town of Norton presents this Proclamation to Keith as the Town celebrates and reflects upon his many accomplishments as well as his leadership, friendship, and untiring service;

BE IT RESOLVED that the Select Board of the Town of Norton does hereby proclaim Friday, July 14, 2023, to be

"KEITH SILVER DAY"

and encourages all residents to thank this life-long Norton resident for his untiring service, his commitment to the betterment of our community, and to wish him continued success and happiness in his retirement from public service.

Given under its hand this 13th day of July, 2023.

NORTON SELECT BOARD, BY:

Kevin Snyder, Chair

Steven Hornsby, Vice Chair

Alec Rich, III, Clerk

Megan Artz

Denise Luciano