

Canoe River Aquifer Advisory Committee

Meeting Minutes
September 6, 2012

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Minutes of the meeting held by the Canoe River Aquifer Advisory Committee on Thursday September 6, 2012 at 1:00 p.m. at the Foxborough Public Safety Building, 8 Chestnut Street, Foxborough, MA 02035.

Members Present: Wayne P. Southworth, Easton; John Fresh, Jr., Easton,
Joan F. Sozio, Foxborough; Leonard Flynn, Mansfield;
Ed Tartufo, Mansfield; Jenn Carlino, Norton; Jonathan Rowe,
Norton; Frances Shirley, Norton; Dave Masciarelli, Sharon

Others Present: Adrienne Edwards, Town of Easton GIS Specialist;
David DeLorenzo, Department of Environmental Protection

I. **Call to Order** – The meeting was called to order at 1:00 p.m. by Wayne Southworth.

II. **Review Minutes of August 2, 2012** – After review of the minutes, L. Flynn motioned to accept the minutes of August 2, 2012 as amended. J. Sozio seconded the motion. The motion passed unanimously.

III. **Open Meeting Law Discussion – Robert Cutler, Foxborough Town Clerk**

Bob Cutler, Foxborough Town Clerk, handed out copies of the Open Meeting Law Guide from the Massachusetts Attorney General's office. He explained that approximately three years ago the Open Meeting and Conflict Laws were amended. This office is responsible for monitoring and enforcing violations. The idea behind these changes is to provide better transparency. A meeting is subject to these regulations any time there is deliberation or when the subject is something that the public would benefit from by hearing. E-mails are also considered a matter of public record. Anyone who is a member of a board or a committee should take the on-line certification program every other year. More information is available on the Attorney General's website. Any meeting involving a public body, and anything involving the public trust, becomes subject to the Open Meeting Law and should be posted. Areas to consider are whether or not there is communication between members of a public body and, if so, if this communication constitutes a deliberation; whether or not this involves a matter within the jurisdiction of this public body; and whether or not this falls under an exemption to the definition of a meeting (including on-site inspections, conferences, attendance at a meeting of another public body without deliberation, meetings of quasi-judicial boards or commissions, and Town Meetings). The CRAAC is a regional committee, and members are appointed by their respective towns. The meetings should be posted in each member town and on the Committee's website. However, in an instance where the Town Manager might form a subcommittee, with the members of this subcommittee reporting directly to him or her, and the Town Manager makes the decisions, a meeting of this subcommittee does not need to be posted. It was also noted that any deliberation must involve a quorum. Discussion of topics among members in an e-mail would be considered a violation of the Open Meeting Law, thus, use of *Reply All* would not be good practice. However, affirmation of meeting topics and meeting dates is fine to discuss, but there should be nothing of substance discussed in e-mails.

Meetings should be posted 48 hours in advance, excluding Saturdays, Sundays and holidays. Time and place and any agenda items are to be included on the posting. In an emergency situation, the posting should take place as soon as the event is known, and it should be as detailed as possible. If a topic that is not on the agenda should come up at the meeting, it is best to thank the individual for raising an issue, and then state that it will be placed on the next agenda for discussion. It is actually up to the Chair of a committee on whether or not to allow the public to speak.

An Executive Session must meet one of ten criteria in order to be held. The reason for going into Executive Session must be stated, members must vote to go into Executive Session, as well as to return to the regular meeting after this discussion. If committee members attend a meeting of another board, they should identify themselves when speaking, and make it clear that they are speaking for themselves. If any complaints are filed, the committee or board must respond to them. If a request comes in for minutes of a meeting, they are supposed to be released even if they have not yet been approved.

IV. Open Space Map & Greenbelt Update - There is nothing new to report on this topic.

V. Discuss Program for CRAAC's 25th Anniversary Celebration at the Sharon Community Center on September 14, 2012 – Speaker, David DeLorenzo, Invitations, Program, Dinner, Sponsor Recognition

The Anniversary Celebration will be held on September 14, 2012 at 6:30 p.m. at the Sharon Community Center. Dave Masciarelli has been very helpful in getting this arranged. David DeLorenzo said that both Jay Barrows and Jim Timilty will be in attendance. Speakers will be concentrating on the topic of regionalization. A multi-town approach makes sense in terms of economics, management and infrastructure improvements, as well as with protection of drinking water.

VI. CRAAC Facebook Page Discussion – John Shannon

John Shannon stated that Connor Reid, who runs Easton's Facebook page, reminded him that whatever goes on the site becomes public record. J. Shannon wants to add the minutes and a print function to the page. A link to the Open Meeting Law website can be added. Another link to the CRAAC website will be added as well. Facebook also has a government template.

VII. Discuss Plan to Preserve a Property that Abuts the Canoe River – Scott Barbato

No one was present to discuss this item. Karen Gallo received an email asking that this item be put on the agenda. It was put on last month, and no one showed up to discuss it. As a courtesy, it was continued to this month as well.

VIII. Discuss Committee Goals

Committee members were sent a reminder to consider this item, and to discuss any new ideas at the meeting.

IX. Next Meeting to be Held at Norton Town Hall

The next CRAAC meeting will be held at the Norton Town Hall on October 4, 2012 at 1:00 p.m.

X. Public Comment

Committee members were asked to consider having the November 2012 meeting, to be hosted by Mansfield, at the sewer treatment plant. Members from Mansfield will see if this would be possible.

XI. Adjourn – 2:15 p.m.

Dave Masciarelli motioned to adjourn the meeting. Jonathan Rowe seconded the motion. The Committee voted unanimously to adjourn its meeting. The meeting adjourned at 2:15 p.m.