

TOWN OF NORFOLK

SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

(508) 440-2855
(508) 541-3366 FAX

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the August 18, 2020 6:15 PM public meeting of the Norfolk Select Board shall be physically closed to the public to avoid group congregation.

Alternative public access to this meeting shall be done via Zoom online video conferencing. This application will allow users to view the meeting and provide comments during allocated windows as outlined in the Board's Public Comment Policy. To join, follow the web link or call the dial-in number listed below under the start time/Call to Order. The meeting will be recorded for future rebroadcast by Norfolk Community Television. For more information on getting connected and using the video conference features, please visit

<http://www.norfolk.ma.us/assets/files/news/resident-zoom-guide.pdf>

6:15 p.m. Call Meeting to Order

Zoom Meeting Link: <https://zoom.us/j/3560716045>

Zoom Meeting Call-In: 1-929-205-6099 (Meeting ID 3560716045)

Alternative to Zoom - NCTV live stream of all Town meetings on their YouTube Channel Link: www.youtube.com/norfolkcable

Executive Session

- A. Executive session under M.G.L. c.30A, §21(a)(3) to obtain advice of counsel and discuss strategy with respect to potential litigation regarding the construction of the Police Station, insofar as an open meeting may have a detrimental effect on the litigation position of the public body**
- B. Executive Session under M.G.L. c.30A, §21(a)(7) to review and approve Executive Session Minutes**

1. COVID-19 Updates

2. Public Comment

Action Items

3. Please consider making appointments to various Town Boards & Committees
4. Please consider approval of the Board's goals and objectives for FY21
5. Please consider approval of the Deputy Police Chief's Contract
6. Please consider opening a warrant for a Special Town Meeting on November 17, 2020
7. Please consider authorizing the Chair to amend a contract for SERSG Water & Sewer Chemicals with Borden & Remington Co., for FY21
8. Please consider approval of a "Not a Through Street" Sign for Overlea Drive

Discussion Items

9. Please discuss website posting of board correspondence
10. Town Administrator Updates

Report of Warrants

11. The following warrants have been signed:

- 06/30/2020 55VS20 \$38,738.06 (KK)
- 06/30/2020 55V20 \$207,142.44 (KK)
- 07/14/2020 02VS21 \$88,044.07 (KK)
- 07/14/2020 02V21 \$299,152.37 (KK)
- 07/17/2020 01P21 & 01PS21 \$442,022.92 (KK)
- 05/12/2020 46PS20 \$-3,095.20 (KK)
- 07/21/2020 03V21 \$252,194.65 (KK)
- 07/28/2020 04VS21 \$29,173.34 (KK)
- 07/28/2020 04V21 \$3,088,735.05 (KK)
- 07/28/2020 LUMP20A \$41,429.40 (KK)
- 07/31/2020 02LNG21 \$98,096.60 (KK)
- 07/31/2020 02P21 & 02PS21 \$486,279.57 (KK)
- 08/04/2020 05V21 \$321,040.70 (KK)
- 08/11/2020 06VS21 \$33,742.58 (KK)
- 08/11/2020 06V21 \$1,265,251.47 (KK)

Approve Minutes

12. Please consider approval of the minutes

Any other unanticipated business that may come before the Board

ADJOURNMENT



Blythe C. Robinson, Town Administrator



TOWN OF NORFOLK

SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

(508) 440-2855
(508) 541-3366 FAX

August 13, 2020

MEMO TO: Select Board

From: Blythe C. Robinson, Town Administrator *BAR*

RE: **Agenda Background – August 18, 2020**

Below please find background material on each of the items on the agenda as well as draft motions that you can consider where action is required.

1. COVID-19 Updates
2. Public Comment
3. Please consider making appointments to various Town Boards & Committees

There are several appointments we recommend that the Board take up at this meeting, including:

- Community Preservation Committee (CPC)
- Tree Warden
- Municipal Hearing Officer

The CPC had not had a chance to meet when the Board took up appointments earlier this summer. Current chair Cyndi Andrade and member Peter Diamond would both like to be reappointed. With regard to Tree Warden, I recommend that DPW Director Blair Crane be appointed to this role. It was held by Mr. McGhee during his tenure, but hadn't been identified on a recent list (his last appointment was made in 2016), and it wasn't delineated in the DPW Director job description. Mr. Crane held this role in his role as DPW Director in Cheshire, and has the requisite training required. Included in your packet is an email from Blair about his training and experience. Finally, the Municipal Hearing Officer is a position mandated by the Massachusetts Fire Safety Act of 2004. Specifically, the Legislature enacted M.G.L. c. 148A which allowed for the issuance of citations for certain violations of the State Building and Fire Code by state and local code enforcement officers. In order to participate in the citation process, cities/towns must appoint a certified hearings officer. Citations written by local code enforcement officers, which are appealed, are heard before a municipal hearings officer. This hearings officer is appointed by their municipality

to conduct such hearings. The hearings include burden of proof, conduct of hearings, admission of evidence, creating, documenting and preserving the record for appeal. In order to serve as a municipal hearings officer, an individual must be trained and certified. The role has been filled in recent years by Town Clerk Carol Greene however she does not wish to be reappointed. I understand that in the years that she held this role, no hearings were required. Scott Bragdon recently completed the State training for the position and is willing to be appointed.

MOVE that the Board vote to make the following appointments:

- Peter Diamond as the Select Board's at large appointment to the Community Preservation Committee for a three-year term ending June 30, 2023
- Cynthia Andrade as the Select Board's Precinct 3 appointment to the Community Preservation Committee for a three-year term ending June 30, 2023
- Blair Crane to the position of Tree Warden for a one-year term ending June 30, 2021
- Scott Bragdon to the position of Municipal Hearing Officer for a one-year term ending on June 30, 2021

4. Please consider approval of the Board's goals and objectives for FY21

At the July 14th meeting the Board discussed its goals and objectives for FY21. Included in your packet is an updated set of goals for the Board to consider drafted by the Chair, along with the spreadsheet that we also use to identify progress on these and other projects throughout the year. The items that are italicized on the list are those that were discussed as additions at our earlier meeting. It would also be helpful for the Board to decide who would like to take point on any of these so that staff can work with each member to support moving these initiatives forward.

MOVE that the Board adopt its goals and objectives for fiscal year 2021 as outlined in the packet.

5. Please consider approval of the Deputy Police Chief's Contract

Included in your packet is a renewal contract for Deputy Police Chief Jon Carroll. Jon has been with the Town for about 35 years, and since 2013 has served as Deputy Chief during which he has had a contract with the Town. His contract was up for renewal in June, however it wasn't brought before the Board as we dealt with a myriad of other issues (COVID, budget, Town Meeting). This contract is proposed to be for just over two years which will coincide with Jon's retirement when he turns 65 (and can't by law serve after that point). This contract is very similar to the ones the Town has had with him since becoming Deputy Chief. The total value of the contract in FY21 is \$185,675.00 when the various benefits that are typical in police departments are calculated in. We are in the midst of the compensation plan update for all town employees and we asked our consultant for comparable salaries for this position. The assessment is that the base compensation is high at \$143,000, however when the Deputy Chief's long tenure is factored in that explains the difference. We expect that when we recruit for the position in two years the base pay will be lower. I would point out that we made two changes in the from prior years. First, Jon has agreed to the step increase of 2.5% that other non-union employees received this year instead of the contractual increase for the police union (4.0%), and in the second year of the

contract to receive no more than other non-union employees. Also, there is a new section G (General Provisions) that has not been in past contracts that we believe is appropriate for an agreement such as this which has been added. As you will not Jon has executed the contract already. I recommend approval of this contract.

MOVE that the Board ratify a contract with Jon Carroll as Deputy Police Chief effective July 1, 2020.

6. Please consider opening a warrant for a Special Town Meeting on November 17, 2020

Although it seems like we just concluded our annual meeting, it isn't too soon to start planning the fall special town meeting. Included in your packet is a calendar of dates that would result in a meeting on Tuesday, November 17th, which is the same week as the meeting was held last fall. For now, we've reserved the Middle School for the meeting as well as the cafeteria in that building. We will need to monitor developments on a myriad of topics to determine if this date will be possible for a meeting in late fall given COVID-19 restrictions, developments on the State budget and other factors. When the State passed changes in the law relative to municipal governance in June they did allow for meetings to be held outside the geographic limits of the Town, so as we get closer we can determine whether or not we should again consider using the KP High School for the meeting.

MOVE that the Board vote to open a warrant for a special town meeting to be held on November 17, 2020 and close the warrant for this meeting on September 17, 2020.

7. Please consider authorizing the Chair to amend a contract for SERSG Water & Sewer Chemicals to Borden & Remington Co., Fall River, for Fiscal Year 2021

When the contract with this company for water and sewer chemicals was approved in May for FY21, it included a price for the purchase of potassium hydroxide which we are switching to for PH adjustment and corrosion control for water, however our conversion to it has not been completed. Until that point we need to continue to buy sodium hydroxide, which is why we are asking you to amend the contract with Borden & Remington to add this chemical. Borden & Remington was the low bidder for this item when it was bid out in the spring. I would note that DPW had made SERSG aware of this need when the bid was developed this spring, however with over 250 contracts that they put out on behalf of the 23-member towns this detail was missed.

MOVE that the Board vote to authorize the Chair to amend a contract for SERSG Water & Sewer Chemicals with Borden & Remington Co., Fall River, for Fiscal Year 2021 to include sodium hydroxide.

8. Please consider approval of a "Not a Through Street" Sign for Overlea Drive

Included in your packet is an email from Overlea Drive resident Gail Grivois requesting that several actions be taken regarding Overlea Drive. Those include installation of a "no through street sign", installation of sign at the end of the street to identify Town Conservation Land, and improvements to the intersection of Overlea and Rockwood Road to improve sight distance at the intersection. Staff has reviewed these requests with DPW, the Police Department and Conservation and recommends that the "no through street" sign be

installed, and that some work be done to clear brush on the right side of Rockwood Rd and Overlea Drive to improve sight distances.

Janet DeLonga, our Conservation Agent has reviewed the deed and plans for the conservation area at the end of the street. It is intended to be a turtle habitat thus the signs that were originally placed there were to tell people not to use it for recreation. She is working with DPW to have the missing sign replaced. With regard to the mirror that is requested, please see my email to her as to why we no longer install these in Town.

MOVE that the Board approve a "no through street" sign to be installed on Overlea Drive.

9. Please discuss website posting of board correspondence

At one of the Board's meetings last year the Board discussed starting a process by which email correspondence received by the Board could be posted to the website. As we focused on reacting to the COVID pandemic this item did not move forward. Following up with IT, we can create a page under the Select Board's page for correspondence. From that we can develop subpages and suggest that they be by topic areas the Board determines. Suggestions might be "general", "land use", "finances", etc. A sample page has been created by IT which is included in your packet for the Board to discuss. If you like this format we'll need to flesh out the topic areas, and the mechanics of how we'll receive the emails and post them to the site.

10. Town Administrator Updates

This item is on the agenda in case there are any informational updates on topics in front of the Town that may be of interest to the Board or to the viewing public.

11. The following warrants have been signed:

- 06/30/2020 55VS20 \$38,738.06 (KK)
- 06/30/2020 55V20 \$207,142.44 (KK)
- 07/14/2020 02VS21 \$88,044.07 (KK)
- 07/14/2020 02V21 \$299,152.37 (KK)
- 07/17/2020 01P21 & 01PS21 \$442,022.92 (KK)
- 05/12/2020 46PS20 \$-3,095.20 (KK)
- 07/21/2020 03V21 \$252,194.65 (KK)
- 07/28/2020 04VS21 \$29,173.34 (KK)
- 07/28/2020 04V21 \$3,088,735.05 (KK)
- 07/28/2020 LUMP20A \$41,429.40 (KK)
- 07/31/2020 02LNG21 \$98,096.60 (KK)
- 07/31/2020 02P21 & 02PS21 \$486,279.57 (KK)
- 08/04/2020 05V21 \$321,040.70 (KK)
- 08/11/2020 06VS21 \$33,742.58 (KK)
- 08/11/2020 06V21 \$1,265,251.47 (KK)

Given the large number of warrants at this meeting I've checked with Finance as to whether or not the Board needs to individually read each one. Going forward our

advice is that the board read a motion such as the one scripted below, and the list of warrants will be included in the minutes of the meeting.

MOVE that the Board approve fifteen warrants for the period May 12, 2020 – August 12, 2020 as printed on the agenda for this meeting.

12. Please consider approval of the minutes

There are several sets of minutes of recent meetings ready for approval by the Board.

MOVE that the Board approve the regular meeting minutes of July 14 and August 4, 2020.

8/13/20

PEACH - SELECT BOARD (SB) APPOINTMENT PURPLE - JOINT	First Name	Last Name	Name Suffix	Date Resigned	Term Expires	Designation if Any & Comments
Color Code:						
Blue = Reappointment Made at Select Board Meeting (on date indicated)						
Green = New Appointment Recommendation						
Yellow = Re-Appointment Recommendation						
Gray = Vacant - we have no expression of interest to fill these positions						
Pink = Not Seeking Re-Appointment						
Purple = No response yet from Committee Chair						
SELECT BOARD (SB) APPOINTMENTS						
COUNCIL ON AGING - SB APPT						
9 members - 3 year appointment						
	James	Schweitzer			6/30/2021	
	vacant				6/30/2021	(Deborah Grover resigned)
Sheryl Norman Director	Tom	Mirabile			6/30/2021	
office 508-528-4430	Linda	Hennessy			6/30/2022	
	Karen	Edwards			6/30/2022	
**COA appoints their own associates	vacant				6/30/2022	
They have as many as they want, but they are not acutal appointments	Mary	Nuhibian			6/30/2023	
	Gerald	Calhoun			6/30/2023	
	Janice	Axberg			6/30/2023	
Associate Member:	Kathy	Burkle			n/a	
Associate Member:	William	Crane			n/a	
Associate Member:	Monica	Weiss			n/a	
Associate Member:	Suzanne	Willis			n/a	
MUNICIPAL HEARING OFFICER (FIRE DEPARTMENT)						
1 year appointment						
	Carol	Greene			6/30/2020	C. Greene does not want reappointment
	Scott	Bragdon			6/30/2021	

PLANNING BOARD, ASSOCIATE MEMBER					
Select Board and Planning Board JOINT APPT	Peter	Svalbe		6/30/2020	Per Betsy, he is not interested
1 Year Appointment	vacant			6/30/2021	



Town of Norfolk

Blythe Robinson <brobinson@norfolk.ma.us>

Re: Tree warden

1 message

Blair Crane <bcrane@norfolk.ma.us>

Tue, Jul 14, 2020 at 4:42 PM

To: Blythe Robinson <brobinson@norfolk.ma.us>

In short,

Until this past spring, I was a member of the Mass Tree Wardens and Foresters Association as I was tree warden in Cheshire Mass from 2017-2019. I have taken courses on insect infestations with regards to trees and other arborist courses.

With Cheshire being a very scenic and wooded area in the Berkshires, the Tree Warden position is not one taken lightly. There are certainly days when I was busier as tree warden then any other aspect of public works. The town of Cheshire (water dept) owns land adjacent to state preservation lands on Mt Greylock that the town manages and harvests to help offset water rates and taxes so experience in solid forestry practices is a must in the DPW and as Tree Warden.

From 1997- 2003 I worked for Granite State Forest Products Co. Inc (no longer in business) which was a forestry company that managed woodlands for landowners and manufactured timber products.

I was the Quality Control Director during that time and my position was to work closely with foresters to manage the woodland materials and to ensure responsible forestry practices be used from tree to log to end use.

Other than my childhood growing up on a dairy farm where we harvested our own logs for various uses, this concludes my practical experience.

Hope this helps

Blair Crane
Director
Norfolk DPW
33 Medway Branch
Norfolk, Ma 02056

On Jul 14, 2020, at 3:51 PM, Blythe Robinson <brobinson@norfolk.ma.us> wrote:

Blair,

When you get a minute could you reply with your background/training for the Tree Warden position? I'm going to bring up to the BOS tonight that we need to appoint someone and that you would be a logical choice. In anticipation of making the appointment at the 8/11 meeting it would be helpful to have whatever background on hand that is relevant.

Thanks,
Blythe

--

Blythe C. Robinson
Town Administrator
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
brobinson@norfolk.ma.us
508-440-2855

2020 - 2021 Select Board Goals & Objectives

1. Community Engagement (CE)
 - a. Goal CE-1 - "Development of additional and more efficient means by which residents can interact with, learn about and provide feedback to town officials."
 - b. Supporting Objectives
 - i. CE 1.1 – Explore the possibility of expanding the monthly "Conversation Corner" program to a more interactive Facebook Live stream to allow for a wider audience with Q&A functions. – **On hold, planning phase**
 - ii. CE 1.2 – Explore the addition of a Visual Budget component to the Town website to provide the public with a visual representation of the Town's financial history and outlook, as well as illustrate key trends. - **On hold, cost assessment**
 - iii. CE 1.3 – Develop a newsletter for public distribution (print and/or electronic) that will include town project updates, notices, events and general town hall happenings. - **On hold, cost assessment**
 - iv. CE 1.4 – Explore the possibility of holding a "town hall" style session where a single member or full board is available with or without key department heads to field questions/concerns from residents on a single topic or in a more general sense in a less formal session than a public meeting. – **C/O from previous year**
 - v. CE 1.5 – Explore and evaluate a potential partnership with the local Boy Scouts and Girl Scouts for projects and service opportunities. – **C/O from previous year**
 - vi. *CE 1.6 – Build an inclusive and informative budget process that effectively uses learnings from 2020 process as a baseline.*
 - vii. CE 1.7 – Evaluate and Potentially Implement a public comment period into the Select Board public meeting agenda (multi-faceted approach for comments and for dialogue). – **COMPLETE 2020**
 - viii. CE 1.8 – Structure a schedule for holding reoccurring monthly "office hours" to allow residents a dedicated window to engage with a member of the board one-on-one. – **COMPLETE 2020**

2. Strategic Planning (SP)

- a. Goal SP-1 – “Update and align the community directional plans to provide a clear and consistent path forward for residents, business partners and developers”
- b. Supporting Objectives
 - i. *SP 1.1 – Identify and provide education/training for town officials focused on diversity, stereotypes and racism (personal, institutional and systemic).*
 - ii. *SP 1.2 – Establish a short-term budgetary/operational plan (1-3yrs) to address current and future economic impacts of the COVID-19 pandemic.*
 - iii. SP 1.3 – Evaluate the effort to update the Master Plan and outline a delivery schedule for development and proposal to Town Meeting. – **On hold, B1 Zoning/Town Planner**
 - iv. SP 1.4 – Evaluate and potentially reorganize the Economic Development Committee to carry forward any accepted recommendations put forth by the B1 Zoning Working Committee. - **On hold, awaiting B1 Zoning Recommendations**
 - v. SP 1.5 – Evaluate operational efficiency either through professional outside assessment or internal review to identify any opportunities or validate. – **In process via Salary Study**
 - vi. SP 1.6 – Evaluate any programs, both existing statewide or potential new local, that could alleviate the fiscal burden on our senior community. – **In process, highlighted existing local programs, looking to identify others**
 - vii. SP 1.7 – Develop a 10yr roadway improvement plan, including a publicly available tracking sheet that identifies condition and priority. – **On hold**

3. Town Facilities (TF)

- a. Goal TF-1 – “Review, update and map out the growing needs of the community and match them with a prioritized plan aligned with Goal SP-1”
- b. Supporting Objectives
 - i. *TF 1.1 – Evaluate the impacts of the revised Transfer Station fees/operating structure to generate a long-term plan for the service.*
 - ii. TF 1.2 – Recalibrate on Fire Station project with updated projections related to cost/timeline as well as define a collective path forward. – **In process, appointment of permanent building committee next step**
 - iii. TF 1.3 – Assess Town Government space needs, including seniors, recreation, parking, etc. and establish a prioritization plan for addressing opportunities – **In process, delayed due to COVID priorities**
 - iv. TF 1.1 – Evaluate needs/timeline for potential Freeman Kennedy School Expansion – **MSBA application submitted, awaiting feedback from state**
 - v. TF 1.4 – Evaluate the value in obtaining commuter parking space to offer as benefit to residents at a discounted rate. – **Complete - 2020**

Selectmen's Office Work Plan - FY21

Project	Issue or Current Status	Next Steps	Resources Required	BOS Liaison	Staff Assigned	Completion Date
<u>SELECTMEN'S GOALS</u>						
<i>Community Engagement:</i>						
Expand Conversation Corner program	Expand program to allow for a wider audience & more interactive platform	Schedule a follow up mtg with NCTV to develop program		Kevin		
Explore Visual Budget Pres. On the website	Evaluate available software/systems to enable a more visual presentation & key trends	Hold another demonstration of Clearview to determine if this system meets our needs	\$5,000 annually		Blythe, Todd	
Develop Town newsletter - paper & electronic	Launch a newsletter on town notices, events, projects and happenings	Investigate options & costs, coord. w/depts				
Explore Holding Town Hall "forums"						
Explore partnering w/Boyscouts or girl scouts for projects	Identify projects and service opportunities scouts could complete for the Town					
Build an inclusive & informative budget process	Build upon efforts in 2020 to inform citizens about the Town budget and what it means				Todd, Blythe	
<i>Strategic Planning</i>						
Education/Training focused on diversity, racism	Hold community conversations to understand impact, organize training based upon that					
Economic Effects of COVID-19	Develop 1-3 year plan to address impacts of the pandemic				Todd, Blythe	
Develop proposal to update Master Plan	Conduct update to 2007 Plan	Staff to recommend options to facilitate	Form committee, staff time, \$\$		Rich, Blythe	
Potentially reorg Econ. Development Comm.	Discuss as a follow up to B-1 Committee	Awaiting B-1 Zoning Recommendations				
Investigate operational efficiencies	Discuss regional solutions w/other towns	Mtg w/Plainville & Wrentham 8/29 & 11/12				
Eval. Programs to reduce fiscal burden Seniors	COA Director review Senior Work Off program	COA Director soliciting "jobs" for seniors to do for various departments			Sherry Norman	
Develop 10 Year Pavement Mgmt Plan	No current plan for long term upgrades	Plan reviewed with BOS, funding strategy required to implement			Blair & Blythe	
<i>Town Facilities</i>						
Evaluate Transfer Station Fees - long term plan for the facility	Fees raised for FY21, determine whether or not to continue to offer this as a Town service	Provide Board an update on revenue and usage in October			Blair, Blythe, Todd	
Fire Station Project - timeline/cost projection	Renovation or replace current station, appoint building committee	Approve a committee charge & seek residents interested in serving			Blythe, Erron	
Evaluate & Plan Freeman Kennedy Expansion	School reaching capacity, SC & SB approved Statement of Interest to MSBA	Statement of Interest submitted April, 2020. Awaiting MSBA response - late summer.				
<u>STAFF PRIORITY PROJECTS</u>						
Police Station Project Closeout	Project complete, mediation in process	Executive Session Aug. 18th to discuss	Town debt exclusion		Blythe, Matt, Todd	
<u>DEVELOPMENT & 40B PROJECTS</u>						
Southwood Hospital	New Developer - GFI to develop light industrial and warehouse space	Conducting due diligence, town meeting action required to change the zoning			Rich	

Abbyville	30 single family homes, 24 townhomes	In decision making phase with ZBA Mtg			Rich, Blythe	
144 Seekonk Street	44 units - combin. Of single family & townhouses	Anticipate ZBA approval August 19, 2020			Rich	
<u>FINANCIAL PROJECTS</u>						
Develop Capital Improvement Program	No plan in place, draft a 5-year plan	Draft plan to BOS Oct. 2019, continue to refine, analyze funding, discuss priorities	Gather data from all departments		Todd, Blythe	
OPEB Funding Schedule	Need a plan to fund Town's liability	Began funding - \$25K at Fall 2019 STM			Blythe, Todd	2021 ATM
<u>POLICIES/BYLAWS</u>						
Updated Pay & Classification Plan	Plan outdated, job descrip not up to date	Review draft job descriptions, salary survey results & proposed pay plan	Funding at town meeting		Blythe, Scott	Sept, 2020
Plowing of Private Ways	Town doesn't follow state law, dev. policy	Prepare a white paper on topic for the board			Blythe, Blair	
<u>OTHER PROJECTS</u>						
Holbrook Well	Six wells - installation almost complete. Bids for construction of the building and contents due on August 20th	Open bids, award contract and plan construction.			Blair, Blythe	Jan-21
<u>COMPLETED PROJECTS</u>						
Main Street Apartments	36 Townhouse style homes	Approved by ZBA - July 22nd Mtg			Rich	
<u>FY21 New Staff Projects</u>						
Update Animal Control Bylaw	Bylaw not in compliance w/State law changed in 2012				Blythe, Hilary, Carol	
Budget Document - complete for FY22 budget	Draft budget book prepared Feb. 2020	Refine document for publication for FY22			Blythe, Todd	
Buckley Mann Redevelopment Plan	Contaminated site, interest in redeveloping	Work w/Developer, neighborhood, boards & state to formulate a plan			Rich, Blythe	
Police Dept. Succession Planning	Chief & Deputy both retire in 2022	Review dept. staffing and possibilities for internal promotions			Blythe, Chief, Scott	

Commonwealth of Massachusetts

Town of Norfolk

Deputy Chief Employment Agreement

The following constitutes an Employment Agreement between Jonathan M. Carroll, Sr. (hereinafter called "Deputy Chief Carroll") and the Town of Norfolk, acting through its Select Board and Town Administrator, as the respective contracting and appointing entities.

1. The period of this Agreement is from July 1, 2020 to July 31, 2022, as long as Jonathan M. Carroll, Sr. is Deputy Chief in the Norfolk Police Department.
2. Deputy Chief Carroll shall be a part of management and as such is compensated for responsibility and will not be eligible for overtime compensation.
3. Off duty details shall be offered to Deputy Chief Carroll after all eligible full-time officers have been offered said off duty detail as specified in the Agreement between the Town and the Patrolmen's and Sergeants' Bargaining Unit and the Deputy Chief shall be compensated for details at the rate specified therein.
4. The workweek will consist of a four (4) day on, two (2) day off schedule, including whatever hours are reasonably necessary to respond to emergency situations, attend meetings and to assist in the administration and operation of the Police Department.
5. Effective July 1, 2020, the Select Board agrees to pay Deputy Chief Carroll for his services pursuant to this Agreement an annual salary of \$143,540.00 payable bi-weekly installments for FY 2021. Effective July 1, 2021 of this contract, Deputy Chief Carroll shall receive the same step and cost of living adjustments as provided to all other non-union employees for each year of this contract. Deputy Chief Carroll agrees to waive his annual salary increase in the event all non-union Town employees receive no pay increase in any given fiscal year. Deputy Chief Carroll shall make that waiver in written form to the Select Board so it can be presented at a public meeting.

It is the position of the Town that Deputy Chief Carroll should not be penalized for accepting a promotion. The benefits accrued under the Patrolmen's/Sergeants' contract shall be retained; however, all provisions of the Human Resources Policies for the Town of Norfolk shall apply except as enumerated herein.

6. **VACATIONS & PERSONAL DAYS**
Deputy Chief Carroll shall be entitled to 30 paid vacation days.

Deputy Chief Carroll shall be allowed to have two weeks of unused vacation time bought back by the Town provided that funds are available.

Deputy Chief Carroll shall be entitled to 3 personal days.

7. **INJURED ON DUTY**
 - A. Should Deputy Chief Carroll be absent from work due to injury directly attributed to employment by the Town, time absent shall not count against accrued sick leave and the salary or wage paid during such absence shall be the regular compensation less any

payment received from any insurance paid for by the Town other than that paid as compensation for medical expenses.

B. When Deputy Chief Carroll is exposed to a contagious disease in the normal performance of duty and acquires the disease.

8. SICK LEAVE

A. For any accumulated sick days accumulated and not subsequently used, upon retirement or the death of Deputy Chief Carroll while not in the line of duty, he shall be paid for 50% of these accumulated sick days in excess of 60 days; for the purpose of this paragraph, a maximum of 120 days of accumulated sick leave is to be applied.

B. If Deputy Chief Carroll dies in the line of duty, his remaining family members will be paid for 100% of this accumulated sick leave to a maximum of 120 days at Deputy Chief Carroll's rate of compensation at the time of death.

C. If Deputy Chief Carroll is permanently disabled in the line of duty, he shall be paid for 100% of these accumulated sick days to a maximum of 120 days at Deputy Chief Carroll's rate of compensation at the time of disability.

9. JURY DUTY

The Human Resources Policies shall govern with the following addition:

If Deputy Chief Carroll is summoned as a witness or expert witness on behalf of any party other than the Town of Norfolk, he shall be paid the difference between his regular pay and the compensation received by him as a witness or expert witness.

10. LEAVE OF ABSENCE

Leave of Absence may be granted by the Select Board but shall be without compensation. Leave of Absence of over three (3) months shall be considered a break in employment unless the Select Board has authorized an extension of leave beyond three (3) months.

11. INCENTIVE PAY

Deputy Chief Carroll shall be entitled to additional compensation as an educational incentive, currently set at 25% of base pay for having earned a Master's Degree in Criminal Justice. Any incentive paid under this clause shall be considered part of base salary.

12. CLOTHING/CLEANING ALLOWANCE

The Town shall furnish Deputy Chief Carroll with all necessary equipment for the proper performance of his duties. Said equipment shall be the property of the Town and be in the custody of Deputy Chief Carroll. The Town shall provide an annual sum of money for the purpose of uniforms and equipment replacement. The Town shall provide an annual sum of money for the purpose of uniform cleaning and maintenance, but in any event shall not be less than what amount is provided in the Patrolmen's/Sergeants' contract. The annual allowances shall be:

FY	2021	2022
Clothing Allowance:	\$1,400	\$1,500
Cleaning Allowance	\$1,350	\$1,400

13. HOLIDAYS

The following eleven (11) legal holidays shall be regarded as paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Patriots' Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

Deputy Chief Carroll shall receive holiday pay for each holiday listed, or a day off with pay in lieu of receiving holiday pay for each of the above holidays, at the approval of the Chief of Police. Holiday pay shall be one-fifth (1/5) of Deputy Chief Carroll's regular rate of pay, in addition to his regular rate of pay for the day.

14. LONGEVITY PAY

Deputy Chief Carroll shall be paid one hundred dollars for each full year of service as of July 1 of each year. That amount shall be \$3,500 for FY 2021 and \$3,600 for FY 2022 and \$3,700 for FY 2023.

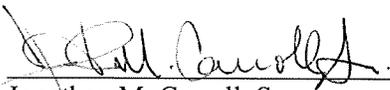
15. GENERAL PROVISIONS

- A. The text herein shall constitute the entire agreement between the parties with regard to the matters set forth herein. There are no other understandings or agreements, verbal or otherwise, in relation thereto, between the parties except as expressly set forth herein. This Agreement may be amended or modified only by a written instrument executed by the parties hereto or by their successors and assigns.
- B. All provisions of the Town's General Bylaws, and the regulations, policies and practices of the Town relating to vacation and sick leave, retirements and pensions, contributions, holidays and other benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Deputy Chief Carroll as they would to other employees of the Town in addition to the benefits enumerated in this Agreement specifically for the benefit of the Deputy Chief of Police. In the event of any conflicts, the provisions of this Agreement shall prevail.
- C. For the purposes of the United States Fair Labor Standards Act, Deputy Chief Carroll, shall be considered an exempt employee.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- E. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Deputy Chief Carroll.
- F. This Agreement is entered into in the Commonwealth of Massachusetts and shall be construed and interpreted in accordance with its laws.

- G. The Select Board shall appropriate the necessary funding for this Agreement and is subject to Town Meeting appropriation.
- H. This Agreement may be amended at any time by mutual written consent of the parties, except as otherwise provided for herein.

Signed this the 18th Day of August of 2020

NORFOLK SELECT BOARD



Jonathan M. Carroll, Sr.
Deputy Chief of Police

Kevin Kalkut
Select Board, Chair

Blythe C. Robinson
Town Administrator

Carolyn Van Tine
Select Board, Vice Chair

Charles H. Stone, Jr.
Chief of Police

Anita Mecklenburg
Select Board, Clerk

Special Town Meeting Calendar - November 17, 2020

<u>Date</u>	<u>Action</u>
August 18th	Open STM Warrant
August 19th	Send out Notices - Warrant Opened Post on the Website
September 10th	Close STM Warrant
September 15th	Selectmen review list of articles
September 24th	Language due from Boards/Committees/Petitioners
October 15th	Finalize Language with Town Counsel
October 20th	Selectmen vote to execute the Warrant
October 21st	Warrant Posted
October 29th	Organizational Meeting with the Moderator Draft set of motions available for review
October 29th	Last day to register to vote to participate in Town Mtg By law 20 calendar days before the meeting
November 12th	Motions Finalized
November 17th	Special Town Meeting



TOWN OF NORFOLK

SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

(508) 440-2855
(508) 541-3366 FAX

August 19, 2020

MEMO TO: All Town Board Chairs
All Town Department Heads

FROM: Blythe C. Robinson
Town Administrator

RE: 2020 Special Town Meeting Warrant

At the Selectmen's meeting last night, the Board voted to open a warrant for a Special Town Meeting to be held on Tuesday, November 17, 2020 beginning at 7:00 PM in the King Philip Middle School Auditorium. Depending on the length of the warrant, the auditorium will be reserved for Wednesday, November 18th as well.

In accordance with the schedule attached to this memo, the warrant will remain open for articles to be submitted until Thursday, September 10 13, 2020 at 6:00 PM. Please use the accompanying form to submit any articles that your board or department is proposing for this meeting. Once the warrant is closed, Town Counsel and I will work with you to finalize the wording of the article and develop the required motions.

If you have any questions or need assistance, please do not hesitate to contact me.

Cc: Select Board
Jay Talerman, Moderator
Arthur Frontczak, Advisory Committee
Peter Mello, Town Counsel
Carol Greene, Town Clerk

**SERSG Contract Award
FY21 Water and Sewer Treatment Chemicals**

The Town of Norfolk Select Board voted at its meeting held on _____, 2020 to award contracts to the bidders listed below under the SERSG Water & Sewer Treatment Chemicals IFB for a twelve month period commencing July 1, 2020. This award is conditioned upon the receipt of the appropriate documents specified in the above IFB. The SERSG Regional Administrator will collect these documents on behalf of the Board of Selectmen and present them to the Board for final approval and signature.

ADDITIONAL ITEM NEEDED

<u>Winning Bidder</u>	<u>Estimated Quantity</u>	<u>Bid Price</u>	<u>Est. Value</u>
8 Sodium Hydroxide 50% Solution, gallons			
Borden & Remington Co., Fall River	6,900	1.0610 per gallon	7,320.90
		Total Estimated Value	\$7,320.90

Signatures

Chair, Select Board Date

Board Member

Board Member



Town of Norfolk

Blythe Robinson <brobinson@norfolk.ma.us>

Re: Signs

1 message

Blythe Robinson <brobinson@norfolk.ma.us>
To: AwakeningArts <AwakeningArts@protonmail.com>

Mon, Aug 10, 2020 at 2:40 PM

Dear Ms. Grivois,

I hope this email finds you well.

I'm writing to get back to you on next steps with regard to your request.

First, I've checked with conservation and back when the land was designated for that signs were erected at various spots along the property line to indicate that people should not use it for recreation, as it is a protected area for turtles. As you note that particular sign is missing. We're going to work on getting a sign put back in that section and have asked DPW to follow up.

With regard to a "not a through street" sign both the DPW and Police Department agree that this should be installed. We will be asking the Select Board at their meeting on August 18th to approve that and assuming they do DPW will purchase and install it at their earliest convenience. The sign will be erected on the right entering Overlea, after the first utility pole on the right but prior to the mailbox at #2 Overlea, between the road and sidewalk (opposite the fire hydrant as you enter overlea).

Finally, we are not recommending that a mirror be installed. While I can appreciate why you suggest one, Norfolk does not install mirrors and discontinued the practice many years ago. There are several issues including that there would need to be adequate right of way to place a mirror and some means to do so, and mirrors cause a hazard in themselves as they tend to get dirty and broken often by rocks, snow or passersby. What we do plan to do is to cut back any brush on the right side of the Overlea/Rockwood intersection (meaning the side when you are exiting Overlea) that is in the Town's right of way, and possibly a little more if the property owner is amenable to that.

The Select Board holds their meetings remotely on Zoom these days. The agenda will be posted later this week in case you would like to join the meeting and listen to the discussion and perhaps discuss your concerns with them. They will be getting your email and this background as part of their deliberations regardless.

Thanks and please let me know if you have any questions.

Regards,
Blythe Robinson

On Thu, Jul 9, 2020 at 11:20 AM AwakeningArts <AwakeningArts@protonmail.com> wrote:

Ms. Robinson,

Good morning. Kevin Kalkut has pointed me in your direction regarding signage for our street.

For many years there was a Conservation Land sign at the end of the cul-de-sac on Overlea Rd. Last year the sign lost one of its screws and was askew. One day the sign was gone. If the land is conservation land, it probably should be posted. There are several families new to this street over the last few years. I wonder if the sign could also post what is allowable or prohibited on such land?

The other more recent issue is the increase in traffic from folks seeking to cut through. We have cars and trucks coming down the street only to have to turn around and leave. As it is we have more traffic from Amazon and Fed Ex trucks because people are unable or unwilling to go to stores, which is understandable. Since there are several families with young children, it has become a concern. During the pandemic, with families home so much, these parents and children are often in the streets walking dogs and pushing strollers or with kids on bikes.

I told the neighbors I would look into getting a 'Not a Through Street' sign.

I would like to ask about one more thing. When taking a left out of Overlea Rd, because the street comes after a curve in the road on the right, we have to open our passenger windows and listen hard to hear if a vehicle is coming from the

8/10/2020

Town of Norfolk Mail - Re: Signs

right before taking a left hand turn into traffic on Rte. 115. Since we simply cannot see what is around the bend, It would be very helpful to have a mirror across the way so that we can see if any cars or trucks are coming before venturing out. Unfortunately, the big trucks ,which were gone during the height of the pandemic, are back now. This is a definite safety issue.

Thank you for your assistance in these matters.

Gail Grivois
6 Overlea Rd.
Norfolk, MA 02056

Sent from ProtonMail Mobile

--

Blythe C. Robinson
Town Administrator
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
brobinson@norfolk.ma.us
508-440-2855

Select Board

2014 to Present Agendas

Select Board Meeting
Packets

Budget Information (Jump to
Town Admin)

Agendas up to 2014

Contact the Select Board

2019 - 2020 Goals

Hurricane Preparations

Meeting Minutes

Policies

Town Administrator

Town Meetings

Parking Permit Application
for Old Town Hall and
Liberty Lane

Water Rate Hearing

Application to Serve on
Town Boards & Committees

Topics Frequently
Requested by Requestor to
the Town of Norfolk

Topic 1

Topic 2

Topic 3

Topics Frequently Requested by Requestor to the Town of Norfolk

[Home](#) > [Boards & Committees](#) > [Select Board](#) > Topics Frequently Requested by Requestor to the Town of Norfolk

This contains a list of topics that frequently asks by the requestors to the town of Norfolk.

Topic 1

Topic 2

Topic 3

Topic 4



07/09/2020 16:51
9730bboo

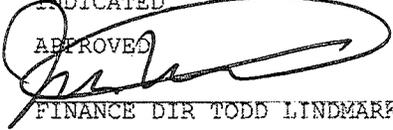
Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarnt

DATE: 06/30/2020 WARRANT: 55VS20 AMOUNT: \$ 38,738.06

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT
INDICATED

APPROVED

FINANCE DIR TODD LINDMARK


SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN


SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES

07/14/2020 13:12
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

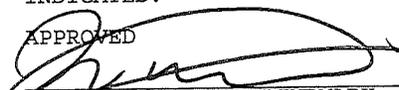
P 1
apwarrnt

DATE: 06/30/2020 WARRANT: 55V20 AMOUNT: \$ 207,142.44

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT
INDICATED.

APPROVED


FINANCE DIR TODD LINDMARK


SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES



07/09/2020 16:50
9730bbo

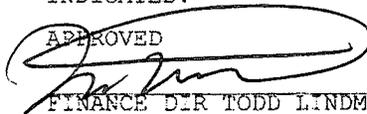
Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 07/14/2020 WARRANT: 02VS21 AMOUNT: \$ 88,044.07

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT
INDICATED.

APPROVED


FINANCE DIR TODD LINDMARK



SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN


SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES

07/14/2020 13:36
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

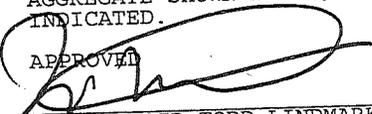
DATE: 07/14/2020 WARRANT: 02V21 AMOUNT: \$ 299,152.37

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT
INDICATED.

33,373.33 +
191,465.45 +
11,234.61 +
12,627.43 +
19,460.35 +
7,436.54 +
19,920.12 +
3,634.54 +
299,152.37 *

APPROVED


FINANCE DIR TODD LINDMARK


SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES

07/21/2020 11:45
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

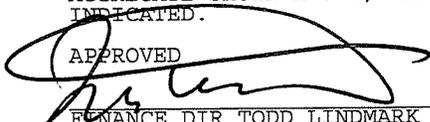
P 1
apwarrnt

DATE: 05/12/2020 WARRANT: 46PS20 AMOUNT: \$-3,095.20

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT
INDICATED.

APPROVED


FINANCE DIR TODD LINDMARK


SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES

07/21/2020 11:48
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

DATE: 07/21/2020 WARRANT: 03V21 AMOUNT: \$ 252,194.65

TO THE TREASURER:

\$	2,556.34
\$	22,776.49
\$	3,731.28
\$	174,364.21
\$	597.87
\$	10,948.53
\$	562.96
\$	3,405.70
\$	33,251.27
\$	252,194.65

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED

FINANCE DIR TODD LINDMARK

SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES

07/23/2020 17:47
9730bbco

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

DATE: 07/28/2020 WARRANT: 04VS21 AMOUNT: \$ 29,173.34

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT
INDICATED.

APPROVED

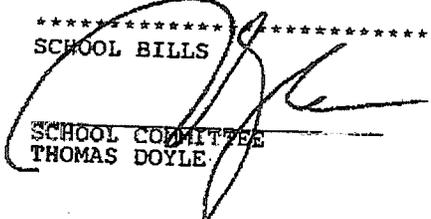
FINANCE DIR TODD LINDMARK


SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLEBURG

SELECTBOARD CAROLYN C. VAN TINE

SCHOOL BILLS


SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES

07/28/2020 11:59
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 07/28/2020 WARRANT: 04V21 AMOUNT: \$ 3,088,735.05

\$	217,427.96
\$	13,956.53
\$	2,817,726.27
\$	2,581.83
\$	8,621.91
\$	8,893.99
\$	12,169.75
\$	665.65
\$	6,691.16
\$	3,088,735.05

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED

FINANCE DIR TODD LINDMARK


SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES

Fire Holiday		012201 511000		
Fire Monthly		012201 511000		
Fire/Details		7421 511000		
Fire-SAFE Grant		2451 511000		
Fire-Uniform Cln		012202 578110		
Fire-EMT Training		012201 511000		
Fire Preven Gift		2260 511000		
Fire Assistance		2459 578000		
FIRE FEMA		2460 578000		
FIRE-NIMS Grant		2465 578000		
Building		012411 511000		
Chapt 43D Grant		2435 578000		
Facilities Salary		011921 511000		
Police Construction		3117 511000		
Fire Station Remodel		3117 511300		
Animal Con		012921 511000		
Animal Inspector		012961 511000		
Dispatch		012251 511000		
Dispatch OT		012251 511000		
Dispatch Training		012251 511000		
Dispatch FLSA		012251 511000		
Dis Clean Allow		012252 578110		
Dis 911 Grant		2466 511000		
DPW/Highway		014201 511000		
DPW/TS		014331 511000		
DPW/Grounds		014221 511000		
DPW/Cemetary		014911 511000		
DPW Snow & Ice		014232 511000		
Water		60002 511000		
DPW Admin		014101 511000		
DPW/Vehicle Maint		014251 511000		
Waste Water Treatment		50002 511000		
Cust Vet Grav		014921 511000		
COA		015411 511000		
COA Part Time(MW)		015411 511500		
COA/Elder		015412 578002		
Sr. Tax -Overlay Acct		0100 123016		
COA/Elder Grant		2422 511000		
Vet Agent		015431 511000		
Library		016101 511000		
Lib Grant ECRC		2411 511000		
Lib. Mother Goose		2405 511000		
Rec		016301 511000		
REC/Rev		2151 511000		
Wetland Protec		2074 5781000		
CPA		2150 511000		
Affordable Housing		7120 511000		
CPA Enc		21506 578000		
Town Total				
Café Longevity		82203400 515000	1,339.40	
School Payroll		91210100 511340		
94-142				
Early Childhood				
SACC Longevity		82603520 511495	3,064.78	
Use of Facilities				
Other Dept. Longevity		019122 515003	74,508.76	
Water Longevity		60002 578950	2,038.66	
		Total	98,096.60	
Town Medicare - Town		019122-515006		
Town Medicare - School		019122-515006		
		Grand Total	98,096.60	

Payroll Warrant

TO THE TREASURER:

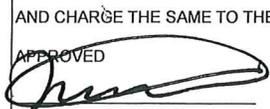
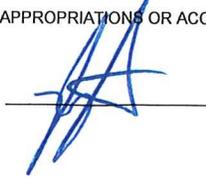
02LNG21 7/31/2020

PAY TO EACH OF THE PERSONS NAMES IN THE ABOVE WARRANT, ACCOMPANYING

\$ 98,096.60

AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED

08/04/2020 12:04
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 08/04/2020 WARRANT: 05V21 AMOUNT: \$ 321,040.70

22,481.67
2,236.61
1,249.29
5,714.63
4,920.24
1,255.91
1,992.50
129,887.58
133,235.66
1,253.72
8,106.08
2,084.27
1,740.97
4,881.57
321,040.70

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED

FINANCE DIR TODD LINDMARK


SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES





08/06/2020 13:51
9730bboo

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

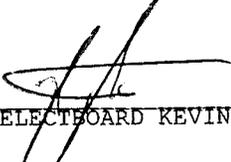
DATE: 08/11/2020 WARRANT: 06VS21 AMOUNT: \$ 33,742.58

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT
INDICATED.

APPROVED

FINANCE DIR TODD LINDMARK


SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN


SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES

08/11/2020 12:21
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarant

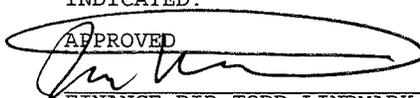
DATE: 08/11/2020 WARRANT: 06V21 AMOUNT: \$ 1,265,251.47

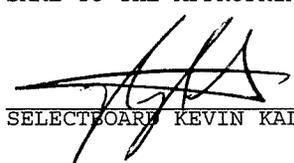
\$	2,787.93
\$	34,181.80
\$	505,601.20
\$	5,820.25
\$	16,576.25
\$	3,838.00
\$	333.84
\$	693,899.16
\$	2,213.04
\$	1,265,251.47

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED


FINANCE DIR TODD LINDMARK


SELECTBOARD KEVIN KALKUT

SELECTBOARD ANITA MECKLENBURG

SELECTBOARD CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
SARA WARD

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
SHANNON MENESES

DRAFT

**Norfolk Select Board's Open Session Meeting Minutes
July 14, 2020**

This meeting was held as a Remote Access Zoom Virtual Meeting.

Members Present: Kevin Kalkut; CiCi Van Tine; Anita Mecklenburg. Members Not Present: None. Also Present: Blythe Robinson, Town Administrator; Judith Lizardi, Executive Assistant.

Mr. Kalkut called the Remote Access Zoom Virtual Meeting to order at 7:00 p.m. He announced this meeting is being both video and audio recorded.

He noted the Massachusetts State of Emergency and the associated state legislation allowing towns to hold remote access virtual meetings during the COVID-19 pandemic crisis. He reviewed that in accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the July 14, 2020, 7:00 p.m. public meeting of the Norfolk Select Board shall be physically closed to the public to avoid group congregation. Alternative public access to this meeting shall be done via Zoom online video conferencing. This application will allow users to view the meeting and provide comments during allocated windows as outlined in the Board's Public Comment Policy. He noted the Zoom Meeting link and the Zoom Meeting call-in number are provided on the agenda. He stated that all supporting materials have been published to the website.

Ms. Robinson reviewed the agenda.

COVID-19 Updates

Ms. Robinson stated there are 27 cases of COVID-19 at present in Norfolk. The Council on Aging began opening their doors yesterday with events and activities by reservation only. The Library is looking forward to offering outdoor browsing soon.

Public Comment

None.

Note: Action Items taken out of order from posted agenda.

Action Items

Please consider a reorganization of the Select Board

Mr. Kalkut explained that after a Town election, the Select Board typically reorganizes and chooses who will hold each position.

A motion was made by Ms. Van Tine that the Board vote to elect Mr. Kalkut as Select Board Chair for the ensuing fiscal year. It was seconded by Ms. Mecklenburg. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

A motion was made by Mr. Kalkut that the Board vote to elect Ms. Van Tine as Vice Chair for the ensuing year. It was seconded by Ms. Mecklenburg. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

A motion was made by Mr. Kalkut that the Board vote to elect Ms. Mecklenburg as Clerk for the ensuing year. It was seconded by Ms. Van Tine. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

Please consider approval of an application from the Horse N’ Carriage Restaurant to alter their licensed premises for the service of alcohol to accommodate additional outdoor dining

Ms. Robinson stated that since the Select Board granted approval to the Eagle Brook Saloon in June to expand their licensed premise to both indoor and outdoor for the sale of alcohol, Horse N’ Carriage Restaurant has approached the Town with a similar request and submitted the materials provided in the Select Board’s meeting packet. However, after discussions with the owner regarding providing a clearer site plan, the owner asked the Select Board to pass over this item at this time as he prepares for indoor dining. The owner noted that he may reconsider and ask for this item to come before the Select Board at their August 11, 2020 meeting.

No motion was made.

Please consider a request from the Friends of the Norfolk Library to utilize the Town Gazebo during their book sale in the Town Library parking lot on July 25th from 10 a.m. to 2:00 p.m. with a rain date of August 1st (and various dates during the month of August)

Ms. Robinson stated that historically the Friends of the Norfolk Library have held an annual book sale at the DPW in the spring utilizing the garage. It was cancelled this year due to the pandemic, and the Friends group is instead planning to hold several outdoor sales in late July and August. They will be set up in the Library’s parking lot; however, they are requesting the use of the gazebo on Town Hill to be under cover to transact the sales. The use of Town Hill requires approval by the Select Board. A copy of their application and the current policy for use of Town Hill are included in the Select Board’s meeting packet. The Police, Fire, and DPW have no concerns about the event. Select Board members agreed this was a good event to hold outside.

A motion was made by Mr. Kalkut that the Board approve a request from the Friends of the Norfolk Library to utilize the Town Gazebo during their book sale in the Town Library parking lot on July 25, 2020, from 10 a.m. to 2:00 p.m., and August 15, 2020, from 10 a.m. to 2:00 p.m., with a rain date of August 1, 2020. It was seconded by Ms. Van Tine. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

Public Hearing under G.L. c.140, §157 to determine whether a dog owned by Ms. Melissa Mitchell is a nuisance dog or a dangerous dog

Mr. Kalkut opened the hearing at 7:16 p.m. Ms. Mecklenburg read aloud the Notice of Public Hearing as written in the letter to Ms. Melissa Mitchell, dog owner, from Ms. Blythe Robinson dated June 30, 2020, which was provided in the Select Board’s meeting packet. Mr. Kalkut stated that a request was received from the attorney representing Ms. Mitchell that the public hearing be continued to a future date so counsel could have time to better prepare. He confirmed with Ms. Robinson that Town Counsel recommended this request be accommodated. Ms. Van Tine stated that she did not have concerns about accommodating the attorney’s request; however, the continuation date for the public hearing must be a date within the current 30-day restraining order on the dog. Mr. Kalkut and Ms. Mecklenburg agreed. Select Board members determined that the public hearing would be continued to July 27, 2020, at 7:00 p.m. as that date falls within the current order of restraint.

Ms. Robinson reviewed the process of the public hearing. She stated it will be similar to a court hearing. Participants in the hearing will need to testify under oath. The complainant, animal control officer, and attorney for the dog owner will speak. Each can call witnesses if they chose. The Select Board will deliberate after which they will find for either a nuisance dog or dangerous dog. The Town must follow carefully the State guidelines and will have an obligation to create a written report of findings; at the following Select Board meeting on August 11, 2020, the Select Board must vote on the report. The report will become the document that would be used during any appeal process. She noted that Town Counsel will be present to provide representation for the Town at the July 27, 2020 hearing.

A motion was made by Mr. Kalkut that the Board vote to continue the public hearing to July 27, 2020, at 7:00 p.m. It was seconded by Ms. Mecklenburg. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

Please consider Liaison Assignments to other Town Committees

Ms. Robinson stated that following the annual town election, the Select Board typically assigns members to be liaisons to other Town boards and committees so that there is a point of contact with each entity. This process facilitates an exchange of knowledge about what each board is doing, and any work that the boards need to do jointly. Usually the Select Board members select boards/committees that they have an interest in and split up the responsibilities.

Discussion commenced among Select Board members as to the boards/committees they would like for their liaison assignments using the list from last year provided in the Select Board's meeting packet as a starting point and noting relationships that Select Board members have already established. The Select Board members agreed upon the following liaison assignments.

Kevin Kalkut

Planning Board
Conservation Commission
Energy Committee
Buckley Mann Project
Advisory Committee
Zoning Board of Appeals

CiCi Van Tine

Historical Commission
Public Safety Building Committee
Recreation Commission
King Philip Schools
Council on Aging

Anita Mecklenburg

Board of Health
Community Preservation Committee
Tri-County School
Norfolk Schools
Library

Ms. Robinson said she will reach out to all boards/committees to the them know of the new Select Board liaisons.

No motion was made.

Please consider declaring a state of water supply conservation

Ms. Robinson stated that the Town's general bylaws allow the Select Board (who are the Town's Water Commissioners) to declare a state of water supply conservation annually. Furthermore, the Town's Water Management Act permit from the State Department of Environmental Protection also requires these measures be in place. This is done for the summer months to ensure that the Town has adequate water supply to meet its needs, as summer is generally when water consumption is the highest. According to the DPW Director, the Town typically uses 300,000 to 400,000 gallons/day in the period September to May, and it can jump to as high as one million gallons/day in the summer. From the bylaw, there are five restrictions, of which the DPW Director is asking for three, which are: Only hand-held watering, no use of automatic sprinkler systems, and no filling of swimming pools. There have been some spikes in use during the past couple of weeks of usage close to a million gallons per day, which resulted in the Town's two well fields having difficulty meeting demand and also keeping the two tanks at the optimum level (for pressure and firefighting capability). In several instances the Town's connection with Wrentham was opened and the Town purchased water from them in order to maintain supply. That caused the Town to take several steps to alert residents about this dilemma, including a Town-wide call about water conservation measures, as well as letters to residents who have consistently used a very large amount of water. It is hoped that advertising these limitations and raising awareness would result in voluntary compliance, but if not, further action may need to be taken. She noted that a copy of the Town bylaw is provided in the Select Board's meeting packet.

A motion was made by Mr. Kalkut that the Board declare a state of water supply conservation through September 2020 and impose the following restrictions: Only hand-held watering, no automatic sprinkler systems, and no filling of swimming pools. It was seconded by Ms. Van Tine. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

Please consider approval of Garden Club projects for Town Hill and the Veteran's Plaza

Ms. Robinson stated that Ms. Emily Nicodemus and Ms. Michelle Noonan, co-presidents of the Garden Club, have sent a request to the Select Board for approval to plant a tree on Town Hill to honor essential workers during the pandemic and for approval to renovate the Veteran's Plaza with a grant they want to apply for. Their email and pictures of what they are proposing are included in the Select Board's meeting packet. The DPW has worked with them on this and endorses their plan. They do wonderful work for the Town at various locations, and it is believed that these projects will be a welcomed addition.

Ms. Emily Nicodemus presented the proposal for Veteran's Plaza. She stated they were approached by the Historical Commission to renovate this garden which was originally planted with 150 plants in the 1990s; all the plants died and a mound of mulch remains. She noted that it is a difficult area to garden due to the slope; they have received advice on plantings and design from two consultants. They are applying for grant funding; if received, they will plant the garden in the spring. The Garden Club would maintain the garden; the DPW would continue to mulch the garden area each year. Ms. Van Tine confirmed the Select Board is only providing approval for them to plant the garden if the grant funding is obtained.

Ms. Nia Tzellas reviewed the initiative to plant a tree on Town Common dedicated to COVID-19 essential workers. She noted that suggestions from tree experts have been received regarding the type of tree for this location. The Garden Club has volunteered to take care of the tree; the DPW would continue to mulch the area each year. She read the proposed wording for the plaque that will be installed.

Mr. Kalkut thanked both presenters for the fantastic initiatives.

A motion was made by Mr. Kalkut that the Board approve a request from the Garden Club to plant a tree on Town Hill in recognition of essential workers on the front lines of the pandemic, and the renovation of Veteran's Plaza dependent upon a grant application to the Garden Club Federation. It was seconded by Ms. Van Tine. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

Discussion Items

Please discuss the Board's goals and work plan for Fiscal Year 2021

Ms. Robinson stated that included in the Select Board's meeting packet are two items regarding the goals that the Select Board set for itself early in FY20. The list of goals is highlighted in green, yellow, and red to indicate progress or not on each of those. In addition, there is a large spreadsheet showing more detail on each of these as well as staff goals and Town projects and updates on those. These items are on the agenda so the Board can discuss what has happened as it formulates its goals and work plan for the coming year.

Mr. Kalkut reviewed the 2019-2020 BOS Goals & Objectives - Year End Update. He read aloud each item in the three categories of Community Engagement, Strategic Planning, and Town Facilities and asked for comments from Select Board members.

Regarding Community Engagement, Ms. Mecklenburg commended the work that has been done so far. She stated there should be an opportunity to join what other communities have done regarding anti-racism in order to be a more open community. She would see it as talking to community members in Norfolk, having a series of conversations with diverse members of the community, and providing an opportunity for people to talk and the Select Board to listen. Ms. Van Tine stated that as a Select Board, a good analysis of the budget at a tremendous level of detail was done. She suggested examining all the budget line items annually. Mr. Kalkut agreed that the level of complexity that was done this year brought everyone to a greater understanding of the budget process. Ms. Robinson stated that she would like to look at an online system to make it simpler for citizens to grasp the information. Mr. Kalkut summarized that the goal would be to build on the framework put in place and have an annual budget review.

Regarding Strategic Planning, Ms. Van Tine stated that due to the financial climate and the uncertainty from the state, she has nothing to suggest. Mr. Kalkut agreed that a lot of focus should be put on how to mitigate this current situation and move forward. Ms. Robinson reviewed that the MECC was an opportunity that worked out; staff will bring ideas forward as they come up. Ms. Mecklenburg stated that for anti-racism the strategic piece is education; she stated that she was thinking of some kind of training such as leading in an anti-racist community. Mr. Kalkut stated that would include Town leadership, so it fits in this category; he stated that as leaders, we need to be better informed.

Regarding Town Facilities, Ms. Mecklenburg stated that she had nothing to add. She noted that the H. Olive Day School is already full. So, when schools do open at some time, it will become a crisis situation. Ms. Van Tine noted Transfer Station monitoring and the school expansion issue. Mr. Kalkut said he would send out an updated draft of the goals document.

Please discuss whether to hold a Parking Lottery for Liberty Lane and Old Town Hall for permit period October 1, 2020 – September 30, 2021

Ms. Robinson reviewed that for a few years the Select Board has held a lottery to sell 90 parking passes for commuters to use at the Old Town Hall, and 32 spaces on Liberty Lane. The Select Board has done so in order to offer an economical parking opportunity just for Town residents at a rate much lower than the \$80/month charged by the MBTA. These passes were as a benefit to residents, not a revenue producing endeavor. The yearly cycle for these passes runs from October 1st to September 30th, and the price for each is as follows: Old Town Hall - \$150/year + \$5 for a second sticker (1 car parked at a time); Liberty Lane - \$300, also with a second sticker for \$5/year. Typically, the TA's office would be starting the process to advertise the lottery, and asking the Select Board to determine how much to charge for the coming year. However, at this point in 2020, virtually none of the parking is being used given the pandemic, and it is not known if there would be a strong interest from residents to buy the passes. It is requested that the Select Board discuss this item and consider whether or not to move forward with a lottery. Ms. Robinson recommended several options to consider including extending the use of the current passes for some period of time, selling passes at a lower price point, or not selling passes at all and letting people self-park until demand returns.

Mr. Kalkut stated that some businesses in Boston will not be having people back in the offices for the remainder of the year. However, some residents may benefit from having a parking pass because they are going into the city and would like an opportunity to use these less expensive spaces rather than pay the MBTA parking fees. Ms. Van Tine agreed and noted that the spaces generate revenue for the Town. If the lottery is done and some people apply, then the Town has helped those people; the Town should not just assume people do not want them. Perhaps, if spaces are left, a lottery could be held to include people from other towns. Ms. Mecklenburg agreed on holding the lottery. Mr. Kalkut summarized that the Select Board would like to have the parking permit lottery held as usual.

Town Administrator Update

Ms. Robinson provided updates and insights to Town operations. She stated the Town is working with a firm that is very interested in the Buckley Mann property; they are in talks to redevelop it into a small residential development in keeping with the surrounding neighborhood. It will not be a 40B and will not require the level of earth removal proposed in the past. A community Zoom meeting is proposed by the developer for July 30, 2020, to begin talking about what they would like to accomplish regarding clean up and development. The community meeting information will be put on the Town's website.

Report of Warrants

The following warrants have been signed:

A motion was made by Mr. Kalkut to approve the following warrant:

- 06/30/2020 53V20 \$240,570.55

It was seconded by Ms. Van Tine. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

A motion was made by Ms. Mecklenburg to approve the following warrants:

- 6/30/2020 54V20 \$284,513.87
- 6/30/2020 54VS20 \$103,040.54
- 7/02/2020 26P20 & 26PS20 \$441,745.75
- 7/07/2020 01V21 \$2,569,253.76

It was seconded by Ms. Van Tine. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

Approve Minutes

A motion was made by Ms. Mecklenburg that the Board approve the regular meeting minutes of June 2, 9, 16, 27 and 29, 2020. It was seconded by Ms. Van Tine. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

At 8:37 p.m., a motion was made by Mr. Kalkut to adjourn the meeting. It was seconded by Ms. Van Tine. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

The next meeting of the Norfolk Select Board is scheduled to be held remotely on Monday, July 27, 2020, at 7:00 p.m.

This is a true and accurate report of the Select Board's remote meeting of July 14, 2020.

Anita Mecklenburg, Clerk

DRAFT

**Norfolk Select Board's Open Session Meeting Minutes
August 4, 2020**

This meeting was held as a Remote Access Zoom Virtual Meeting.

Members Present: Kevin Kalkut; CiCi Van Tine; Anita Mecklenburg. Members Not Present: None. Also Present: Blythe Robinson, Town Administrator.

Mr. Kalkut called the Remote Access Zoom Virtual Meeting to order at 7:00 p.m. He announced this meeting is being both video and audio recorded. He read a statement regarding the Massachusetts State of Emergency and the associated state legislation allowing towns to hold remote access virtual meetings during the COVID-19 pandemic crisis. He reviewed that in accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the August 4, 2020, 7:00 p.m. public meeting of the Norfolk Select Board shall be physically closed to the public to avoid group congregation. Alternative public access to this meeting shall be done via Zoom online video conferencing. This application will allow users to view the meeting and provide comments during allocated windows as outlined in the Board's Public Comment Policy. He noted the Zoom Meeting link and the Zoom Meeting call-in number are provided on the agenda. He stated that all supporting materials have been published to the website.

Ms. Robinson reviewed the agenda.

Public Comment

None.

Action Items

Please consider approval of an application from Novatos Restaurant to alter their licensed premises for the service of alcohol to accommodate additional outdoor dining

Ms. Robinson reviewed that Mr. Alex Lima of Novatos Restaurant requested approval from the Select Board to expand the licensed premise of his restaurant to include the porch on the front of his building in order to serve food and alcohol to customers. She noted that the application and relevant documents supported this request, as well as the outdoor dining guidelines developed in conjunction with State law on this topic. Currently, Novatos' license only enables them to serve alcohol indoors. If this application is approved, they would be able to also serve outdoors where they plan to place eight tables to seat a total of 24 patrons. Staff have reviewed this application and met with Mr. Lima via Zoom to review it and recommend approval based upon the following:

- The area is adjacent to the restaurant and already has a railing along most of the perimeter. Where there is no railing he will park a car or two to ensure patrons seated at the tables are safe.
- The traffic flow and parking for the restaurant will not be impacted. Because indoor dining is capped at 25% capacity there will be sufficient parking for this use and the handicap spaces will remain in their current location.
- Pickup of takeout food will continue to take place inside the restaurant.
- No changes are required for trash collection, heating, tents or umbrellas.

- The restaurant has provided assurance that safety requirements for this change will be met including:
 - o Manager on duty with clear view of this dining area
 - o Reservations will be required for all of these tables
 - o Six-foot distancing, and wearing of masks while not at a table will be followed

Mr. Lima was invited to provide any further details to the Board that he would like them to consider. He noted that the was also going to install some security cameras as a further level of safety. He thanked the Board for considering this application, as it has been difficult to conduct enough business with just indoor dining. He noted that he looks forward to serving more customers safely with this expansion.

A motion was made by Mr. Kalkut that the Board approve an application from Novatos Restaurant to alter their licensed premises for the service of alcohol to accommodate additional outdoor dining in accordance with Governor Baker's Order regarding the State's reopening plan. Furthermore, this expanded license will remain in effect until November 1, 2020 or until the order is rescinded. It was seconded by Ms. Van Tine. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

At 7:12 p.m., a motion was made by Mr. Kalkut to adjourn the meeting. It was seconded by Ms. Mecklenburg. A roll call vote was taken as follows: Mr. Kalkut – aye; Ms. Van Tine – aye; Ms. Mecklenburg – aye. All were in favor.

The next meeting of the Norfolk Select Board is scheduled to be held remotely on Tuesday, August 11, 2020, at 6:15 p.m.

This is a true and accurate report of the Select Board's remote meeting of August 4, 2020.

Anita Mecklenburg, Clerk