

## **Norfolk Select Board's Open Session Meeting Minutes January 28, 2020**

Members Present: Kevin Kalkut; Christopher Wider; Cici Van Tine. Members Not Present: None. Also Present: Blythe Robinson, Town Administrator; Judith Lizardi, Executive Assistant.

The meeting was held in Room 124, Town Hall. Mr. Kalkut called the meeting to order at 6:00 p.m. He noted the Select Board is starting their meeting at 6:00 p.m. tonight as an executive session is scheduled on the agenda.

### **Executive Session**

#### **Executive Session under M.G.L. c.30A, §21(a)(1) to discuss a complaint against a public body**

At 6:00 p.m. a motion was made by Mr. Kalkut to move that the Board vote to enter into executive session under Massachusetts G.L. c.30A, §21(a)(1) to discuss a complaint against a public body, and further to invite Town Administrator Blythe Robinson, Human Resources Director Scott Bragdon, and Executive Assistant Judith Lizardi. The Board will reconvene into open session to conduct the rest of the meeting.

Mr. Wider stated that as this complaint is against a public body, he is concerned that the Select Board may be in violation of Open Meeting Law with regard to the level of detail identified in this executive session agenda item; it could put the Select Board at risk in the future in regard to this matter. Ms. Robinson said that in preparing the executive session agenda she spoke with both Town Counsel and with the lawyer-of-the-day at the Attorney General's office. She stated it was their advice that Purpose #1 for convening an executive session is one of the very few situations where the item can be described as was done on the this agenda to protect the rights of either the individuals or the board in question; those person(s) have privacy rights. The Town's legal team felt it was not needed to be more specific for the posting on the agenda. Mr. Wider said he spoke with the Director at the Attorney General's office and was told the Board was exposed by not listing the body that was being identified. He reiterated he does not want to put this body at risk.

Ms. Robinson stated Town Counsel provided her with three State decisions regarding this point. It will be up to the Select Board to vote if they want to go in executive session. Mr. Wider stated that he is uncomfortable with this executive session posting per the response of the Director at the Attorney General's office; he does not want to put the Board at risk. He stated the agenda item could be reposted with greater detail for the next meeting. Ms. Van Tine commented that further legal research could be done regarding this item. She clarified that Mr. Wider would like to identify the board in question and asked if the person should also be identified. Ms. Robinson said that no one person in the body was particularly named. She stated that Town Counsel said the privacy of the person who made the complaint should be protected. She stated that further legal opinions could be obtained for the next meeting. Ms. Van Tine commented that there would be no harm in gathering more legal research. Mr. Kalkut noted that legal research was already conducted regarding this agenda item. Ms. Robinson said the executive session could be reposted for next week's meeting with the board identified. Ms. Van Tine said she is willing to defer this item to resolve the posting concern. Mr. Wider confirmed the next Select Board meeting is scheduled for Tuesday, February 4<sup>th</sup>; he would like the executive session reposted to indicate the board to which the complaint is against as he does not want any Open Meeting Law violations.

Select Board members agreed to reschedule the executive session to next week's Select Board meeting at 6:00 p.m. with the executive session agenda item posted naming the board to which the complaint is against. Ms. Robinson noted there is a possibility of a second executive session on another matter at the next meeting.

The motion (to enter into executive session) was seconded by Mr. Wider. A roll call vote was taken as follows: Mr. Wider - no; Ms. Van Tine - no; Mr. Kalkut - no. All were **not** in favor. Motion failed.

***Chair Kalkut called a recess until 7:00 p.m.***

Mr. Kalkut called the meeting back to order at 7:00 p.m. He announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Ms. Robinson reviewed the agenda.

Public Comment

Ms. Anita Mecklenburg, 35 Lakeshore Drive, stated she moved to Norfolk 26 years ago. She does not agree with some of the public comment remarks made during the last Select Board meeting. She stated that she does not mind paying taxes as many benefits and services are received. She provided examples of positive actions and services performed by Norfolk's firefighters, police, and schools demonstrating the great level of service that Norfolk residents receive. She stated it was hurtful to hear the public comments about cutting the Town's budget and zero growth. The townspeople know what will happen if they go to zero growth as it was done before. She stated the opinions presented by those residents are not the opinions of the entire town. She stated if we want these amazing services and great things for the Town, they are not free.

Mr. David Rosenberg, 123 North Street, stated that he felt there was some misunderstanding by the audience members about the remote participation agenda item discussed at the last Select Board meeting. He noted that some comments suggested that by adopting remote participation, it would give members of a public body the ability to attend or not attend a meeting at their pleasure; he stated that is not the case. If reasonably possible, a board/committee member must attend the meeting. Remote participation can only be used if it is unreasonably difficult to attend the meeting. He stated that it is not about the public being able to look the board/committee member in the eye when a vote is cast; it is about the board/committee member being able to cast or not cast the vote. He stated that the public body member is disenfranchised if they cannot participate in the meeting. He discussed the concern that more technological equipment is needed for remote participation and explained that the facilities already available are adequate. He noted that a board/committee member could use a laptop to Skype a member who was not able to be present at a meeting and noted that if the connection was not clear, the remote participation would not be used. He added that for a very low cost, speakers could be purchased and installed in the meeting rooms to increase the volume of remote participation members. He stated that he hopes the Select Board will reconsider this item and not disenfranchise public body members who cannot participate in person.

Mr. Edward Haddad, 138 Red Maple Run, discussed having a Permanent Building Committee. He stated that it has been previously spoken about and is in the bylaws. He has not seen anything about this item on the Select Board's agendas. He stated there are some major projects in the future, and he would like this considered.

## **Action Items**

### Please consider approving the Southeastern Regional Services Group DPW Services Award for 2/1/20-1/31/21

Ms. Robinson explained that the Town belongs to the SERSG services group whose primary mission is to bid out on behalf of all its member communities various commodities and services needed by them which are not otherwise available under other procurements. At this time of year, the SERSG bid is for various items required by public works departments for the upcoming construction season. Attached are the results of those bids for nine different items which have been recommended for award by the SERSG board. She stated that staff recommends the Select Board approves this list of services and commodities so that DPW may contract with these firms throughout this next year.

A motion was made by Mr. Kalkut to award the SERSG DPW Services bids as proposed by the SERSG Board of Directors for the period February 1, 2020 through January 31, 2021. It was seconded by Mr. Wider, and so voted. All were in favor.

### Please consider appointing John Kent as a member of the Energy Committee

Mr. Andy Bakinowski, Energy Committee Chair, stated that Mr. John Kent was appointed as an associate member of the committee approximately six to eight months ago. As there was a recent resignation of a committee member, Mr. Kent is in a position to move to full member. He reviewed Mr. Kent's background and experience and noted his appointment would expire on June 30, 2020. Mr. Bakinowski mentioned that he has yet to hear about the Green Communities designation, but it should be very soon.

A motion was made by Mr. Kalkut to appoint John Kent as a member of the Energy Committee for a term to expire on June 30, 2020. It was seconded by Ms. Van Tine, and so voted. All were in favor.

### Please consider appointing Christopher Chand and Charlie Kohl as associate members of the Energy Committee

Mr. Bakinowski reviewed the backgrounds and experience of Christopher Chand and Charlie Kohl and noted they both have financial and technology backgrounds. He stated the committee is excited to have these two applicants as associate members; the committee is envisioning that the associate members will be project-specific liaisons.

A motion was made by Mr. Kalkut to appoint Christopher Chand and Charlie Kohl as associate members of the Energy Committee, both terms to expire on June 30, 2021. It was seconded by Mr. Wider. Mr. Kalkut added a friendly amendment to the motion to clarify that both associate members' terms expire on June 30, 2021. And so voted. All were in favor.

### Please consider appointing a Select Board Liaison to the Advisory Committee

Ms. Robinson explained that the Advisory Committee has indicated that in past years there was fairly regular attendance at their meetings by a Select Board member which they found helpful during preparations for Town Meeting in order to keep the lines of communication open. The Advisory Committee Chair has asked if the Select Board would consider appointing one of its members to act as a liaison to them as we go through the process to prepare for the annual Town Meeting. She noted the next meeting of the Advisory Committee is February 12<sup>th</sup>.

Ms. Van Tine and Mr. Wider agreed this was a good idea. Mr. Wider stated that with his participation on the ZBA, he could not give the Advisory Committee the time needed. Ms. Van Tine stated that she had previously been on the Advisory Committee and the moderator. She suggested the fresh perspective that Mr. Kalkut would bring to the committee would benefit the Town.

A motion was made by Mr. Wider to appoint Kevin Kalkut as the Select Board liaison to the Advisory Committee. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider renaming Philips Way to Shire Drive

Ms. Robinson stated a request was received by John M. Puntonio to rename Philips Way within the Shire Industrial Park to Shire Drive. Mr. Puntonio owns property on the street and has experienced difficulty with people locating him and expressed concern about timely public safety responses. The Planning Board discussed this at their January 14, 2020 meeting and agrees with this change. She noted that both Police and Fire have no concerns about the change. As well, the Historical Commission and Veterans' Agent are usually notified regarding the naming of new streets; they were made aware of this change and provided no concerns.

A motion was made by Mr. Kalkut to vote to rename Philips Way as Shire Drive. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider authorizing the Chair to execute an amendment to the Project Funding Agreement for roof repair at the H. Olive Day Elementary School (MSBA Project No. 201802080015)

Ms. Robinson reviewed that in 2019 the Select Board executed a Project Funding Agreement (PFA) with the MSBA in order to receive a grant to offset some of the cost of replacing the H. Olive Day roof under the State's Rapid Repair program. Following the MSBA's protocols, that first agreement was executed by the MSBA and the Town prior to the project being bid out, based upon the estimated cost of the work. The bids came in higher than the estimated amount, and in such cases, the MSBA requires that the PFA be amended to reflect those numbers. She pointed out that this change does not affect the 51.63 percent cost share or the maximum amount the Town could receive which is \$1,066,359. The actual final amount the Town will receive will be determined during the project closeout phase of the MSBA program, which will start once this amendment is executed by the State. She noted that some of the work at the school had to wait until the Christmas vacation; now, those final calculations can begin. That work was completed as required.

A motion was made by Mr. Kalkut to authorize the Select Board Chair to execute an amendment to the Project Funding Agreement for roof repair at the H. Olive Day Elementary School. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider adopting the proposed Health Insurance Opt Out Policy

Ms. Robinson reviewed that the Town is required by State law to offer health insurance to all its employees and their dependents who regularly work more than 20 hours/week. Throughout the school and Town departments there are approximately 340 employees who are eligible for this benefit, of which about 140 receive health insurance through the Town. She stated that typically, the Town would expect that the number of employees covered by the Town's plan to be higher; however, in recent years the Town negotiated with its unions changes to the health plans. This likely incentivized a number of employees to seek coverage from their spouse or some other source. Regardless of this, health insurance is still a major cost in the Town's budget. In FY20,

the Town's 65 percent share of the following plans is: Single at \$6,667.68; Two Person at \$13,335.48; and Family Plan at \$18,662.76. She recommended that the Select Board considers adopting a policy to incentivize employees to purchase their coverage from another source. This has been done successfully in a number of communities in the Commonwealth. Such a policy would provide an employee with a payment of a portion of the Town's cost to utilize as they see fit to purchase insurance either through a spouse or in the insurance marketplace. Employees would be eligible for a payment for the type of plan they otherwise had, provided that they furnish the Town with proof that they have obtained alternate coverage. Employees would be eligible for the incentive to be paid monthly, for every month they waive coverage. She reviewed some of the salient points of the plan including that the employee must have been on the plan for at least one year before they are eligible for the incentive, the employee may come back onto the Town's plan if they have a "qualifying event" such as a loss of a job by a spouse they had obtained insurance from or during open enrollment, if the employee comes back onto the Town's plan, they must remain on it for 24 months until they could opt out again, and the employee must provide proof of insurance from another carrier. She stated that while it is within the purview of the Select Board to offer such a plan, it must first be negotiated with the Town's employee Insurance Advisory Committee (IAC). Ms. Robinson stated that she and HR Director Scott Bragdon introduced this concept to the Town's IAC last fall, and after several meetings the committee voted on January 22, 2020 to approve the plan. While it is difficult to determine how many employees will take advantage of the program, a conservative estimate is five percent. If that were to be achieved, the savings to the Town in FY21 could be approximately \$66,000. This would enable the Town to utilize those funds for other services and expenses. She noted that if the Select Board adopts this policy, as it gets closer to July 1<sup>st</sup>, a memo will be sent to all employees letting them know of this opportunity. She noted that if the policy is adopted, the Select Board could change it or rescind it in the future.

Mr. Kalkut thanked Ms. Robinson for bringing forward creative ways to keep costs down. Mr. Wider asked if a person were to leave the Town's employment, would the incentive be prorated. Ms. Robinson said the incentive would be paid monthly so there would be no additional payout if an employee were to leave. She noted employees currently pay 35 percent of their health insurance. This may have been an incentive for people to purchase health care elsewhere for less cost. Ms. Robinson stated the Town is part of MIIA Health Insurance Trust which covers 134 communities in the State. The Town is rated in part by the Town's experience and in part by the pool's experience. She stated the finance team would hopefully have a sense of how many people would opt out and when; this would be built into the FY21 budget. Ms. Van Tine confirmed that 200 employees have already opted out and asked if they would expect an incentive check for opting out. Ms. Robinson stated that if an employee has already decided to opt out, they generally do not come back. However, it is possible to return during the open enrollment period which makes it somewhat difficult to budget for. She explained that an employee would have to stay in the program for two years before they could then opt out and receive the Town's incentive benefit. Ms. Van Tine asked about other towns that have done this. Ms. Robinson said that Norfolk is more of a leader for how much they require their employees to pay which is 35 percent; many towns are at 25 percent. Mr. Rosenberg said he does not understand why the 200 employees who already opted out of the Town's plan would not be entitled to the opt-out money from this new policy. Ms. Robinson explained that is not what was negotiated with the insurance advisory committee.

A motion was made by Mr. Kalkut to approve the proposed Health Insurance Opt Out Policy effective July 1, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

## **Discussion Items**

### Please discuss Water Conservation Proposal

Ms. Robinson stated that Mr. Andy Bakinowski, Energy Committee Chair, will discuss future water conservation measures. She noted that a copy of his proposal is included in the Select Board members' packets.

Mr. Bakinowski stated that many years ago he presented this same water conservation plan. He noted this plan was based on what Concord, MA, did to reduce water usage and it has been used in that town for the past 10 years. He said there is manganese in Norfolk's water because the system is being over-pumped. This proposal involves replacing toilets that use greater than three gallons of water per flush and allows new toilets of no more than 1.6 gallons per flush to be installed without a permit. He discussed that there are approximately 1,600 homes in Norfolk built pre-1960 to 1980. He noted that after 1980, most toilets were three gallons or less per flush. He made a conservative estimate and assumed approximately half were not on Town water. Therefore, estimating 800 homes for an approximate total of 1025 toilets using more than three gallons of water per flush, with an estimate of six flushes per day per toilet, he estimated that about 28,000 gallons of water can be saved per day by replacing the high flush volume toilets with low flush volume toilets. Hence, the overall water savings equated to 10 million gallons per year. As well, the Town would see savings from less energy used for pumping, fewer chemicals needing to be used, and less wear and tear on equipment. Rate users would see cost savings on their bill. He noted licensed plumbers would be required to replace the toilets and a \$50 rebate per toilet would be provided by the Town. He suggested it would probably cost \$175 to \$200 for a toilet that meets the flushing requirements. He discussed that Franklin also uses this program for low water volume washing machines. He would like to get this item into the Warrant for the Town Meeting.

Mr. Kalkut said he thinks it is a great idea and questioned why it would not be expanded to showers, washing machines, and anything that impacts efficiency. Ms. Van Tine asked if people with wells would be eligible for a rebate. Mr. Bakinowski said people with wells are not eligible. The purpose of the proposal is to protect the Town's water supply. He explained that details including the rebate amount still have to be worked out. Toilets are the most obvious to start with; showers and washing machines can be added. Ms. Robinson asked if other towns did this by bylaw change or if enterprise funds were increased to pay for the rebates. She requested a contact from Franklin or Concord so she could get additional information. Mr. Bakinowski stated the proposal includes that the plumbing permit fee would be waived as long as a licensed plumber performed the work. Mr. Rosenberg discussed if there should be a maximum number of toilets per household that would be eligible for the rebate. Mr. Haddad suggested that a \$50 rebate is not going to make people change all their appliances; he remarked that this is a good-sounding program so why put limitations on it. Mr. Bakinowski stated this is the start of the concept and it will be refined. He stated he would provide contact names to Ms. Robinson.

### Please discuss ground rules for the February 8<sup>th</sup> Budget Workshop

Mr. Kalkut stated that he added this item to the agenda to outline the flow of how the budget review process will operate, set some expectations of how the day will work, and discuss the ground rules for the day. He discussed the day's schedule and noted the meetings with the individual departments start at 10 a.m. and end around 5 p.m. He pointed out the focus will be on bringing the Select Board up to speed as to where the departments were in prior years' funding, explanations and backup as to what brought them up to those funding levels, and how

the fixed and variable costs will impact service with a level funding to prior year as well as a three percent increase to prior year funding. He stated that presentations will be made by the department heads to the Select Board and the Select Board members could ask clarification questions to obtain more information to get a better understanding of what contributes to those funding levels and what the impact would be of the various funding levels. He explained that the Select Board members will interact with the department heads as it is for the Select Board to gain an understanding about how the budgets were built and the methodology behind the budgets. As such, while the public will be invited, there will be no public comment. However, the public can document any questions they may have and submit them to the Select Board for review.

Ms. Robinson said an FY21 Preliminary Budget book is being prepared which includes about 100 pages in a generally consistent format with sections on each department such as what the department does, how it is staffed, the services it provides, and a budget narrative about what a level funded budget and level service budget would mean. The document will be completed late this week or at the latest by next Monday. She encouraged the Select Board members to review the book in advance of the February 8, 2020 budget workshop session in order to be prepared with questions for the department heads as it is a rather tight schedule throughout the day. The information will also be provided on the website. Mr. Kalkut confirmed the schools will not be part of this day's presentations; they will provide their information at a later date. He said this will serve as the basis for the deliberations for the expected output of this Select Board to deliver a percentage to the finance team for them to work the budget into that expectation. He confirmed there will be no conclusions made at the February 8<sup>th</sup> budget workshop meeting.

Mr. Haddad asked if there would be an opportunity for the public to submit questions to the Select Board for their consideration. Mr. Kalkut stated note cards will be offered at the meeting for audience members to write down questions which will be compiled and provided to the Select Board to include in their deliberation review. Residents can also email questions to the Town Administrator's Office or the Select Board members. Mr. Haddad asked if there would be a review by the Advisory Committee. Ms. Robinson said the Advisory Committee is scheduling meetings throughout February and March. She does not know if they will be attending the February 8, 2020 meeting. Mr. Rosenberg asked if the budget information would be available to the public prior to February 8<sup>th</sup>, and if the public could submit questions to the Select Board prior to that meeting so the Select Board could consider asking those questions during the meeting. Ms. Robinson stated they will try; however, she anticipates they will be very busy making sure the presentation is ready and wants to focus on having an effective day. Mr. Kalkut said anyone can submit questions to the office, and they will do their best to get the questions in front of the Select Board prior to the meeting.

Please discuss a meeting interaction and engagement Policy

Mr. Kalkut confirmed Ms. Van Tine requested this agenda item. Ms. Van Tine stated her issues regard an overall concern relative to the interactions between the Select Board and the public that have been occurring at some of the Select Board meetings, including during the public comment sessions and the back and forth that occurs by the public when specific agenda items come up for approval or discussion. She noted that the Select Board meetings are formal meetings; it is not Town meeting, and it is not a collaborative process. The Select Board members were elected to represent the citizens. She expressed concern that some of the questions and comments from the public do not stay on the topic at hand and have led to other matters that are not on the agenda. This could possibly lead to Open Meeting Law violations. In addition, there is an overarching lack of

courtesy; there is often whispering, laughing, joking or commenting by audience members. She is not the chair of the Select Board, therefore she feels reluctant to weigh in. She stated that she agrees with transparency; however, that does not mean every person gets their question answered at that meeting with a back and forth dialogue. Possibly, the audience could get their questions answered after the meeting or submit them in writing. She provided examples of how public comment has many times been used to provide good information or concerns from the public; however, sometimes it has been used as finger pointing and nastiness. In addition, if it has been determined that the information provided by the public was not correct, no one returns to the Select Board to provide the correct information. She wants to start the conversation about how to manage transparency, be available, and get the meeting done in a timely manner without people bludgeoning each other.

Mr. Kalkut said the Select Board has made great efforts to encourage engagement and interaction such as with the public comment sessions to get people involved and express their thoughts, opinions, and questions. However, this may have been pushed too far regarding the balance between trying to engage people, maintaining efficient and streamlined meeting agendas, and having the discussions stay on point. Therefore, he has reworked some of the public comment policy as well as some of the ways in which to handle engagement during the meeting. He addressed the inability of the Select Board to interact with people during public comment. He noted that because of the way the Select Board is structured, as they have to adhere to Open Meeting Law, they cannot comment on a topic if it is not on the agenda. As such, he recommended comments be limited to those items that are on the agenda. If the public has another issue, they should write to the Select Board about the item and it could be put on a future agenda. Then, at the future meeting, the agenda item could be addressed during the public comment session. As well, the goal would be to have comments provided during the public comment session, not throughout the Select Board meeting. In addition, to give people the ability to react to the meeting proceedings, he proposed providing another opportunity for people to comment to items discussed on the agenda at the end of the meeting. Ms. Van Tine agreed with Mr. Kalkut's proposal. Mr. Wider asked what happens if the Select Board votes on an agenda item and the audience is not allowed to comment until the end of the meeting. Mr. Kalkut stated that as that item was already on the agenda, the audience should have made their comments during the initial public comment session. Ms. Van Tine agreed that residents should bring up concerns at the initial public comment session. Select Board members discussed the value of a second public comment session at the end of the meeting. Select Board members agreed that interaction from the public is important and that people can always send questions to the Town Administrator's office or to Select Board members.

Mr. Kalkut stated the policy will be tweaked over time as they get to a happy medium between having an engaged community and running a streamlined meeting. Ms. Van Tine and Mr. Wider agreed with having public comment sessions at the beginning and end of the meeting with no public comment during the meeting. Mr. Rosenberg praised the Select Board for their openness and transparency; however, he stated he has concerns about the proposal as there needs to be an opportunity for the public to raise issues not on the agenda. Regarding Open Meeting Law, he does not think the Select Board is precluded from answering questions during public comment if they could be answered briefly. He stated that having two public comment sessions is good, but not necessary. With respect to not allowing any questions or comments during discussions on agenda items, the Select Board may miss important information that they are unaware of. He suggested the Chair state that a comment is out of order or not germane to the discussion rather than prohibiting questions or comments. Mr. Haddad applauded the decision to leave the public comment session intact. He suggested that twice per year the Select Board hold public meetings to let the public have

discussions. Mr. Kalkut stated he believes holding a town hall meeting is on the Select Board's list of goals. He stated he will draft an amended policy for the public comment period for review and comment at the next Select Board meeting. Ms. Robinson said she would send the draft policy to Town Counsel to confirm it is acceptable and there are no concerns.

Please consider approval of the following warrants:

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

- 1/3/2020 13P20 & 13PS20 \$803,156.31
- 1/7/2020 28V20 \$931,883.85

It was seconded by Mr. Kalkut, and so voted. All were in favor.

A motion was made by Mr. Wider to approve the following warrants:

- 1/14/2020 29V20 \$115,953.85
- 1/17/2020 14P20 & 14PS20 \$816,997.30
- 1/21/2020 30VS20 \$111,355.76
- 1/21/2020 30V20 \$226,486.25

It was seconded by Mr. Kalkut, and so voted. All were in favor.

Please consider approval of the minutes

A motion was made by Ms. Van Tine to approve the minutes of the October 1, 2019, October 29, 2019, November 6, 2019, November 19, 2019, December 17, 2019, and January 7, 2020 regular meetings. It was seconded by Mr. Kalkut with the stipulation that minor grammatical/typographical revisions be made on the October 1, 2019 meeting minutes. And so voted. All were in favor.

Ms. Robinson asked if the Select Board writes its own Annual Report or if staff writes the report for the Select Board to review. Susan Jacobson, Affordable Housing Director, stated that typically the Select Board Chair prepares the report. Ms. Robinson stated she would be happy to help Mr. Kalkut prepare the report.

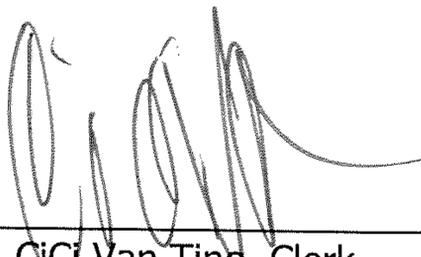
Ms. Robinson noted that there is a public hearing scheduled for February 18, 2020 for the water rates. The hearing must be opened 120 days prior to the start of the fiscal year. She noted that Ms. Van Tine may not be in attendance for that Select Board meeting. Therefore, Ms. Robinson suggested the public hearing be opened on February 18<sup>th</sup> and continued to the next Select Board meeting.

Mr. Wider noted that free posters regarding vaping are available from the MMA; they must be applied for. He asked if there was any additional information regarding the dark night sky locations discussed at the last Select Board meeting. Ms. Robinson stated that Town Planner Rich McCarthy was looking into it. Mr. Ernest Alix, 40 North Street, provided information on a dark night sky location, but said he was not sure who owned the land. Ms. Robinson said she would research who owns the land.

At 8:47 p.m. a motion was made by Mr. Kalkut to adjourn the meeting. It was seconded by Ms. Van Tine, and so voted. All were in favor.

The next meeting will be held in Room 124, Town Hall, on Tuesday, February 4, 2020, at 6:00 p.m.

This is a true and accurate report of the Select Board's meeting of January 28, 2020.

A handwritten signature in black ink, appearing to read "Cici Van Tine", is written above a horizontal line.

Cici Van Tine, Clerk