Norfolk Select Board's Open Session Meeting Minutes
March 5, 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 a 5:30 p.m.

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

At 5:30 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)(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, and further to invite Town Counsel Peter Mello, Town Administrator Blythe Robinson, and Executive Assistant Judith Lizardi. The Board will reconvene into open session for the purpose of entering into a second executive session. The motion was seconded by Mr. Wider. A roll call vote was taken as follows: Mr. Wider – aye; Ms. Van Tine – aye; Mr. Kalkut – aye. All were in favor.

At 5:56 p.m. a motion was made by Mr. Kalkut to close the Executive Session and enter into open session. It was seconded by Mr. Wider. A roll call vote was taken as follows: Mr. Wider – aye; Ms. Van Tine – aye; Mr. Kalkut – aye. All were in favor.

B. Executive Session under M.G.L. c.30A, §21(a)(3) to discuss settlement of two matters of litigation, specifically:

a. Lorraine Sweeney v. Norfolk Zoning Board of Appeals and Edward O'Harte, Superior Court Civil Action #1882CV00638; and

b. James B. Lorusso Trustee v. the Zoning Board of Appeals and Marie & Bruce Simpson Land Court Case #18MISC16943

At 5:57 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)(3) to discuss strategy with respect to litigation regarding Lorraine Sweeney v. Norfolk Zoning Board of Appeals and Edward O'Harte, Superior Court Civil Action #1882CV00638; and James B. Lorusso Trustee v. the Zoning Board of Appeals and Marie & Bruce Simpson Land Court Case #18MISC16943, and further to invite Town Counsel Peter Mello, Town Administrator Blythe Robinson, and Executive Assistant Judith Lizardi. The Board will reconvene into open session for the purpose entering into a third executive session. The motion was seconded by Mr. Wider. A roll call vote was taken as follows: Mr. Wider – aye; Ms. Van Tine – aye; Mr. Kalkut – aye. All were in favor.

At 6:25 p.m. a motion was made by Mr. Kalkut to close the Executive Session and enter into open session. It was seconded by Wider. A roll call vote was taken as follows: Mr. Wider – aye; Ms. Van Tine – aye; Mr. Kalkut – aye. All were in favor.

C. Executive Session under M.G.L. c.30A, §21(a)(2) to prepare for contract negotiations for the Director of Public Works Contract

At 6:27 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)(2) to prepare for contract negotiations for the Director of Public Works contract, and further to invite Town Administrator Blythe Robinson, Human Resource Director Scott Bragdon and Executive Assistant Judith Lizardi. The Board will reconvene into open session to conduct the rest of the meeting. The motion was seconded by Mr. Wider. A roll call vote was taken as follows: Mr. Wider – aye; Ms. Van Tine – aye; Mr. Kalkut – aye. All were in favor.

At 7:09 p.m. a motion was made by Mr. Kalkut to close the Executive Session and enter into open session. It was seconded by Mr. Wider. A roll call vote was taken as follows: Mr. Wider – aye; Ms. Van Tine – aye; Mr. Kalkut – aye. All were in favor.

Chair Kalkut called a five-minute recess.

Mr. Kalkut called the meeting back to order at 7:15 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. Betsy Pyne, Historical Commission Chair, discussed the agenda item regarding the Town of Norfolk's right of first refusal to purchase property located at 75 Cleveland Street. She stated an application for demolition of the house has been received. She stated that she spoke to Community Preservation Committee Chair Cindi Andrade and expressed concern that the house is going to be demolished. She said she further discussed her concern with the state's Community Preservation Coalition; they said if the Town buys the property, the house can be sold with a preservation restriction in perpetuity. She asked the Select Board to not give up the right of first refusal yet and to give the Historical Commission and CPC time to review it. She stated the conditions are different now than when the CPC made their vote.

Ms. Robinson said the Planning Board is taking up a related item at their meeting next week; the future buyer wants to demolish the house and put up two houses. She recommended this item be deferred to the March 17th or April 7th Select Board meeting.

Action Items

Please consider issuing a special one-day liquor license to the Norfolk Lion's Club for their Chilifest Fundraiser on March 7, 2020
Ms. Robinson stated that the Norfolk Lions Club is having their 13th annual Chilifest fundraiser on Saturday, March 7th, and are planning to have a cash bar for the sale of alcohol. As a non-profit organization they are eligible for such a license as part of the event; the application is included in the Select Board's meeting packet. All the required paperwork and insurance has been provided, and the Town's public safety departments have expressed no concerns about the event. As the event is planned for two nights after this meeting, approval at this meeting is important. This item has been placed first on the agenda to enable the club representative to obtain the approved license tonight as the Town Administrator's office will be closed on Friday; thus, it will need to be signed during the meeting. She recommended approval.

A motion was made by Mr. Kalkut to approve a special one-day license for the Norfolk Lions Club for their Chilifest fundraiser on Saturday, March 7th. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider sending a letter of support to the Massachusetts Historical Commission for a grant to replace the Norfolk Grange Roof

Ms. Robinson stated that Select Board Member Wider recently was contacted by a contractor working for the Grange to ask if the Town would be willing to send a letter of support to the State Historical Commission for a grant that the Grange is pursuing to cover the cost of replacing the building's roof. There is no financial support required by the Town for this project. The State Historical Commission looks for letters of support from communities as part of their grant decision process.

Mr. Sam Zeigler, Worthy Master of Norfolk Grange, stated the building needs a new roof and there is a good chance of getting the grant. He stated that it is important for the Town to keep the old building going. He stated that the Grange and the Town have a long history; they are trying to keep the tradition to provide a place for people to meet and celebrate. Mr. Kalkut clarified that the Grange is only requesting a letter of support. Mr. Zeigler confirmed a letter is needed as it is an important part of the application which is due on March 20th. He requested the letter be sent to him, and he will attach it to the application.

A motion was made by Mr. Kalkut that the Board authorize the Chair to send a letter of support to the Massachusetts Historical Commission regarding the Grange's application for a historic preservation grant application. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider authorizing the Norfolk School Committee to submit a Statement of Interest to the MSBA for the expansion of the Freeman-Kennedy School

Dr. Ingrid Allardi, Superintendent of Schools, and Mr. Matt Haffner, Director of Facilities, addressed the Select Board. Dr. Allardi stated that in October 2019 she presented information to the Select Board regarding enrollment projections and the need to expand the Freeman-Kennedy School due to burgeoning enrollment. She noted that the Space Study Committee was formed because of concerns from citizens and others regarding the impact of building projects and 40Bs on increased school enrollment. She discussed the process for kindergarten registration and noted they currently have completed 149 registrations. They are expecting to open this September with 160-165 students. She stated that next year they will be short two classrooms at the H. Olive Day School. There is no open space available. Space at the Freeman-Kennedy School will be acceptable for next year, but as the grades roll up, they will be out of space. She stated that options for expansion were discussed in October. The most cost effective and feasible option was adding space at the Freeman-Kennedy School. This project might be a candidate for funding from the Massachusetts School Building Authority (MSBA) program. Annually, the MSBA invites Statements of Interest (SOI) from communities that would like to be invited into the program, the deadline for which this year is April 6th. They are requesting the Select Board to authorize the Norfolk School Committee to submit a Statement of Interest to the MSBA for the expansion of the Freeman-Kennedy School. She explained that it is a cost share program; it does not commit the Town to anything or bind the Town to entering the program. They can apply, and the Town can find out if the application for state funding would be considered. She said it would be wise to pursue this now, in case they were declined.

A motion was made by Mr. Kalkut that having convened in an open meeting on March 5, prior to the closing date, the Select Board of Norfolk, in accordance with its charter, by-laws, and ordinances, has

voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 6, for the Freeman-Kennedy School located at 79 Boardman St. which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

Elimination of existing over-crowding and prevention of severe overcrowding expected to result from increased enrollments, which must be substantiated. The district is currently out of classroom space at the H. Olive Day School and cannot accommodate the two additional classrooms needed next year without impacting other core educational programs. Increased enrollment due to significant building and construction is expected to result in severe overcrowding at the Freeman-Kennedy School in the next few years;

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Norfolk to filing an application for funding with the Massachusetts School Building Authority. It was seconded by Mr. Wider, and so voted. All were in favor.

Dr. Allardi stated that they expect to come before the Select Board soon with the H. Olive Day School roof closeout; they expect to be under budget.

Please consider determining the amount of the FY21 operating budget to propose to Town Meeting
Ms. Robinson reviewed that it is the responsibility of the Select Board to propose a balanced budget to the Annual Town Meeting for the ensuing fiscal year. Since the budget workshop on February 8, 2020, staff has been working to develop the budget that is included in the Select Board's meeting packet for consideration. Clarification has been received on the proposed school budgets, health insurance rates, and further analyzed various accounts and costs. The result is that at present the budget is out of balance by $297,474. With this deficit eliminated, the budget would increase 2.81 percent over FY20. While this deficit would appear to be a large gap, there are several measures that could be taken to balance the budget. She reviewed the major drivers for this budget and line items that have not been finalized.

Mr. Kalkut stated that the Select Board will discuss this agenda item, there will be a public comment session, and the Select Board will then vote on a final direction for an overall percentage increase.

Mr. Robinson discussed reducing dependence on Free Cash. She stated that the Town wants to meet contractual obligations and close deficits. She discussed that there are several important factors impacting the revenue side of the budget including:

- Tax increase of 2.5 percent which increases revenues by $784,537
- New growth estimated to increase $600,000
- State aid which there is a net reduction in the Governor's proposed budget of $3,401. While Lottery aid is up 2.8 percent, it is offset by various Cherry sheet charges of $161,502, the most significant is increased Charter School tuitions
- Local Receipts:
    - Transfer Station Revenue – it is strongly recommended that the Board consider adjustments to the program and charges. Without such, revenue projections will need to be reduced as the division lost almost $70,000 in FY19

    - Ambulance receipts – rates were increased last fall and some the cost of the new firefighter/paramedic positions may be able to be offset
- Free Cash – At this point, it is budgeted a reduction as well as no revenue from cemetery fees for a total of $100,000, down from $233,197 in FY20

She discussed the major drivers on the expense side of the budget including:

- Norfolk Schools increase of $561,547 or 4.4 percent due to increasing enrollment
- Public Safety services – increase of $249,868 or 4.5 percent due to two new grant funded firefighter/paramedic positions and union contract obligations
- Norfolk County Retirement contribution – increase of $148,362 or 6.7 percent
- Health insurance costs have increased $89,810 or 3.81 percent. This is the combination of a rate increase of 3.67 percent and adjustments to the number of enrollees and the types of plans they are enrolled in
- Debt Service costs – increase of $87,065 or 16.97 percent

She discussed that there are some important factors to keep in mind with this budget:

- King Philip School Budget – the assessment is lower than anticipated at a 1.46 percent increase (overall increase of $129,593). She noted that the School Committee has not certified the budget, and there is some concern about the ability of Norfolk's sister communities to fund their assessments. If those towns do not pass a budget as certified, Norfolk's assessment may go down
- Health insurance – there are two options to lower the overall cost of insurance:
    - Retiree health insurance - currently it is the Select Board's policy to charge retirees 35 percent of their retiree coverage, the same as current employees. The Board can reduce that premium share to 50 percent which is projected to save the Town over $120,000 annually and may significantly reduce OPEB liability
    - Health insurance opt out program – all employees will be notified shortly that this program is available; a decrease in this budget is anticipated if employees are able to take advantage of it
- Norfolk Schools budget – this budget has not been voted on by the School Committee at this juncture; however, the Superintendent has advised that in order to meet the demand for increasing enrollment (1 percent increase in student population, 150 children enrolled for kindergarten next year), this budget needs to increase by 4.4 percent
- Town side budget adjustments – budget adjustments both in revenue adjustments and expenditure decreases continue to be looked at. Clearer direction from the Select Board is requested on the total picture of the budget in order to determine what is recommended

She stated permit fees and other revenue sources have been analyzed to make sure they are appropriate. She stated that non-union employees typically take the same increase as the clerical union at 4.0 percent, but she asked all department heads to take only 3 percent. She stated that at early discussions on the budget, the Select Board debated what level of budget increase it would support for next year. The discussion ranged from an increase of 3.0 percent which largely depends on a 2.5 percent tax increase, to level funding the budget from FY20.

Mr. Wider stated concern about the use of Free Cash; it is taxpayers' money being folded back into the budget to cover deficits. Free Cash should be used for some of the $50 million in capital. He noted that $11 million is needed for roads. He stated he has questions regarding the MECC and the maintenance costs. He asked if the Town is breaking even on its rental property. Ms. Robinson reviewed the agreement that pays rent for the space, about $53,000, and a second agreement that pays for the custodial services, about $39,000. She stated they were covering their costs to provide those services. Mr. Wider asked if there was any duplication of staff between the Town and the MECC. Ms. Robinson stated there is no duplication. Mr. Matt Haffner, Facilities Director, stated the

MECC lease agreement is done by square footage; it has been more than covering its costs. He discussed the shared custodian with the school and other maintenance costs. Ms. Robinson said custodians who are at the schools work specifically at the schools and are in the school budget. She stated that the Town's 1.5 custodians are spread across Town Hall, Library, COA, and Police Station. Part of that salary is paid by revenue from the MECC. They are projecting the MECC's budget will be less than last year. Ms. Van Tine asked if the MECC was going to be merging with Foxboro. Ms. Robinson said Foxboro is on track to open their own MECC with four towns.

Mr. Wider stated he is concerned about providing a 3.0 percent budget increase each year. He is preparing for the future. He stated that by using Free Cash, the Town will never get ahead. Ms. Robinson said it is important for the Town to deliver services people expect and trim where possible to be prepared for the future. She would like to see less Free Cash used to allow for more money for capital needs such as roads and roofs. Mr. Kalkut stated there has been a great effort done on the budget as there has never been an increase in the 2-percent range before. The upward trend is not continuing this year. Dr. Allardi, in response to questions, reviewed the potential enrollment increases. Ms. Van Tine noted that this year Wrentham is experiencing a larger school budget increase because they had positive enrollment versus Plainville and Norfolk which had negative enrollment. Ms. Robinson reviewed the King Philip and Norfolk Schools budgets. King Philip is at a 1.46 percent increase in their assessment; their overall increase is 3.49 percent. Norfolk Schools has a 4.4 percent increase. She stated she does not know how Norfolk's sister communities will vote on their assessments. Select Board members discussed the assessments for the regional districts.

Mr. Wider stated concern about the $50,000 for major maintenance in the Facilities budget; he does not think there should be a slush fund of $50,000. Mr. Haffner explained that it is not a slush fund. When unanticipated things happen, having the money available right away to attack the issue is important. He discussed that money in that account was used for the oil at the DPW, significant rot at the COA, and boiler issues. He said so far this year, he has used about $27,000; last year some of the money in the account was returned. It is an emergency fund for reacting to problems that the Town has to take care of. Ms. Van Tine discussed the $50,000 in the Facilities budget and noted that if the money is there when the unexpected happens, Mr. Haffner is able to handle it. She asked that if it were a lower amount, could Mr. Haffner shift around some line items. Mr. Haffner explained that he does shift around line items; he runs the department as conservatively as possible. However, there is always something unexpected that comes up. He stated that he cannot authorize work if there is not enough money available; he would then have to go to the Advisory Committee. He noted that any unused money is returned to Free Cash. Ms. Robinson stated there are many situations that cannot be anticipated as buildings are aging and things come up.

Ms. Van Tine discussed the amount the Town pays for retirees' health insurance going from 65 percent to 50 percent. She stated that she likes the 2.8 percent budget increase as it is lower than the 3.07 percent increase discussed in December. Mr. Kalkut stated that during the first year he was on the Select Board, he spent much time with Finance Director Todd Lindmark to learn about the budgets. This year he spoke with many citizens in the community to learn of their expectations for this budget. Some people are expecting taxes to go down; other people were accepting of higher taxes because they want to see all services funded. The Select Board's challenge is to find a middle ground. He stated appreciation for the work Ms. Robinson and Mr. Lindmark have done on the budget. He agreed with the 2.81 percent increase as it stops the upward trend but also keeps level services. Ms. Robinson said she will bring forward some additions and changes regarding the budget to the March 17, 2020 Select Board meeting.

School Superintendent Ingrid Allardi responded to concerns about the regional school and regional assessment. She explained she has been working with Superintendent Zinni at KP to share programming and resources which will help to reduce costs from both budgets.

Ms. Donna Jones, 64 North Street, asked about the financial arrangement of the three towns in the King Philip Schools regional district. Mr. Kalkut explained the required local contribution and discussed that each town's assessment is based on many factors. He stated that the vote of two of the three districts is accepted. He noted the upcoming joint meeting with the Select Boards from Plainville and Wrentham.

Mr. Kalkut stated that the last piece of the budget discussion is what to advise Ms. Robinson and Mr. Lindmark. Mr. Wider said if 2 to 3 percent is added each year, he does not see that they will be able to get to the capital items. He stated that if the Town wants $50 million in capital items and $11 million in roads over the next 10 years, the budget has to be cut somewhere and Free Cash cannot continue to be used. The only way to do that is to not increase the budget 2.5 to 3.0 percent every year; a level-funded budget should be looked at. He stated that the schools have already done their level-funded budget. Mr. Kalkut asked about the initial requests of the departments and how many departments were requesting more than 3 percent. Ms. Robinson stated the Fire Department requested more because of the two new positions that were grant funded and the collective bargaining agreement. She noted that ambulance revenue will help to sustain that gap. Mr. Kalkut said it seems like Ms. Robinson has been given direction. They can return to this discussion at the March 17, 2020 meeting at which time Ms. Robinson can provide final information to the Select Board. Ms. Robinson recommended this item be tabled to the March 17, 2020 meeting. She will tell the Advisory Committee that the Select Board has given direction, but not voted on it.

<u>Please vote on the Board's intention to lay out Nichols Way for acceptance at the May 12th Town Meeting</u>

Ms. Robinson stated that this street is part of a nine-unit open space subdivision off Holbrook Street built by Mr. Tom DiPlacido. The street is complete to the Town's standard, and thus ready to be considered for acceptance. In order to do so at the spring Town Meeting, the Select Board needs to vote its intent to lay out the street, and then refer the street to the Planning Board so they can review the information and provide the Select Board with a report on this within 45 days. In order to comply with the provisions of Chapter 82 of the Massachusetts General Laws, and to provide for a full and proper public discourse on this matter, the Select Board also votes that notice of this intention be served upon the owners of the lands that will be acquired for this purpose, and on abutters thereto. This notice shall state the intentions of the Select Board, and announce that the Select Board will meet on April 21, 2020 in the Norfolk Town Hall to hear all persons interested in the laying out of these Town ways. Further, the Select Board votes in accordance with Chapter 82 of the Massachusetts General Laws to forward Nichols Way to the Norfolk Planning Board for a recommendation on street acceptance.

A motion was made by Mr. Kalkut to move that the Board vote on the request of Tom DiPlacido; its intent to lay out Nichols Way as a public way. It is the opinion of the Select Board that common convenience and necessity require the laying out of a public way in this location. It was seconded by Mr. Wider, and so voted. All were in favor.

<u>Please consider exercising the Town of Norfolk's right of first refusal to purchase a property located at 75 Cleveland Street</u>

Mr. John Owens and Ms. Nancy Owens, perspective buyers of the property, addressed the Select Board. Mr. Owens stated they wanted to put two houses on the property; one house would be for his daughter. He requested the Select Board let them know as quickly as possible if the Town was going to buy the property so they can plan accordingly. Mr. Kalkut said the other boards and committees will review this. Ms. Owens questioned that as the CPC already voted, how can they go back and vote again. She said she would be willing to donate the house to the Historical Commission. She stated that the house is 200 years old, but it is not on the Historical Register. She stated that she was under the impression that all the other committees were in agreement about the property. Ms. Robinson said she will inquire to determine if the Historical Commission and the CPC can have their meetings before the next Select Board meeting scheduled for March 17, 2020. Mr. Kalkut confirmed the Select Board will target the March 17, 2020 meeting to consider this item again.

A motion was made by Mr. Kalkut that the Select Board TABLE the vote to waive the Town's right to notice of sale and waive the Town's right of first refusal to purchase 18.54 acres of land at 75 Cleveland Street pursuant to Massachusetts G.L. 61. to the Select Board meeting on March 17, 2020, or at the latest on April 7, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider an appointment to the Board of Registrars
Ms. Robinson stated that in January her office sent a letter to the Democratic Town Committee Chair notifying him that there is a vacancy on the Board of Registrars that needs to be filled and asking for three names from which the Select Board could appoint. An email was received back from Mr. David Rosenberg indicating that the Committee voted to nominate him for another term. They did not supply any other names. She recommended Mr. Rosenberg be appointed.

A motion was made by Mr. Kalkut that the Board appoint Mr. David Rosenberg to the Board of Registrars for a three-year term beginning April 1, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider approving a request from the Federated Church of Norfolk to use the Gazebo on Town Hill on Easter Sunday, April 12, 2020, for their annual sunrise service from 5:30 to 7:00 a.m.
Ms. Robinson stated that as they have done for a number of years, the Federated Church has requested that the Select Board approve the use of the gazebo on Town Hill to hold their Easter sunrise services. There have been no issues with the service in past years; she recommended that the Select Board approve the request again this year. She stated the Federated Church has been alerted to the policy regarding the refundable security deposit.

A motion was made by Mr. Kalkut that the Board approve a request by the Federated Church to utilize the gazebo on Town Hill on Sunday, April 12th from 5:30 a.m. – 7:00 a.m. to hold their annual Easter Sunday services. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider appointing Judith Lizardi as a Records Access Officer to replace Anthony Turi
Ms. Robinson stated that effective February 24, 2020, Anthony Turi submitted his resignation from performing the duties of Records Access Officer (RAO) for the Town. The Town must designate one or more RAO's to coordinate the Town's response to requests for records, and to assist individuals who seek records in identifying what they are looking for. She recommended that the Select Board appoint Judith Lizardi, an Executive Assistant in her office, to replace Mr. Turi in this role. She will be supported by Scott Bragdon and Ms. Robinson as she goes into this role. She would join the Police and Fire Chiefs who are the other two RAO's designated by the Select Board. She stated that in Ms. Lizardi's short tenure with the Town, she has shown exemplary skills in the area of coordinating

information, and attention to detail and follow up that are important skills in this area. Ms. Robinson stated that in order for Ms. Lizardi to perform the work, she proposes to increase Ms. Lizardi's hours by up to ten per week, and correspondingly will reduce Mr. Turi's hours by the same amount. There will be no additional costs to the Town. She stated that should this request be approved, a year-end transfer near the end of the fiscal year to transfer funds from the Town Clerk's budget salary line to the Select Board Office will be sought. The transition will start next week.

Mr. Kalkut stated this is a thankless job. He thanked Mr. Turi for the incredible job he did as RAO. Ms. Van Tine asked if the job was posted. Ms. Robinson stated it was not posted as generally everyone else was already working full time.

A motion was made by Mr. Kalkut that the Board appoint Ms. Judith Lizardi as Records Access Officer to replace Mr. Anthony Turi. It was seconded by Mr. Wider, and so voted. All were in favor.

Discussion Items

Please discuss a draft of the warrant for the Annual Town Meeting
Ms. Robinson stated that included in the Select Board's meeting packet is a first draft of the warrant for the Annual Town Meeting. There are 29 articles proposed that are comprised of the typical articles required for the Town to conduct its business along with several articles to make changes to sections of the zoning bylaws, the establishment of a school special education reserve fund, and a citizen petition to change the requirements to be appointed by the Advisory Committee. She reviewed Article 10 which is a request by the School Committee for the Town to establish a Special Education Reserve Fund to be utilized in the upcoming years for unanticipated or unbudgeted special education costs, including out-of-district tuition or transportation. She pointed out that the Water and Wastewater Enterprise Fund articles are being structured differently than done in the past. She recommended the Town use the model preferred by the State Department of Revenue to pass the budgets as it provides more information to voters before they come to Town Meeting about what is in the budget. She reviewed that Article 12 which is a request by the Town Government Study Committee that obligates the Town to mail all Town Meeting Warrants. This has been a conversation in the past; this would change the Town bylaws to require they be mailed for both Town Meetings. She stated that the Advisory Committee indicated that based on the cost of mailing a postcard, mailing the Warrant would be affordable. She stated that Articles 19 through 28 are Planning Board related. She reviewed Article 29 which is a citizen's petition that was received requiring Advisory Committee appointees have a financial background. She noted the citizens' petition has not yet been reviewed by Town Counsel. The required signatures were obtained to bring it forward on the Warrant. Ms. Van Tine opined that the Advisory Committee is appointed by the Moderator; the Moderator will determine the members to appoint.

Ms. Robinson requested feedback from the Select Board as to the order of the Warrant and asked if Select Board members had any questions about the articles. Select Board members had no questions or comments. Ms. Robinson said she would send the Warrant to Town Counsel.

Please discuss the formation of a Building Committee for the repair or replacement of the Fire Station
Ms. Robinson reviewed that this item has been placed on the agenda so that the Select Board can consider the formation of a building committee for the fire station. While the timing of the replacement or major repair of the building has not been identified, it needs to be addressed how to properly house the staff now that two new firefighter/paramedics have been hired as a result of the SAFER grant. She discussed that the existing mobile trailer was acquired approximately 15 years ago

and was intended to be a short-term solution to locate staff who could not be housed in the station itself. The employees work 24-hour shifts, so the trailer functions not only as an office space, but also accommodates sleeping quarters for three persons, a kitchen for meal preparation, and lockers for personal gear. This set up has worked well for as long as the staffing was such that there have not been more than three persons working on overnight shifts. When the former Chief applied for the SAFER grant, the project budget and timing were planned so that once the Police Station was completed, the Fire Station would follow shortly thereafter, and there would be a short window between the timing of the new positions if the grant was won, and sufficient space in a temporary or permanent building to house them. The grant was awarded and those two persons have been hired, so there are regularly four persons working 24 hours/day. However, a path forward to fund the building project has not been identified. The current trailer is inadequate for this many people to work in on more than a temporary basis. Staff has been working to identify how to rectify this matter and is looking at two options which are either to purchase a larger trailer or to modify the interior of the existing building. The decision is leaning towards the trailer purchase, as it is believed it will be the most cost effective for the Town long term, especially as it will likely allow the department to stay on site throughout the eventual construction at far lower cost than relocating to DPW which had originally been envisioned. For these reasons, this agenda item is meant to give the Select Board the opportunity to discuss whether to form a committee whose first task would be to review this matter and make a recommendation to the Select Board, or if the Select Board would prefer to hold off on the formation of a committee, and decide based directly on staff's proposal. A copy of the relevant section of the Town's General Bylaws regarding building committees has been provide in the Select Board's meeting packet. She recommended if the Select Board wishes to move forward, an announcement be made to invite residents to submit an application to be considered.

Mr. Kalkut stated it seems like putting together a building committee would be a great way to get engaged individuals and professionals involved to assess the needs. Mr. Wider and Ms. Van Tine agreed. Ms. Robinson asked what types of backgrounds the Select Board would be interested in the potential committee members having, such as architectural, engineering, facilities backgrounds, and fire chiefs. Mr. Kalkut stated he would leave this open to all the backgrounds that Ms. Robinson mentioned. Ms. Robinson said she would bring this item back for further discussion after some resumes are received.

<u>Please discuss the adoption of a Code of Conduct</u>
Ms. Robinson stated that included in the Select Board's meeting packet is a draft policy for consideration to implement a code of conduct. The purpose of the code is to set standards for how the Select Board conducts itself with regard to the public, fellow boards and members, the Town Administrator, and other staff. It is not meant to be imposed on any other board or committee. Included, but separate, is a code of conduct for visitors. This document is intended to set standards for how visitors to Town Hall and other public buildings conduct themselves. She noted that several other communities have adopted a visitors' code of conduct.

Select Board members agreed that Section IV of the proposed code of conduct be removed as it pertains to the Town Clerk. As well, the uppercase letters used in the proposed visitors' code of conduct should be made lowercase. Ms. Van Tine expressed concern as to what is meant by harassing conduct and suggested that wording and other language be tighten and clarified. She questioned what was meant by giving the Town Administrator full responsibility for discharging their disposition and/or solutions. Ms. Robinson said that if there is a decision about the way to solve something, the Town Administrator has the full authority to implement that solution. Mr. Wider expressed concern regarding the section in the proposed code of conduct relating to the conduct of

the Select Board in relation to the Town Administrator. He noted that the Select Board and visitors are being asked to have codes of conduct; he asked if there was an employee code of conduct. Select Board members discussed policies currently in place with regard to anti-bullying and the possibility of having a general harassment policy. Ms. Robinson said this item was on the agenda for discussion. She requested Select Board members let her know if they have any additional comments.

Please discuss a policy to publish correspondence received by the Board on the Board's website page
Mr. Kalkut stated that when the Select Board went through the budget discussions, one of the items that stuck out was when the Town Clerk discussed the Records Access Officer and said the Assistant Town Clerk spends 10 to 15 hours per week dedicated to the RAO function. Mr. Kalkut stated that there seems to be an opportunity to bridge some of the gaps for what people are looking for in terms of transparency, as well as take some of the strain off the RAO in terms of getting some of the communications that are coming into the Select Board onto the website for public consumption. He stated that this is not going to make a large dent into the new RAO's workload, but given some of the public comment periods that the Select Board has heard, it would be a benefit to the community to highlight some of the types of messages that are coming in, including questions and general correspondence, so people would be able to reference them in an easier fashion. He asked the Select Board if they felt this was as worthwhile an endeavor with as much benefit as he did. Mr. Wider asked who would decide what goes on the website and what does not. Mr. Kalkut stated that his proposal is that it would fall onto the Select Board Clerk. Ms. Van Tine stated that was acceptable. Mr. Kalkut stated that everything that comes into the Select Board is public record. He suggested that anything that comes to the Select Board that would be of interest or benefit to the community at large should be posted on the website for people to have access to; this would add another level of transparency. Ms. Van Tine stated she would post all correspondence and emails including concerns, observations, and attacks on the Select Board. Discussion commenced about the content to put on the website. Select Board members informally agreed that it would include townspeople's emails, concerns, observations, and correspondence to the Select Board and that this is a good initiative to try out. Ms. Robinson noted the Select Board would need to decide what the webpage would look like.

Report of Warrants

Please consider approval of the following warrants:

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

- 2/14/2020 16P20 and 16PS20 $819,810.94
- 2/18/2020 34V20 $198,731.06
- 2/18/2020 34VS20 $110,793.59

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

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

- 2/25/2020 35V20 $165,608.10

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

Approve Minutes

Please consider approval of the minutes

A motion was made by Ms. Van Tine that the Board approve the minutes of the January 28, February 4, 8 and 18, 2020 regular meeting minutes. It was seconded by Mr. Wider, and so voted. All were in favor.

Ms. Anne Marie Battistone asked where the information discussed during the Community Office Hours held monthly by Select Board members will be posted. Mr. Kalkut stated those meetings are not documented as there is only one Select Board member present; it is not an open meeting.

At 9:59 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, March 17, 2020, at 6:30 p.m.

This is a true and accurate report of the Select Board's meeting of March 5, 2020.

CiCi Van Tine, Clerk