

Norfolk Select Board's Open Session Meeting Minutes March 17, 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 6:40 p.m.

The public was advised in the meeting agenda that they may submit questions or public comments remotely to the Select Board using a Zoom link.

Executive Session

A. Executive Session 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 WasteWater Treatment Plant, insofar as an open meeting may have a detrimental effect on the litigation position of the public body

At 6:40 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 WasteWater Treatment Plant, 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, Finance Director Todd Lindmark, 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 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.

B. Executive Session under M.G.L. c.30A, §21(a)(7) to review and approve Executive Session Minutes

At 7:09 p.m. a motion was made by Mr. Kalkut to move that the Board enter into executive session under M.G.L. c.30A, §21(A)(7) to comply with the general laws for the purpose of review and approval of Executive Session minutes and whether those minutes should be released in open session and invite Blythe Robinson and Judith Lizardi to participate. 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 7:13 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 7:20 p.m. He announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance. He announced the Select Board is

trialing a new service tonight to allow residents who want to join and participate in the meeting the ability to do so remotely through a Remote Access Zoom Virtual Meeting link which has been posted and provided to the public. Residents can log into the Zoom meeting room, watch the meeting remotely, and ask questions or post comments within the Zoom meeting chat boxes so the questions/comments can be addressed during the meeting if they are appropriate.

Ms. Robinson reviewed the agenda.

Public Comment

Ms. Robinson stated that she did not receive any public comment emails for this meeting.

Mr. David Rosenberg, 123 North Street, commented on remote participation, DPW's solid waste proposal, and municipal aggregation of electric rates. He stated that there is only one reason for remote participation which is that it is unreasonably difficult to attend the meeting; he suggested that it not be a requirement to complete a form in advance stating that a member cannot attend a meeting. He stated that the DPW's proposal to remove the sticker requirement for trash bags unfairly disadvantages people who do not have compacters. He stated that municipal aggregation of electric rates is not for the electricity the Town uses, but for the electricity the residents use. It is an arrangement whereby towns get together to negotiate a more favorable rate. Any resident who did not want to be part of it could opt out. He discussed green municipal aggregation which increases the amount of renewal energy used to generate the electricity. He stated that in order for the Town to proceed with this, the Town would need to pass a Warrant article. He stated that from his conversations with Mr. Andy Bakinowski, he does not think the Energy Committee is prepared to move on this; however, the Select Board could put this item on the Warrant. He stated he supports green municipal aggregation.

Continued Public Hearing – FY21 Water Rates

Ms. Robinson stated that included in the Select Board's meeting packet is information about water rates for FY21 and presentation materials from the Interim DPW Director Barry Lariviere discussed at the February 18, 2020 Select Board meeting. No comments or concerns from the public have been received by the Town Administrator's office as a result of that meeting. This item is on the agenda so the Select Board can complete the public hearing before taking a vote on the rates for next year. She noted that there were only two Select Board members in attendance at the February 18, 2020 meeting; therefore, the public hearing was continued to tonight.

Mr. Wider asked if there were any provisions for a discount on the water rate for seniors. Mr. Lariviere said residents having low water usage would be in a lower rate tier, so they would be paying less. There is currently no discounted rate specifically for seniors; this could be something to look at in the future. Mr. Wider said this is something that should be considered for the future.

A motion was made by Mr. Wider to close the public hearing for the FY21 water rates as proposed. It was seconded by Mr. Kalkut, and so voted. All were in favor.

Action Items

Please Consider Approval of the FY 21 Water Rates

A motion was made by Mr. Kalkut that the Board approve water rates for FY21 as follows: The Annual Service Charge will increase for all size meters by 17 percent; the Metered Water rates will increase from FY20 to FY21 as listed in the agenda, and a Capital Improvement fee of \$1.41 per

1,000 gallons will be charged for the new well site. It was seconded by Mr. Wider, and so voted. All were in favor.

COVID-19 Announcement and Updates

Mr. Kalkut read from Ms. Robinson's six-page document titled COVID-19 – March 17, 2020, posted on the Town's website regarding a COVID-19 announcement and updates including that all Town buildings in Norfolk will be closed to the public effective Wednesday, March 18, 2020, until further notice. The public is requested to use the online resources for payments and to contact the Town via email and telephone.

Ms. Van Tine discussed that information on the Small Business Recovery Loan Fund, latest testing capabilities, numbers of confirmed positive COVID-19 cases, proposed legislation regarding moving elections and absentee ballot capabilities, unemployment benefits, aid being released to cities and towns, proposed legislation regarding postponement of town meetings and use of budget funds, and other important issues related to COVID-19 can be found on State Representative Shawn Dooley's Facebook page. She encouraged people to contact Rep. Dooley via his Facebook page or email with any questions. Ms. Robinson stated the Town Clerk is requesting the Select Board sign the Election Warrant for the May 5, 2020 Town Election so the ballots can be utilized as planned. She discussed the possible postponement of the dates of both the Town Election and Town Meeting. She encouraged residents to read the COVID-19 – March 17, 2020, document posted on the Town's website as it provides important information. She stated that staff is working both remotely and at Town Hall; remote meetings may be held, as well. Mr. Kalkut read a public comment message from Ms. Donna Jones, 64 North Street, who asked if the Blackboard Connect software for citizen alert reverse 911 announcements has been used. Ms. Robinson stated the Board of Health has provided announcements via email; the Blackboard Connect system has not yet been used. She reviewed the procedure to sign up for citizen alerts. Mr. Kalkut stated that if anyone has questions, comments, or concerns, please send them to the Select Board.

Discussion Items

Please Discuss Revisions Transfer Station Fees and Charges

Ms. Robinson stated that for several years the Transfer Station has not been meeting the revenue projections included in the budget. The deficit has been increasing over time largely due to a decline in the recycling market and the fact that costs to run the station increase each year, but rates have not been adjusted since 2012. Included in the Select Board's meeting packet is a PowerPoint presentation by both Mr. Lariviere and Highway Superintendent Blair Crane on their recommendations to adjust fees and offerings at the station to close this gap. Even with this, it is recommended that revenue be reduced in FY21 from \$325K to \$300K. At this time, approval of these changes is not being sought, but direction from the Select Board is requested on whether these changes would be acceptable or not. If these increases are too aggressive, changes will impact our revenue projections, and conversely, if the Select Board thinks they should be higher, that will also impact projections. There is no decision to be made tonight; this is only a discussion.

Mr. Lariviere narrated the PowerPoint presentation. He stated he would be discussing the Solid Waste Division, proposed fee and operational changes, and Pay As You Throw (PAYT) bag stickers versus trash bags. He stated that the Solid Waste Division is partially self-supporting through various fees from collections, recyclables and drop-offs that are submitted to the Town to offset annual costs for operation and debt service. The current fee schedule and returns on collections are not sufficient enough for the division to be self-supporting. The goal is to enhance the level of service provided to

residents while creating a more self-sustaining facility and division. He provided a review of general information and budget and revenue history. His review included that there are three full-time staff, two part-time staff, fees have not been raised in eight years, the recycling market is in decline, revenues have been in decline, 1,100 out of 3,100 households in Norfolk utilize the Transfer Station, local contractor curbside pickup rates are \$408 to \$504 per year, the proposed FY21 solid waste budget is \$433,459, and the proposed revenue budget is \$310,000. He stated that recycling makes up a portion of revenue. He stated that an in-depth look into the fees, processes, and operations that currently exist at the Transfer Station and in the Solid Waste Division was conducted. The proposed changes will not only streamline operations, but will also increase revenues. He discussed the proposed fee changes and operational changes for decals, materials, and recycling/container rentals. The analysis of current fees, processes and operations lead to the realization that the current PAYT program using bag stickers was not achieving its full revenue potential. Based on analysis and discussions with other municipalities, he stated the recommendation is to change the current PAYT program from bag stickers to trash bags. He reviewed details of both the current system and the proposed trash bag system while noting that the proposed system is easier to enforce. He recommended using WasteZero for reasons including that they are used by 90 percent of municipalities in Massachusetts, are on the state bid list, prices are locked in for three years, there are no bag storage issues, they work directly with stores/vendors (the Town would be considered a vendor), they receive, fulfill, and track all orders coming from designated retail outlets, assume the risks associated with getting product safely to retail outlets, handle billing, accounts receivable, and bookkeeping, and handle all inventory tracking, storage, and associated logistics. He provided a PAYT bag stickers and trash bags revenue comparison. For both decal fees and bag stickers, the FY19 revenue is \$129,516; for decal fees, bags, and material sales, the FY21 projected revenue is \$191,725. The projected revenue increase is \$60,909.

Select Board members asked questions and discussed the proposed benefits. Mr. Lariviere confirmed there were 3,100 households in Norfolk; currently, 1,100 participate in the Transfer Station. He reviewed the pricing for materials and explained the trash disposal tipping fee of \$85. Mr. Crane stated he went through this type of Transfer Station change at another community. He stated that this change could be implemented in the next few months. He stated that the essential problem is volume versus weight. As such, the majority of towns have gone this same route, and he thinks this is a proven method to close the gap in revenue. He explained that the bags are engineered so they cannot hold more than 40 lbs. before the bottom falls out. Residents are putting more weight into the bags that they choose to use. Also, colored bags make it easier for staff to know that it is an acceptable bag. Ms. Robinson explained that they want to make the materials service cost effective so residents would use the Town rather than a contractor. Mr. Kalkut stated this analysis was approached correctly; however, he would like a competitive analysis done. Mr. Lariviere stated that was done, but there are not many towns in this area that have a transfer station and the bag program. Mr. Crane stated that with the recycling market continuing to decline, revenues will be impacted. Ms. Robinson discussed that the budgeted revenue was \$325,000, but it was lowered to \$300,000 for FY21. She asked the Select Board if they think this is heading in the right direction. Mr. Wider stated that he thinks the loss will be much larger. Ms. Robinson stated that they do not want to make it so expensive that residents do not want to use it. Mr. Wider questioned what if the trash service was removed as only one-third of residents are using it and only the other services were provided. Mr. Lariviere stated the trend is that more residents are using the Town's trash service as private companies are raising their fees. Mr. Wider suggested the trash services should be cut. Ms. Robinson said she would be hesitant to stop trash service immediately for July. Ms. Van Tine asked for a breakdown of the trash expense and recyclable expense. Ms. Robinson stated that in order to get this program up and running, the Select Board's approval would be requested at their April 7,

2020, meeting. She asked Select Board members to get back to her with any additional questions so a comprehensive package with revised information can be presented at the April 7th meeting.

Please Discuss Revisions to the Insurance Premium Cost Share for Retiree Health Insurance

Ms. Robinson discussed how much the Town contributes to the health insurance premium share for retired employees. Since at least 2017, the Town has contributed 65 percent of the cost of retiree health premiums, the same as it pays for current employees. State law requires that for all Towns that accepted the law to offer retiree health (which Norfolk did decades ago) pay a minimum of 50 percent of those premiums for all persons who are pension eligible when they retire. Further, the spouses or partners of those employees are also eligible for coverage at the same limits, all throughout their lifetime. The Town has the ability to change this percentage and reduce it to a lower amount to a minimum of 50 percent. In the FY21 budget, it has been identified that the cost savings to the Town would be \$120,000 based upon current policy costs and the 137 persons enrolled. She stated that the Town pays for all of these insured in the annual operating budget as the Town has not set aside sufficient funds in the OPEB trust from which to pay premiums. There are arguments both for and against making such a change. For the Town, it will have a significant impact on each annual budget, as well as the Town's overall OPEB liability as the actuarial valuation is in part calculated on how much the Town contributes. For retirees, an increase in the amount they pay may have an impact on their personal finances, as they likely made their retirement decisions at least in part on how much this cost would be. She reviewed the spreadsheet that shows the 137 employees and/or their spouses currently on plans, and the monthly and annual impact to them if this change is made. She reviewed a survey of other communities which indicates that over half are at the 50/50 split. The Select Board has options as to how much of a change to make: reduce the percentage from 65 percent to 50 percent for all current and future retirees, reduce the percentage to something between 65 percent and 50 percent, or set different rates for persons already retired and those who have not retired yet. She stated that a decision by the Select Board is not requested at this time, but a decision will need to be made prior to June 30, 2020 to implement for FY21.

Ms. Van Tine expressed concern for people who went into retirement knowing the Town was providing a set amount. She stated she would feel comfortable with this change for retirements going forward, but does not like the idea of this for those already retired. Mr. Kalkut stated he liked the comparative analysis. He noted that the towns closely related to Norfolk are all at 50 percent; Norfolk is at the upper end of the scale. However, he understands Ms. Van Tine's point. He struggles with the commitment made to people and changing that commitment after the fact. Mr. Wider asked who is an eligible retiree. Ms. Robinson said the Town has not been consistent with this and the policy should be tightened. Select Board members discussed the requirements and age for retirement and the impact of this change to current and future retirees. Ms. Robinson stated that the overall budget will need to be adjusted as this reduction in costs had been considered in the budget. Mr. Kalkut requested the data on the ages of the current 137 enrollees.

Action Items

Please Consider Determining the Amount of the FY21 Operating Budget to Propose to Town Meeting

Ms. Robinson stated that a revised version of the budget is included in the Select Board's meeting packet. The document shows that the increase overall from FY20 is now 2.33 percent. It has been reduced by .48 percent from the 2.81 percent which was supported by a majority of the Select Board last week. Also, in the meeting packet is the same spreadsheets received last week, now updated, along with the itemized list of changes made and a 14-year history of budget changes. She noted that this is one of the lower increases in that period, and well below the average of all of these years.

She recommended several revenue adjustments that have resulted in an increase of \$87,559. Reductions in expenses totaling \$209,915 are also proposed. She reviewed numerous changes and adjustments to the budget including, but not limited to, the following: changes in the retiree health insurance contribution level and fees charged for use of the transfer station, salary for a management level position in DPW has been removed, revised the amount available for the DPW Director in line with the Select Board's direction, added back \$20,000 in expenses believed to be critical to be able to retain services for inspections of roadwork given the amount of road repair planned in the next year, and the ability to witness the installation of new subdivision roads. She discussed elimination of the part-time IT Technician; this position is currently vacant which is why it has been eliminated. However, she expressed concern that it will impact the Town's ability to maintain multiple servers, support all departments, website updates, public records requests for information, and daily technical issues. She discussed that if it is found that other budget reductions can be made, she would restore it. The reliance on Free Cash has been further reduced by \$2,441 to balance the budget.

Mr. Lindmark discussed that some refunding on a current bond is being done which will save money over the life of the loan, this could provide savings of over \$200,000 over 10 years. He stated they are continuing to go forward with the BAN for the school roof and the roll off truck. Ms. Robinson stated that regarding the King Philip School Budget, the assessment has been set by the school committee at a 1.46 percent increase (overall increase of \$129,593). However, it is still unclear whether Norfolk's sister communities will fund their assessments and if neither of them does, it would lower Norfolk's assessment. Also, eligible employees will be notified later this month of their ability to take advantage of a health insurance opt out program; if some do, there would be a decrease in this budget. Overall, if all this were to go forward as designed now, there would be a 2.33 percent budget increase which is a reduction from the 2.81 percent increase presented to the Select Board last week.

Mr. Wider discussed the number of positions in the DPW Department. Ms. Robinson reviewed the changes and reallocations made to the DPW budget. Ms. Van Tine discussed the requirements for maintaining the Town's playing fields. Mr. Wider discussed distributing the RAO function to the department head level. Ms. Robinson stated concern about disseminating this function across many departments and making sure the Town is on top of the deadlines, requirements, requests, and appeals. Mr. Lindmark said that each town must have an identified and named RAO. Ms. Robinson discussed the reduction of the part-time IT position. She considered that if people opted out of the health insurance, she could add back in that position. She looked at outsourcing that position and the cost was much higher. Mr. Wider asked about using the library IT person to overlap. Ms. Robinson stated they could maybe help out at times. Mr. Wider said these are opportunities to look at going forward. Mr. Kalkut stated shared services and regionalizing is something that has been talked about. He confirmed Ms. Robinson needs to do a little more work on the insurance perspective, but generally speaking, the budget increase will be in the 2.33 percent to 2.8 percent range. Mr. Wider asked about the solar power generation in the facilities budget. Mr. Lindmark explained that the biggest increase is in the police station. Ms. Robinson said they could look for some small reductions in various departments and within the retiree insurance program. She wants to make sure it is attainable. She will contact the schools to see if there are any additional small adjustments that could be made.

Select Board members discussed potential unforeseen budget costs. Ms. Robinson said that money does not get spent without her and Mr. Lindmark's authorization and signature. Mr. Kalkut suggested the Select Board be provided with more regular updates of when and how money is being spent. Mr. Wider stated that the exercise for this budget year is yielding some good results. There is more work to be done moving forward, but the taxpayer appreciates that a deeper look was taken into the

budget. Mr. Kalkut confirmed they have agreed on a budget range of 2.33 percent to 2.81 percent increase. Ms. Robinson said she will provide additional information for the next Select Board meeting.

Please Consider Adopting a Remote Participation Policy

Ms. Robinson stated that this item was put on the agenda prior to Governor Baker's executive order of relaxation of the policy regulations. Mr. Kalkut stated he understood the relaxation of the policy was for those boards that had already adopted remote participation.

Mr. David Rosenberg, 123 North Street, stated that Governor Baker's directive is for everybody regardless of whether or not they had previously adopted remote participation; therefore, the Select Board does not currently need to adopt remote participation. Ms. Robinson recommended that the Select Board should work through this new normal and learn from it and then determine if they should make a permanent change. Mr. Kalkut suggested tabling this agenda item for now. Ms. Van Tine agreed. Select Board members informally agreed that they will not adopt a permanent policy regarding remote participation at this time; they will follow the direction from the state.

Please Consider Approval of a Contract with Stantec for Various Environmental Engineering Services

Ms. Robinson stated there are several tasks for which the Town requires the services of a consulting environmental engineer. For some number of years, the Town has contracted with Stantec Consulting Services for such works which include sampling the 19 groundwater monitoring wells on the Town's closed landfill, filing the Town's annual subsurface wastewater treatment system with the Massachusetts DEP, monitoring of the Town's catch basin cleanings, and developing a summary report and submitting it to the DEP. That contract was up for renewal in March of this year. Included in the Select Board's meeting packet is a copy of the proposed contract for this work and the scope of services to be performed. Heretofore, the Town has signed a contract provided by the consultant. This year a contract proposed by the Town has been negotiated which is believed to be more appropriate for the Town, and agreed to by Stantec. Staff recommends that the Board authorize the contract so that the necessary annual work can be completed. It is a one-year contract and can be extended for up to two more years, one year at a time.

A motion was made by Mr. Kalkut that the Board approve a contract with Stantec Consulting Services for various Environmental Engineering Services. It was seconded by Mr. Wider, and so voted. All were in favor.

Please Consider Approval of a Contract Extension with R. Kadesh Excavation for DPW Services

Ms. Robinson stated the Town executed a contract with this firm that began in 2018 for various construction services which was for one year with the option for two one-year extensions. One extension was granted for 2019. Included in the Select Board's meeting packet is a memo from the Interim DPW Director requesting that the Select Board authorize this last one-year extension. There are no changes in the prices for the work and the fees are the same. She recommended approval. She noted that they will go out to bid this year for future contracts.

Mr. Wider confirmed the prevailing wage schedule is in the contract.

A motion was made by Mr. Kalkut that the Board approve a contract extension with R. Kadesh Excavation for calendar year 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

Please Consider Exercising the Town of Norfolk's Right of First Refusal to Purchase a Property Located at 75 Cleveland Street

Ms. Robinson reviewed that at last week's meeting the Select Board took up this right of first refusal to purchase this property. The Select Board elected to table the item at the request of the Historical Commission Chair Betsy Pyne to further explore the funding to buy it and its future use. Since that time, the Historical Commission is no longer advocating for the Town to purchase the land. Ms. Pyne's email notes it is unlikely that the house would be eligible to be placed on the National Register, and it is also not likely a candidate for affordable housing. CPC Chair Cyndi Andrade's email confirms that the CPC would also not likely recommend that such funds be used. Based on this information, Ms. Robinson recommended the Town not exercise its right of first refusal and let the people who have put in a purchase and sale agreement purchase the property. She reviewed that the Town has 120 days from the date of notice to exercise the right to buy the land, and 90 days from the date of that decision to consummate the acquisition.

Mr. Wider questioned if the perspective owners could be asked about a possible easement to get to the Town-owned land that cannot otherwise be accessed. Ms. Robinson said she could ask the perspective owners.

A motion was made by Mr. Kalkut that the Board 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. It was seconded by Mr. Wider, and so voted. All were in favor.

Please Consider Appointing Elizabeth Whitney to the 150th Parade Committee

Ms. Robinson stated Ms. Elizabeth Whitney has submitted an application indicating her interest to serve on this committee; the committee currently has two members. Committee Co-Chair Paul Terrio has indicated by email that he would like to have Ms. Whitney as a member of this committee.

Mr. Kalkut noted that the Time Traveler's Dinner celebrating the Town's 150th anniversary is going to be postponed. Ms. Robinson stated that she received a request that the money not yet spent for this event be transferred to next year's budget. Mr. Wider said Ms. Whitney would be a great addition to the committee.

A motion was made by Mr. Kalkut that the Board appoint Ms. Elizabeth Whitney to the 150th Anniversary Parade Committee. It was seconded by Mr. Wider, and so voted. All were in favor.

Please Consider the Appointment of the Animal Inspector for a One-Year Period Effective May 1, 2020

Mr. Wider stated that he would recuse himself from the vote on this item.

Ms. Robinson stated that annually the Board must nominate a person to fulfill the role of animal inspector and report that name to the State for a one-year term. This position is currently filled by Mr. Wider. The appointment is from May 1, 2020 to April 20, 2021.

Mr. Wider said this function is for the barn inspections and explained the role of this position. He stated that as the animal inspector, he has never filed an expense item during the past 15 years he has been in the role. He receives approximately \$2,300 annually for the labor. Mr. Kalkut stated that he researched if a sitting Select Board member can also hold a paid position in Town. Town Counsel identified that there is not a specific instance that would preclude a Select Board member from serving in that position while sitting on the Select Board. Mr. Wider said he will complete the required ethics paperwork.

A motion was made by Mr. Kalkut that the Board appoint Mr. Christopher Wider as the Animal Inspector for a one-year term beginning May 1, 2020. It was seconded by Ms. Van Tine and so voted. All were in favor. (Mr. Wider did not vote as he had recused himself.)

Please Consider the Adoption of a Code of Conduct

Ms. Robinson stated that at the last meeting the Select Board discussed a draft policy which would govern its code of conduct. She stated the policy has been modified to reflect the comments made by the Select Board members at the March 17, 2020 meeting. A revised version of the code of conduct is included in the Select Board's meeting packet.

Ms. Van Tine questioned the meaning of language in various sections of the proposed code of conduct as outlined in the section regarding conduct of Select Board in relation to the Town Administrator; as well, some of the language is overly broad. Ms. Robinson explained the meaning of the language and noted that wording changes had been made on the draft policy to enhance clarity. She stated that the wording in question is for the Town Administrator to manage the organization and not have the Select Board members go around the Town Administrator. Ms. Van Tine stated the policy was a great start, but it needs some work. Mr. Wider suggested that there should be an employees' code of conduct that goes hand-in-hand with this.

Please Consider Approving a Request from the Norfolk Lions to Erect a Field of Flags on the Norfolk Town Hill from Sunday, May 17, to Saturday, May 30, 2020; Hold a Ceremony on Town Hill on Memorial Day, Monday, May 25, 2020, at Approximately 9:00 A.M.; and Place a Banner on Town Hill from May 18 To May 23, 2020.

Mr. Kalkut stated that all of this is pending the ability to hold the event given the COVID-19 situation. The Select Board will approve this now, with consideration that there may be delays.

A motion was made by Mr. Kalkut that the Board approve Norfolk Lions request to erect a Field of Flags on the Norfolk Town Hill from Sunday, May 17, to Saturday, May 30, 2020; hold a ceremony on Town Hill on Memorial Day, Monday, May 25, 2020, at approximately 9:00 a.m.; and place a banner on Town Hill from May 18 to May 23, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

Report of Warrants

Please consider approval of the following warrants:

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

- 2/28/2020 17P20 and 17PS20 \$776,828.24
- 3/03/2020 36V20 \$2,116,542.56
- 3/03/2020 36VS20 \$63,061.58
- 3/10/2020 37VSA20 \$1,675.00
- 3/10/2020 37V20 \$530,965.45

It was seconded by Ms. Van Tine, and so voted. All were in favor.

Approve Minutes

Please consider approval of the minutes

There were no minutes for approval.

Ms. Robinson stated that the March 18, 2020 joint Select Board meeting with Plainville and Wrentham was cancelled. It was determined the meeting would be rescheduled for March 24, 2020.

Mr. Kalkut said he received an online public comment asking for more clarification as to why Ms. Van Tine wanted to further clarify the language of the proposed code of conduct. Ms. Van Tine responded that she thought there were places that the language was too broad and there were opportunities to identify more clearly the intent.

Select Board members discussed how public comment would be handled at Select Board meetings going forward.

Ms. Robinson stated there have been many emails received regarding whether the Town needs to declare a state of emergency in order to get access to any federal funds. She noted that some towns are voting to declare a state of emergency to make sure they are covered. She stated that Town Counsel Peter Mello stated he did not think it was needed. She wanted to point this out as a possibility.

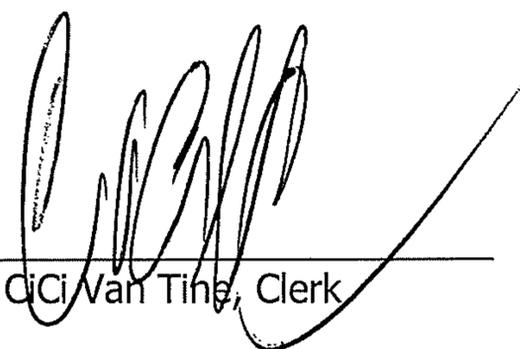
Mr. Kalkut stated local updates including links to COVID-19 information can be found in the banner at the top of the Town's website. He thanked all those who have banded together to assist those who need additional support during this time. He asked everyone to please consider local restaurants for ordering out and noted a list is posted on the website. He encouraged everyone to empathize with those for whom this situation poses a great impact from a physical, health, or financial perspective. He stated a Zoom link for each future meeting would be provided on the agenda.

Mr. Rosenberg provided suggestions regarding the code of conduct. He suggested the Select Board review the governor's executive order relaxing restrictions on remote participation.

At 10:00 p.m., a motion was made by Mr. Wider 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, April 7, 2020, at 7:00 p.m.

This is a true and accurate report of the Select Board's meeting of March 17, 2020.



Cici Van Tine, Clerk