

**Norfolk Select Board's Open Session Meeting Minutes  
April 21, 2020**

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

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

Mr. Kalkut called the Remote Access Zoom Virtual Meeting to order at 7:00 p.m. He announced this meeting is being both video and audio recorded. He read a statement regarding the Massachusetts State of Emergency and the associated state legislation allowing towns to hold remote access virtual meetings during the COVID-19 pandemic crisis. He reviewed that in accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the April 21, 2020, 7:00 p.m. public meeting of the Norfolk Select Board shall be physically closed to the public to avoid group congregation. Alternative public access to this meeting shall be done via Zoom online video conferencing. This application will allow users to view the meeting and provide comments during allocated windows as outlined in the Board's Public Comment Policy. He provided the Zoom Meeting link and the Zoom Meeting call-in number, as provided on the agenda. He stated that all supporting materials have been published to the website.

Ms. Robinson reviewed the agenda.

COVID-19 Updates

Ms. Robinson stated that she posted the latest COVID-19 information update to the Town's website today. There are currently 14 cases of COVID-19 in Norfolk; no new cases have been identified since last Thursday. Governor Baker signed an executive order to extend the closure of schools through the end of the school year and the closure of child care centers to the end of June. Later this week it is expected that the governor will update information regarding the stay-at-home advisory. There are no positive cases of any Town employees. She thanked all staff for doing a great job of continuing to provide services to the community and keeping the Town's business running as usual.

Public Comment

Mr. Edward Haddad, 138 Red Maple Run, asked how residents will get a school update. Ms. Robinson stated the School Committee can answer school questions as they have been working on plans related to the COVID-19 emergency.

Mr. Tony Centore, 118 Grey Birch Road, asked if the Town has heard from the state or federal governments about any expected budget shortfalls. He stated that he hopes this will not become a surtax to the Town. He asked how the Town was proceeding to conduct business as usual. For instance, the library is closed but are staff still working or are they idle? Should they be reassigned to assist other departments? Mr. Kalkut said these items will be addressed during the budget item on tonight's agenda.

Dr. Ingrid Allardi, Superintendent of Schools, discussed the extended school closures. Citizens should look at the school's website for all related information. The learning plans through the end of the year have been published as well as an outline of staff responsibilities. They are expecting additional guidance from the Department of Education; adjustments to the remote learning plan will be made based on that guidance.

## **Action Items**

Please consider ratifying the appointment of the Public Works Director as recommended by the Town Administrator and approve a contract for same

Ms. Robinson stated that after much consideration, she is recommending Mr. Blair Crane, Norfolk's current DPW Superintendent, to the position of Public Works Director because his background and experience make him the best candidate to lead this department into the future. She noted that both he and Mr. Barry Lariviere have strengths that are beneficial to the Town and that this has been a tough decision. Her reasons for choosing Mr. Crane include that he has held the role of DPW Director in another community, and he brings a wealth of experience to many of the responsibilities of the DPW including construction, budgeting, road work, transfer station operations, cemeteries, parks and grounds, personnel, and snow and ice operations. His strong leadership skills and management of people set him apart. As the DPW budget has been reduced for next year, it is important to have a director who has the ability to motivate and manage the workforce and at the same time work collaboratively with other departments and the public. She stated that she believes Mr. Crane has these qualities, and he has the background and experience to improve the operations of the department and service level to the community. She stated that included in the Select Board's meeting packet is the proposed contract for the position that would be effective April 27, 2020 through June 30, 2023. The proposed salary is well within the range discussed with the Select Board, and the benefits afforded to the position are on par with other non-union department heads. She pointed out that with the superintendent position eliminated from the FY21 budget, the new director will be assuming more responsibility for the day-to-day operations of the department than the previous director, including being on site and working during winter storm events.

Mr. Crane stated he is currently Norfolk's Superintendent of Highway, Grounds and Solid Waste. He was previously the Director of Public Works for a small town in the Berkshires which included working in many roles. He provided an overview of his background and explained why his experience is relevant to this job. He noted that there is no shortage of regulations and tasks that need to be done on a daily basis. He stated that his and Mr. Lariviere's skill sets are very complementary. He will be reviewing their skill sets along with other department members in reorganizing the department, assigning daily duties and tasks, and bringing the department forward. Mr. Kalkut asked where Mr. Crane's emphasis would be in the first few weeks. Mr. Crane stated that on day one he would work with Mr. Lariviere and look at the organization as a whole including the effects of COVID-19 on manpower and tasks and begin to create an organizational plan that fits each member best. There would not be a great change right away, but as the spring commences, he would continue to look at how COVID-19 has impacted the department; he noted there needs to be flexibility going forward.

Mr. Wider stated he never agreed to having a DPW director and a DPW assistant director while removing the supervisor position. He thought the DPW would have the director and supervisor positions, and the assistant director position would be eliminated for a savings of \$20,000. He stated that Mr. Lariviere did a great job as DPW interim director, and he would prefer Mr. Lariviere for the role of DPW Director. He stated that Mr. Lariviere has an engineering degree and Mr. Crane does not. Mr. Lariviere was under the tutelage of former DPW Director Bob McGhee for two years, and Mr. Crane has only been with the Town of Norfolk for a short time. He questioned why there needs to be a contract for three years. He stated that Mr. Lariviere was doing the job of DPW Interim Director for \$115,000; why is Mr. Crane being offered \$118,000 and being offered a vehicle. He understands a vehicle might be needed in the winter, but the days of vehicles for directors for commuting must end.

Mr. Kalkut stated that the Select Board discussed parameters for what they were looking for in filling this position. He does not remember discussing any specific DPW positions to be eliminated. Ms. Robinson stated it is her responsibility to determine the structure of the DPW; the Select Board requested fewer management positions and she complied. Mr. Lariviere has a degree in geography, not engineering. She stated that two candidate searches have already been conducted; this is a difficult position to fill. There is a lot of competition for candidates; having a contract is a way to offer a candidate a little protection. She stated that former DPW Director McGhee was not responsible for coming in for storms, whereas with fewer people in the department, the new director will need to. She stated the vehicle is for business not personal use.

Ms. Van Tine stated that Mr. Crane is an excellent choice; she fully supports this candidate and the work Ms. Robinson has done to secure the candidate. She believes it is her job to support the Town Administrator. Regarding the conversation about reducing top heaviness of Town staff, she does not know if the role they were going to eliminate was named, as long as there were not so many management roles. The difference in salary may need to be discussed during the budget item. She is less concerned about what titles they call themselves than if there is enough money in the budget to support them. She stated she has no problem with the contract, but has concern about the vehicle. She stated that former DPW Director McGhee did not have a contract. Ms. Robinson clarified that former DPW Director McGhee did have a contract.

Mr. Wider stated the supervisory position's salary was \$87,000. Mr. Lariviere received an increase to \$115,000 when taking over as interim director. If Mr. Lariviere was willing to do the job for \$115,000, why is the salary being increased to \$118,000 for Mr. Crane. He asked why this is not a performance-based one-year contract. It was recognized that the new director will have more responsibilities than in the past; therefore, the salary was established at \$118,000. The assistant director will also take on more work as there will no longer be a superintendent position; as such, the salary is \$92,000. She stated that she does not disagree that the Town should go with a performance-based system. However, putting a program in place for such evaluations will take time to establish.

Mr. Kalkut stated that he fully supports Ms. Robinson's selection of Mr. Crane as the DPW Director as she is responsible for the position. He is confident that Mr. Crane and Mr. Lariviere will make a great team and looks forward to them working in tandem to take the DPW to the next level. He stated that Ms. Robinson worked within the parameters the Select Board laid out for her, and she has eliminated one position. He stated that those were no vehicle expectations given to Ms. Robinson. Currently, the DPW is looking for leadership; he is not on board with delaying this contract. Ms. Van Tine said her concern is not just about mileage as there are other costs associated with Town vehicles. She requested her concern be noted and going forward that for any other contract she would need to see in advance a reason why a particular individual would need a car. Mr. Kalkut stated that the appointment of the position and the authorization of the contract have been put forth as a singular motion. He asked if the Select Board members would like to split this item into two separate motions. Mr. Wider stated that either way is acceptable. Ms. Van Tine said it would be her preference to bifurcate the motion. She stated that she is still voting yes, but the money for the vehicle is coming from someplace else in the budget because the Town has no money. Ms. Robinson said she does not have with her the list of employees who have take-home vehicles; however, those staff are all responsible to be on call 24/7. Fire, police, and emergency staff have to respond immediately as do DPW staff in public safety situations including snowstorms. She explained there are cases where employees come to work in their personal vehicle, but use a Town vehicle while doing their job. Ms. Van Tine said she understands certain roles including this one require the use of Town vehicles, but

noted that it is disingenuous to suggest that the cost to the Town is only the cost of the gas when it actually includes the purchase, maintenance, and eventual replacement of the vehicle.

A motion was made by Mr. Kalkut that the Board ratify the recommendation of the Town Administrator to appoint Blair Crane to the position of DPW Director and authorize a contract for the position as proposed. The second to the motion was not audible. A roll call vote was taken as follows: Mr. Wider – nay; Ms. Van Tine – aye; Mr. Kalkut – aye. Vote: Yes-2; No-1.

Please consider changing the premium cost share for retiree health insurance effective July 1, 2020  
Ms. Robinson stated this item is to ask the Select Board to reconsider a change in the premium cost share for both current and future retirees. Ms. Robinson reviewed the spreadsheet and options the Board could consider. If the Select Board reaches consensus on a 5 percent change for existing retirees, the reduction would bring the overall budget increase for FY21 to 2.33 percent, and it would also result in a \$1.8 million reduction in overall OPEB liability. Existing retirees will pay about \$16 more/month for the majority of people.

Mr. Kalkut said the Town must prepare for the future, and this is a way to be more efficient. He stated that originally, he was a proponent of this action and was prepared to reduce the benefit to 50 percent; however, after much review, he is now hesitant to even reduce the benefit to a 5 percent change. Ms. Van Tine stated she is concerned about such a jump for people who are already retired and planned to get the benefit amount they are receiving. She appreciates the work Ms. Robinson did on this item as a potential area for savings, but she does not think she is ready to vote in favor of this. However, she is mindful that being in a pandemic, this may be an item that has to be looked at in the future. She stated that she did not know there is an Insurance Advisory Committee; they should be given a chance to meet and discuss this. She stated she wants to go on record that she is not trying to protect any interest group; all these are hard choices. Mr. Wider stated his concerns include that the Insurance Advisory Committee was unaware of this, and this reduction would affect those who have already retired; he is not in favor of this. Mr. Kalkut said once the Town gets to the step of needed reactions to this crisis, this item may be considered as a two, three, or four-tiered item. However, he is not advocating to move forward with this item at this time.

Ms. Betsy Fijol, resident and Town employee, stated she is glad the Select Board is not ready to vote on this; it should not even be considered. To balance the budget on the backs of retirees is not correct. Mr. Edward Haddad, 138 Red Maple Run, stated it is not right to make cuts on the backs of retirees; they have earned what they have for retirement and expect and deserve it. However, looking at cuts for future retirees would be a valid conversation.

No motion was made.

Please consider the current status of the FY21 Operating Budget to recommend to the Annual Town Meeting

Ms. Robinson stated that the budget document included in the Select Board's meeting packet is the same version provided to the Select Board at the last meeting indicating a 2.43 percent increase. At that meeting, the Select Board indicated an interest in waiting an additional two weeks to see if there was new information to know what revenue losses to adjust for. That information has not come forth, and no indication has been received as to when it will. She stated that also in the Select Board's meeting packet is a memo outlining what is being done in the last quarter of FY20 to limit expenses, the revenue sources to monitor going forward, what revenue changes would trigger reductions in the FY21 budget, and the steps to be taken to reduce the budget as needed. Ms. Robinson described some

of the actions staff has taken related to the pandemic. She explained that state revenue is a concern as Norfolk relies on about \$4.5 million in state aid, and we are waiting to hear when the state is going to make decisions about revenue losses and reductions. It is not clear what funding will come from the federal budget which may help. Therefore, it is not known what decisions Norfolk has to make. She stated that with the emergency declaration, the Town is eligible for 75 percent of pandemic costs, and those costs are being tracked carefully. Discretionary spending has been shut down, and a hiring freeze has been instituted. She also reviewed steps taken by the schools.

Mr. Kalkut stated that the last time the Select Board spoke about this agenda item, they needed more information to bring the budget to Town Meeting scheduled for June 9, 2020. Based on the new school and day care closings, the Select Board may have to further review the Town Meeting date. He proposed options including if the Select Board were to move forward with June 9<sup>th</sup> date, they could vote on the current budget and make adjustments as needed after receiving state information, or at the June 9<sup>th</sup> Town Meeting they could vote on a rounded number reduction to reduce funding overall and at the Fall Town Meeting bring back what could be reestablished, or the date of Town Meeting could be pushed forward to allow more time to get additional information. Mr. Wider stated that the wait-and-see attitude does not make sense. He does not like an across-the-board cut. Every department should be asked what they can cut, and the results of a 10 percent and 15 percent cut should be known before Town Meeting. If the cuts are approved, they could be restored at the Fall Town Meeting if funds become available. He said the Library should be closed and the COA and library staff should be furloughed. He stated the Town has to move quickly. He does not want to ask departments in the fall to determine where cuts can be made; every department has to begin to look now. Mr. Kalkut asked for the Select Board's opinion of moving Town Meeting into FY21 and using 1/12 of the current budget per month. Mr. Wider said he is in favor if this helps departments put together reductions. Ms. Van Tine agreed with moving Town Meeting to FY21. She stated that a conservative estimate for the State is about 14.4 percent reduction which is about \$4 billion; there is a potential for things to be catastrophic. She stated she has been getting a flurry of emails from people who say cut now and from residents who say hold steady. She stated that Walpole is looking at a 10 percent budget reduction, and Plainville is looking at a 10 percent and 15 percent budget cut. She agreed with Mr. Wider that it cannot be an across-the-board cut. She stated there is going to be a huge reduction in real estate taxes, and the Town is probably not going to receive prison mitigation money. If there is no place to cut, then they can ask the people of the Town if they want an override.

Ms. Robinson addressed executing a 1/12 budget, which requires State approval. The Town can pay bills, but cannot increase spending. She agreed that if the emergency declaration is not lifted, or if residents do not feel safe coming to Town Meeting, moving the date may be best. To prepare a reduction plan she requested clarity regarding if there are any areas of Town government that the Select Board does not want cut. She noted that she and Mr. Lindmark will review the fixed costs and can then review the rest of the organization and the schools to determine where cuts can be made that are least impactful to residents. Mr. Wider said they should start looking at the cherry sheet numbers and that the fixed costs are already known. He stated that they should start discussions with the schools and unions now. Mr. Kalkut discussed a tiered approach to cuts. Ms. Robinson noted that due to retirements there are positions within departments that will not be filled. Local receipts will also be reviewed. She stated she wants to make a plan responsive to the Select Board's requests. Ms. Van Tine clarified her view that they need to look at the budget now; she thinks most people see the reality. She stated that the Select Board should let Ms. Robinson know what they do not want her to cut. Mr. Kalkut agreed and stated that using 1/12 of the budget month by month is a good approach. Mr. Wider said Ms. Robinson should assume 5 percent, 10 percent, 15 percent, and 20 percent cuts and tier the reductions. He requested the labor associated with the cuts be provided; if people are being cut, then

services are being cut. Mr. Kalkut clarified that the 5 percent, 10 percent, 15 percent, and 20 percent cuts are from the overall budget, not just state aid. He noted that \$2 million is a 5 percent reduction, and \$4 million is a 10 percent reduction. He stated that he also wants to research what surrounding towns are doing.

Mr. Edward Haddad, 138 Red Maple Run, stated that he does not like to hear anything about an override. He stated concern that no one mentioned the taxpayer. This is not just about Town workers; it is about seniors in Town, service providers, and business owners. Mr. Kalkut stated the entire conversation is centered around the residents and how to best serve them. He noted that if an override is something that the residents of the Town want and it is driven by the residents, it is not the Select Board's purview to say no. Superintendent of Schools Ingrid Allardi stated that with the current school closures, they are looking at ways to save. In conversations with colleagues, they are looking at 10 percent to 15 percent reduction in state aid which is about \$1 million. A 10 percent to 15 percent overall budget cut is much more. Mr. Kalkut stated that he is not ready to indicate a specific reduction percentage. Ms. Van Tine agreed. She said she does not like the idea of an override which is why the budget should be figured out now. Mr. Wider stated the reduction have to be 10 percent to 15 percent on the Town's overall budget. Ms. Jennifer Wynn, 3 Hemlock Lane, recommended that the Select Board determine a middle-ground reduction number for all departments to work with. Ms. Donna Jones, 64 North Street, said the Select Board, Ms. Robinson, and Mr. Lindmark spent a Saturday in February going over the budget. At that time, each department head explained what they asked for in the budget and why. This was very informative and everyone should review that meeting.

No motion was made.

Please consider authorizing a Professional Engineering Services Agreement for the Town Center Wastewater Master Plan Study

Ms. Robinson stated that earlier this year the Town was awarded a \$224,000 State Housing Choice grant to conduct a town center wastewater master plan study. This grant was awarded for the purpose of determining the capacity of the plant and options to support possible changes to the B-1 district the Town has been working on. The scope of work was put out to the market in a Request for Proposals, and Woodard and Curran were selected due to their expertise in this area, the fact that they already perform work in Town for the prison, and they have specialized experience operating a small package plant similar to Norfolk's. She stated that all supporting documentation is provided in the Select Board's meeting packet. She stated that staff recommends approval of this contract.

Mr. Wider asked why the contract indicates \$240,000 but the grant is for \$224,000. Town Planner Richard McCarthy stated that there was an incorrect number in the contract; the correct amount is \$224,000. The contract will be corrected. There is no money coming from the Town for this.

A motion was made by Mr. Kalkut that the Board approve a contract with Woodard & Curran to conduct the Town Center Wastewater Master Plan Study in the amount of \$224,000. 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.

Please consider approval of the request by the Cactus and Succulent Society of Massachusetts to hold a Cactus and Succulent Plant Sale on the Town Hill from 7 AM until 5 PM on Saturday, September 12, 2020.

Mr. Wider said this is a great event, and he hopes the event can be held in September.

A motion was made by Mr. Kalkut that the Board approve the request by the Cactus and Succulent Society of Massachusetts to hold a Cactus and Succulent Plant Sale on the Town Hill from 7 AM - 5 PM on Saturday, September 12, 2020. 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.

Please consider Proclaiming May 3-9 Children's Mental Health Week

Ms. Robinson stated that included in the Select Board's meeting packet is an email from the Parent/Professional Advocacy League who advocates for improved access to mental health services for children. They are asking the Town to proclaim the first full week of May as Children's Mental Health Week. A proclamation has been drafted that they sent for the Select Board's consideration. Lighting up a portion of Town Hill in green as they've suggested has been looked into, and while that can be done, colored lights to replace what is there would need to be procured.

Ms. Van Tine said she would not advocate for spending money on green lights. Mr. Wider and Mr. Kalkut stated proclaiming the first full week of May as Children's Mental Health Week was great.

A motion was made by Mr. Kalkut that the Board proclaim May 3 – 9, 2020 as Children's Mental Health Week in Norfolk and execute a proclamation for this purpose. 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.

**Discussion Items**

Please discuss the status of the budget for the construction of the Holbrook Street Wellfield

Ms. Robinson stated that included in the Select Board's meeting packet are two memos from Ryan Allgrove of Environmental Partners regarding the status of this project and the need to appropriate additional funding to ensure there is a sufficient contingency to complete this work. In summary, this project has taken far longer than was initially anticipated to complete, and at the time it was developed, no provisions were made for escalation in construction costs because it was anticipated to be done within a year. Now, two years later in 2020, it is known that escalation was worth approximately 8 percent in this time period, the requirements by DEP have changed in some ways, and some aspects of the project components have seen even higher increases. If bid today, the base bid is projected to come in for exactly the amount of funding that is remaining. Thus, it is recommended that the annual town meeting budget for the project be increased by \$173,000 in capital, and the source of funds for this be retained earnings. The goal will be to spend very little of these funds, but to have them on hand should they be needed either to execute a contract or address any unforeseen conditions that may result. She also noted the background memo on the steps and dollar amounts that the Town has spent in the last five years to develop this water source. Joining the meeting virtually is Ms. Ann Marie Petricca, hydrologist, and Mr. Ryan Allgrove, project engineer, both of Environmental Partners to update the Select Board on the status of the project, the budget, and what is requested at the Annual Town Meeting.

Mr. Allgrove stated that in 2018 the project was budgeted before preliminary design. It was not planned that the project would take as long as it did to permit. They have gotten through the regulatory hurdles and are waiting for the last permit on the pump station. They are ready to go out to bid in the next few weeks. He stated a third party did a cost review. He stated that they need to have some contingency in the construction phase. He referenced his two memos and explained that as much as possible was cut from the design. The wellfield is a long-term investment for the Town. Ms. Petricca stated that the Town needs a redundant wellfield, and DEP agrees that the Town could use another wellfield. It has been a long permitting process and there were hurdles in dealing with the Charles

River Watershed. However, the benefits for the Town for the wellfield are great. Mr. Wider stated the Town has a history of large overruns due to things that were missed. He asked if it can be built as designed for the cost indicated. Mr. Allgrove said they have a rigorous quality control program before a job goes out to bid. DEP reviews this as well and he is confident they did not miss anything required by DEP. Mr. Allgrove said the typical contingency target for this type of project is 10 percent; the current funding contingency is about 1 percent.

Please discuss a draft of the annual town meeting warrant

Ms. Robinson stated that included in the Select Board's meeting packet, in anticipation of Town Meeting being conducted on June 9<sup>th</sup>, is an updated version of the warrant which has been reviewed by Town Counsel. The warrant has been shortened by seven articles and now totals 22 items. The items removed were zoning articles submitted by the Planning Board in anticipation of development at the former Southwood Hospital. While discussions about that project continue, the Planning Board voted this week to withdraw those articles. There is a new article that has been proposed by the CPC but is not included in this warrant. The CPC met last week and voted to support an item to transfer \$50,000 in affordable housing funds for a rental assistance program to be managed by the Affordable Housing Trust. This is an allowed expense as a result of the COVID-19 pandemic. Town Counsel is reviewing this article. She stated that she anticipates asking the Select Board to open the warrant to add this article at the May 5<sup>th</sup> Select Board meeting.

Mr. Wider asked if it would make sense for the CPC to put a halt on the 1 percent that comes from taxpayers for one year. Ms. Robinson said Ms. Cynthia Andrade, CPC Chair, would want to bring that to the committee to be looked into. Mr. Kalkut said there will be upcoming discussions about the date of Town Meeting; the order for articles does not need to be identified at this time.

Please discuss expansion of the Metacomet Emergency Communications Center

Ms. Robinson stated that as she has mentioned at recent Select Board meetings, the MECC has been approached by the Towns of Mendon and Millville, as well as the State 911 Department, asking the MECC to consider amending the district to admit these two communities. She reviewed a memo providing the Select Board with an overview of this topic and what it would mean for the Town of Norfolk. She stated that the State will give a four-year transition grant and would pay two years full, 50 percent the third year and 25 percent the last year. They will also increase the support grant. Norfolk's share of the budget will fall from 16 percent to 12.5 percent. If this were to go forward, it would begin in January 2021. She noted that there are some issues to be worked through. She said that the MECC could possibly add one additional small town in the future.

Mr. Wider said this is a great opportunity, and he hopes it goes forward.

**Report of Warrants**

Please consider approval of the following warrants:

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

- 4/07/2020 41V20 \$32,874.06
- 4/10/2020 20P20 and 20PS20 \$785,290.28
- 4/14/2020 42VS20 \$59,791.98
- 4/14/2020 42V20 \$332,324.71

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

### **Approve Minutes**

Please consider approval of the minutes

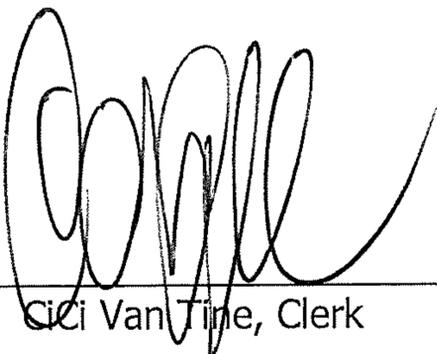
A motion was made by Ms. Van Tine that the Board approve the minutes of the March 5, 2020 regular meeting. It was seconded by Mr. Wider. A roll call vote was taken as follows: Mr. Wider – aye; Ms. Van Tine – aye; Mr. Kalkut – aye. All were in favor.

Mr. Kalkut stated that he and his family thank everyone for their thoughts and condolences on the loss of their beloved family member from COVID-19.

At 10:06 p.m., a motion was made by Mr. Kalkut to adjourn the meeting. 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.

The next meeting of the Norfolk Select Board is scheduled to be held remotely on Tuesday, May 5, 2020, at 7:00 p.m.

This is a true and accurate report of the Select Board's remote meeting of April 21, 2020.



Cici Van Tine, Clerk