

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

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

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

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

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

Ms. Robinson reviewed the agenda.

COVID-19 Updates

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

Public Comment

None.

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

**Action Items**

Please consider a reorganization of the Select Board

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

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

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

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

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

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

No motion was made.

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

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

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

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

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

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

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

Please consider Liaison Assignments to other Town Committees

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

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

**Kevin Kalkut**

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

**CiCi Van Tine**

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

**Anita Mecklenburg**

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

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

No motion was made.

Please consider declaring a state of water supply conservation

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

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

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

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

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

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

Mr. Kalkut thanked both presenters for the fantastic initiatives.

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

### **Discussion Items**

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

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

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

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

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

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

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

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

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

Town Administrator Update

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

**Report of Warrants**

The following warrants have been signed:

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

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

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

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

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

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

### **Approve Minutes**

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

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

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

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



Anita Mecklenburg, Clerk