



TOWN OF NORFOLK

SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

(508) 440-2855
(508) 541-3366 FAX

In accordance with the provisions of M.G.L. Chapter 30A, Section 20, notice is hereby given that the Select Board will meet on Tuesday, December 10, 2019, at 7:00 p.m., in Meeting Room G-07, One Liberty Lane, Norfolk, MA

**Be advised this meeting will be audio and video taped.
Pledge of Allegiance**

- 1. 7:00 p.m. Call Meeting to Order**
- 2. Public Comment**

Action Items

- 3. Please consider appointing Barry Lariviere as Interim Director of Public Works**
- 4. Please consider approval of the following licenses expiring at the end of the year: Liquor; Common Victualler; Entertainment; Class I, II and III Auto Dealers; and Taxi**

Liquor:

- KOB, Inc., d/b/a Horse N' Carriage Restaurant**
- Novatos Bar & Grill, LLC**
- Eagle Brook Management Corp., d/b/a Eagle Brook Saloon**
- Lesvos, Inc., d/b/a Provo Discount Liquors**
- Sarthi Convenience, Inc., d/b/a Norfolk Food Mart**
- Shubham Variety, Inc., d/b/a Linda's Variety Store**
- Norfolk Wine and Spirits, Inc.**
- Fore Kicks LP**
- Cilla's Coffeehouse**
- Waylor Management, Inc., d/b/a Anne's Market Norfolk**
- Better Than Soup, Inc., d/b/a Craft Beer Cellar Norfolk**

Common Victualler:

- Eagle Brook Management Corp., d/b/a Eagle Brook Saloon**
- Novatos Bar & Grill, LLC**
- KOB, Inc., d/b/a Horse N' Carriage Restaurant**
- Fore Kicks LP**
- Cilla's Coffeehouse**
- Norfolk Town Pizza**

- Bourque's Restaurant
- Norfolk Donuts, Inc., d/b/a Dunkin' Donuts
- Center Ice, Inc.
- Aroma Italian Pizza & Roast Beef
- Rajalakshmi, Inc., d/b/a Subway
- G&P Donuts, Inc., d/b/a Dunkin Donuts
- Organic Buzz Café & Juice Bar, LLC

Entertainment:

- Eagle Brook Management Corp., d/b/a Eagle Brook Saloon
- Fore Kicks LP
- Novatos Bar & Grill, LLC

Class I, II and III Auto Dealers:

Class I

- Frank Hallion and Ronald St. Pere d/b/a Cliff's Cycles
- David Lovejoy d/b/a LVJ Trailers and Equipment, LLC
- Joseph C. Crowley d/b/a MPG Motorsports, Inc.

Class II

- Joseph Wolf d/b/a Auto Clinic
- Richard Grudinskas d/b/a Artisan Motor Group, Inc.
- Paul Roche d/b/a Norfolk Auto, Inc.
- Mitch's Repair Service, Inc., d/b/a Orlando's Garage
- Carvana, LLC
- Christopher Wider d/b/a Norfolk Exotics

Class III

- Paul Roche d/b/a Norfolk Auto Repair

Taxi:

- Norfolk Town Taxi Service

5. Please consider allowing liquor license restaurants to extend the hours on New Years' Eve until 2:00 a.m.
6. Please consider a determination under G.L. c. 268A, §19 of Mr. Kulesza's disclosure as a member of the Zoning Board of Appeals

Discussion Items

7. Please discuss the plans for the Norfolk 150th Anniversary Time Travelers dinner on May 9, 2020
8. Please discuss funding for Norfolk's 150th Anniversary Parade

9. Please consider submission of a letter to the MBTA regarding impacts to commuter rail service in Norfolk due to system changes

Report of Warrants

10. The following warrants have been signed:

- **11/19/2019 21V20 \$2,492,288.39 (CW)**
- **11/19/2019 21VSA20 \$1,000.00 (CW)**
- **11/19/2019 21VS20 \$146,873.27 (CVT)**
- **11/22/2019 10P20 and 10PS20 \$810,992.52 (CVT)**
- **11/26/2019 22V20 \$721,930.43 (KK)**
- **12/03/2019 23V20 \$46,837.30 (CW)**
- **12/03/2019 23VS20 \$62,203.65 (CW)**

Approve Minutes

11. Please consider approval of the minutes

Any other unanticipated business that may come before the Board

ADJOURNMENT



Todd Lindmark, Acting Town Administrator



TOWN OF NORFOLK
SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

(508) 440-2855
(508) 541-3366 FAX

December 5, 2019

MEMO TO: Select Board

From:  Todd Lindmark, Acting Town Administrator

RE: **Agenda Background – December 10, 2019**

Below please find background material on each of the items on the agenda as well as draft motions that you can consider where action is required.

1. 7:00 pm. Call Meeting to Order
2. Public Comment
3. Please consider appointing Barry Lariviere as Interim Director of Public Works

As you know, we have decided to re-advertise for the DPW Director position as we weren't able to complete the hiring process with the initial candidate pool. Bob McGhee has submitted his retirement papers and will be stepping down just before Christmas, so it is important that we name an interim Director. Mr. Barry Lariviere, our Assistant Director has agreed to step into the role, and we've negotiated his compensation for the period that he'll be in this role. We have restarted the recruitment process and will move forward expeditiously in order to recommend someone to fill the role on a permanent basis.

MOVE that the Board ratify the Town Administrator's recommendation to appoint Barry Lariviere as Interim Director of Public Works.

4. Please consider approval of the following licenses expiring at the end of the year: Liquor; Common Victualler; Entertainment; Class I, II and III Auto Dealers; and Taxi

These various licenses renew annually on January 1st and an important function of our office is to complete that process which is governed by the State. This work is managed by Nancy Langlois. Included in your packet are spreadsheets for all of the different license types, which depict the requirements for each and where we are in the process of gathering that information or documents. These spreadsheets will most likely have updates by the time of Tuesday's meeting and will be provided to you at that time. Please note that the Fire Department and Building Department are in the process of completing all the required inspections. The Board's role in this process is to approve and execute the licenses, after

which we notify the businesses and provide the licenses to them when they make payment. There may be a few situations where we haven't obtained every item by the time of this meeting, thus we've scripted the motions to enable you to approve and execute them, however licenses will not be distributed to businesses who have not fully complied with the process.

MOVE that the Board approve and execute all Liquor License renewals for 2020 subject to the receipt of all required documentation, inspections and payment of fees.

MOVE that the Board approve and execute all Common Victualler License renewals for 2020 subject to the receipt of all required documentation, inspections and payment of fees.

MOVE that the Board approve and execute all Entertainment License renewals for 2020 subject to the receipt of all required documentation, inspections and payment of fees.

MOVE that the Board waive the Class III hearing for Norfolk Auto Repair.

MOVE that the Board approve and execute all Class I, II & II Auto Dealer License renewals for 2020 subject to the receipt of all required documentation, inspections and payment of fees.

MOVE that the Board approve and execute all Taxi License renewals for 2020 subject to the receipt of all required documentation, inspections and payment of fees.

5. Please consider allowing liquor license restaurants to extend the hours on New Years' Eve until 2:00 a.m.

Looking ahead on the calendar, New Year's Eve falls on a Tuesday night. In order for several Town restaurants to be able to serve alcohol past 1:00 AM deadline in their licenses, the Board must authorize them to remain open for sales until 2:00 AM. The Town has typically approved this request for the Eagle Brook Saloon, Horse & Carriage and Novados. We're not aware of any past issues that would cause us not to recommend this extension.

MOVE that the Board approve an extension of hours until 2:00 AM on January 1, 2020 for the service of alcohol for the Eagle Brook Saloon, Horse & Carriage and Novatos Restaurants.

6. Please consider a determination under G.L. c. 268A, §19 of Mr. Kulesza's disclosure as a member of the Zoning Board of Appeals

In December, 2018 Mr. Kulesza filed this form with the Town Clerk's Office to disclose that he believed he had a conflict of interest in serving as a ZBA member regarding a 40B application before the Board regarding the Lakeland Farms project. Evidently Mr. Kulesza's spouse would be representing the developer as the listing real estate agent. The form requires that in all cases, the appointing authority for the person making the disclosure must take this up and determine whether or not there is a conflict, and this is the step that for some reason did not happen. I understand that Mr. Kulesza did recuse himself from the permitting process, the permit was issued and the

development is under construction. While the matter is behind us, I would recommend that the Board determine there was no conflict of interest given his recusal from participation in the matter.

MOVE that the Board vote to determine that there was no conflict of interest with regard to Mr. Kulesza's involvement in the Lakeland Farms 40B project given his disclosure that he recused himself from the process.

7. Please discuss the plans for the Norfolk 150th Anniversary Time Travelers dinner on May 9, 2020

Betsy Pyne has asked to be on the Board's agenda to discuss with you the plans for this dinner to be held at the KP Middle School on May 9th. Ms. Pyne will provide an overview of the plans thus far and should be available for the Tuesday meeting. As you recall, the Town included \$2,250 in the Historical Commission budget this year to support this event.

8. Please discuss funding for Norfolk's 150th Anniversary Parade

Mr. Paul Terrio will be at the meeting to continue discussions with the Board about a parade in celebration of the Town's anniversary. Mr. Terrio would like to better understand what type of event the Board would like to have so he can draft a plan and put some thought into a budget to achieve that result. Included in your packet is an email from him which outlines various items he would like to address.

9. Please consider the submission of a letter to the MBTA regarding impacts to commuter rail service in Norfolk due to system changes

A letter has been drafted to the MBTA to express the concerns of the Board about the interruptions to train service here in Norfolk of late. One of several concerns raised is that the new station in Foxborough may be causing delays and interruptions to Norfolk as well as Franklin and Walpole communities. Further discussion with surrounding communities to get feedback and/or support may be warranted.

MOVE that the Board approve the submission of the letter to MBTA.

10. Please consider approval of the following warrants:

MOVE that the Board approve the following warrants:

- 11/19/2019 21V20 \$2,492,288.39 (CW)
- 11/19/2019 21VSA20 \$1,000.00 (CW)
- 11/19/2019 21VS20 \$146,873.27 (CVT)
- 11/22/2019 10P20 and 10PS20 \$810,992.52 (CVT)
- 11/26/2019 22V20 \$721,930.43 (KK)
- 12/03/2019 23V20 \$46,837.30 (CW)
- 12/03/2019 23VS20 \$62,203.65 (CW)

11. Please consider approval of the meeting minutes

MOVE that the Board approve the minutes of April 30, 2018; May 15, 2018; September 4, 2018; December 6, 2018; April 30, 2019; September 10, 2019; and November 5, 2019 regular meetings.



TOWN OF NORFOLK
Scott Bragdon
One Liberty Lane
Norfolk, MA 02056

Memo

To: Blythe Robinson,

From: Scott Bragdon

Date: December 4, 2019

Re: Class I, II, III Auto Dealer License Insurance Requirements

It has come to my attention that we require a Certificate of Insurance naming the Town of Norfolk as co-insured for Class II license holders but not Class I, or Class III license holders. I am not sure why or when this requirement was initiated but it seems to me that the practice is inconsistent across the license types.

I reached out to a few surrounding Towns. Some require the certificates and some do not. I reviewed the state regulations and there is not a requirement to ask for the certificate. There is a requirement for the dealers to have a surety bond which our process requires. I checked with our MIIA representative who didn't see any significant risk to the Town for issuing these licenses in that we have nothing to do with running of the businesses. He doesn't believe we need to have the certificate as a requirement. I also checked with our Town Clerk and there is no Norfolk by-law on this issue.

It is my recommendation that we be consistent and require the certificates for all licenses or none of them. I ask that you decide which direction to go so that we may complete the licensing process.

If you have any questions please let me know.



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: Alcohol License Renewals and Consideration of Allowing Liquor License Restaurants to Extend Hours for New Year's Eve

2 messages

Charles Stone <cstone@norfolk.ma.us>

Thu, Nov 21, 2019 at 4:03 PM

To: Nancy Langlois <nlanglois@norfolk.ma.us>

Cc: Blythe Robinson <brobins@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>

I don't have any issues with our establishments at this time. This is an annual thing and we would have had them in for a hearing after one of our compliance checks if we had any issues.

CS

On Thu, Nov 21, 2019 at 2:57 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Good Afternoon Chief Stone,

As you are aware, the Select Board will be voting to approve Alcohol License Renewals, as well as the Extension of hours on New Year's Eve for Liquor License Restaurants, during the month of December. Could you please offer your input on whether your department is aware of any issues which may cause the Board to hold back a particular license renewal or extension of restaurant hours?

Any comments and concerns are greatly appreciated.

Respectfully,

Nancy

--

Nancy A. Langlois

Executive Assistant

Town of Norfolk

One Liberty Lane

Norfolk, MA 02056

(508) 440-2801

--

Charles H. Stone Jr.

Chief of Police

Norfolk, Mass

FBINAA 165

508-520-4288

Nancy Langlois <nlanglois@norfolk.ma.us>

Mon, Nov 25, 2019 at 10:13 AM

Draft To: Charles Stone <cstone@norfolk.ma.us>

Thank you Chief.

[Quoted text hidden]

2020 Liquor License Renewals

Licensee Name	Business Address	License Type/Category		Renewal	Liquor Liability		Insurance	Fire Cert.	Good Standing	
				App.	Req'd	Rec'd	Expiration		Treasurer	Building
				Rec'd	Req'd	Rec'd		Rec'd		
Cilla's Coffeehouse	5A Liberty Lane	Restaurant	All Alcohol	y	y	n		n	n	n
Eagle Brook Mgt. Corp.	258 Dedham St.	Restaurant	All Alcohol	y	y	y	Oct-20	n	y	y
Horse N' Carriage	210 Dedham St.	Restaurant	All Alcohol	y	y	n		n	y	y
Novatos Bar & Grill	218 Dedham St.	Restaurant	All Alcohol	y	y	y	Feb-20	n	y	y
Fore Kicks	10 Pine St.	On Premise	Wine and Malt	y	y	n		n	y	y
Lesvos d/b/a Provo Discount Liquors	282 Dedham St.	Package	All Alcohol	y	n			n	y	y
Sarathi Convenience d/b/a Norfolk Food Mart	10 Rockwood Rd.	Package	All Alcohol	y	n			n	y	y
Shubham Variety d/b/a Linda's Variety Store	158 Main St.	Package	All Alcohol	y	n			n	y	y
Norfolk Wine and Spirits	206 Dedham St.	Package	All Alcohol	y	n			n	y	y
Waylor Mgt. d/b/a Anne's Market Norfolk	65 Holbrook St., Suite 180	Package	Wine and Malt	y	n			n	y	y
Better Than Soup d/b/a Craft Beer Cellar Norfolk	17 Pine St., Unit 4	Package	Wine and Malt	y	n			n	y	y

2020 CV License Renewal Status

Licensee Name	Business Address	Renewal App.	State Certification	Fire Cert.	Good Standing	
		Rec'd	Rec'd	Rec'd	Treasurer	Building
Cilla's Coffeehouse	5A Liberty Lane	y	y	n	n	n
Eagle Brook Mgt. Corp.	258 Dedham St.	y	y	n	y	y
Horse N' Carriage	210 Dedham St.	y	y	n	y	y
Novatos Bar & Grill	218 Dedham St.	y	y	n	y	y
Fore Kicks	10 Pine St.	y	y	n	y	y
Aroma Italian Pizza & Roast Beef	17 Pine St., Unit 3	y	y	n	y	y
Bourque's Restaurant	194 Main St.	y	y	n	y	y
Center Ice	One Dean St.	y	y	n	n	n
Norfolk Donuts d/b/a Dunkin Donuts	134 Main St.	y	y	n	y	y
G & P Donuts d/b/a Dunkin Donuts	242 Dedham St.	y	y	n	n	n
Organic Buzz Café & Juice Bar	65 Holbrook St., Suite 150	n	n	n	y	y

2020 Entertainment License Renewal Status

Licensee Name	Business Address	Renewal App.	Amusement Type	Fire Cert.	Good Standing	
		Rec'd		Rec'd	Treasurer	Building
Eagle Brook Mgt. Corp.	258 Dedham St.	y	Live Music 1 - 5 Instruments	n	y	y
Novatos Bar & Grill	218 Dedham St.	y	Live Music Single Entertainer or DJ	n	y	y
Fore Kicks	10 Pine St.	y	11 Coin Operated "Arcade" Machines	n	y	y

2020 Class I II III License Renewal Status

Licensee Name	Business Address	License Class	Renewal App.	State Certification	Surety Bond		Exp. Date	Fire Cert.	Good Standing		NOTES
			Rec'd	Rec'd	Req'd	Rec'd		Rec'd	Treasurer	Building	
Cliff's Cycles	84 Rockwood Road	I	y	y	n			n	y	y	
LVJ Trailers and Equipment	77 Pond St.	I	y	y	n			n	y	y	
MPG Motorsports	262B Dedham St.	I	y	y	n			n	y	y	**
Joseph Wolf d/b/a Auto Clinic	104 Pond St.	II	y	y	y	y	12/31/20	n	n	n	
Richard Grudinkas d/b/a Artisan Motor Group	84 Rockwood Road	II	y	y	y	y	1/24/21	n	y	y	**
Norfolk Auto	38 Main St.	II	y	y	y	y	2/20/20	n	n	n	
Mitch's Repair Service, Inc. d/b/a Orlando's Garage	269 Dedham St.	II	y	y	y	y	11/1/21	n	y	y	
Carvana LLC	269-271 Dedham St.	II	y	y	y	y	7/24/20	n	y	y	**
Christopher Wider d/b/a Norfolk Exotics	194 Main St.	II	y	y	y	n		n	y	y	
Norfolk Auto Repair	38 Main St.	III	y	y	n	n		n	n	n	
								n			
								n			
								n			
**Note: MPG Motorsports - Applicant is reconsidering renewing license at this time. He will contact the office next week.											
**Note: Artisan Motor Group is sending an update to correct an inconsistency regarding his principal business operation.											
**Note: Carvana -The Town has recently received inquiries from the Massachusetts State Police as well as the Attorney General's Office regarding this business											

2020 Taxi License Renewal Status

Licensee Name	Business Address	Renewal App.	State Certification	Current Registration	Police Inspection	Good Standing	
		Rec'd	Rec'd	Rec'd	Rec'd	Treasurer	Building
Norfolk Town Taxi Service	518 Hilltop Drive	n	n	n	n	n	n



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: Alcohol License Renewals and Consideration of Allowing Liquor License Restaurants to Extend Hours for New Year's Eve

2 messages

Charles Stone <cstone@norfolk.ma.us>

Thu, Nov 21, 2019 at 4:03 PM

To: Nancy Langlois <nlanglois@norfolk.ma.us>

Cc: Blythe Robinson <brobins@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>

I don't have any issues with our establishments at this time. This is an annual thing and we would have had them in for a hearing after one of our compliance checks if we had any issues.

CS

On Thu, Nov 21, 2019 at 2:57 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Good Afternoon Chief Stone,

As you are aware, the Select Board will be voting to approve Alcohol License Renewals, as well as the Extension of hours on New Year's Eve for Liquor License Restaurants, during the month of December. Could you please offer your input on whether your department is aware of any issues which may cause the Board to hold back a particular license renewal or extension of restaurant hours?

Any comments and concerns are greatly appreciated.

Respectfully,

Nancy

--

Nancy A. Langlois

Executive Assistant

Town of Norfolk

One Liberty Lane

Norfolk, MA 02056

(508) 440-2801

--

Charles H. Stone Jr.

Chief of Police

Norfolk, Mass

FBINAA 165

508-520-4288

Nancy Langlois <nlanglois@norfolk.ma.us>

Mon, Nov 25, 2019 at 10:13 AM

Draft To: Charles Stone <cstone@norfolk.ma.us>

Thank you Chief.

[Quoted text hidden]

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

MUNICIPAL EMPLOYEE INFORMATION	
Name:	MICHAEL J. KULESZA
Title or Position:	VICE CHAIR - NORFOLK ZBA
Municipal Agency:	TOWN OF NORFOLK
Agency Address:	ONE LIBERTY LANE NORFOLK, MA 02056
Office Phone:	508-528-1408
Office E-mail:	jlehman@NORFOLK.MA.US CHAIR, BOS
<p>My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.</p>	
PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	<p>Please describe the particular matter.</p> <p>MY WIFE IS A REAL ESTATE AGENT. SHE REPRESENTED THE BUYER (BISITER HASIMAN) OF A ZOB PROJECT FROM AN APPLICANT AFTER THE APPLICANTS COMPREHENSIVE PERMIT WAS ISSUED.</p>
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	<p>Please describe the task you are required to perform with respect to the particular matter.</p> <p>VOLUNTARY REFUSAL FROM ALL SUBSEQUENT HEARINGS PERTAINING TO "LAKELAND FIELDS" BEFORE THE ZBA.</p>
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<p><input type="checkbox"/> I have a financial interest in the matter.</p> <p><input checked="" type="checkbox"/> My immediate family member has a financial interest in the matter.</p> <p><input type="checkbox"/> My business partner has a financial interest in the matter.</p> <p><input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter.</p> <p><input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.</p>

2010 DEC 24 AM 11:16
 TOWN CLERK
 NORFOLK

Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. <i>MY WIFE WILL BE THE LISTING AGENT FOR THE LAKELAND FARMS PROJECT. DOLLAR AMOUNT UNKNOWN.</i>
Employee signature:	
Date:	

DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	<i>BOARD OF SELECTMEN</i>
Title or Position:	<i>VICE CHAIR - ZBA</i>
Agency/Department:	<i>LAND USE DEPT.</i>
Agency Address:	<i>ONE LIBERTY LANE NORFOLK, VA. 02056</i>
Office Phone:	<i>508-528-1408</i>
Office E-mail	
DETERMINATION	
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

Thank you.

Best,
Judith

[Quoted text hidden]

Betsy Pyne <betsypyne@gmail.com>
To: Judith Lizardi <jlizardi@norfolk.ma.us>

Thu, Dec 5, 2019 at 12:48 PM

Hi, I'm in Florida and not able to locate much. I get home on Saturday and will get you a sheet of info, plans are preliminary, on Monday. Hope this is ok.

Betsy

[Quoted text hidden]



Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Meeting in December to talk about Norfolk's 150th Birthday Party

2 messages

Betsy Pyne <betsypyne@gmail.com>

Tue, Nov 19, 2019 at 10:53 AM

To: Blythe Robinson <brobinson@norfolk.ma.us>, Todd Lindmark <tlindmark@norfolk.ma.us>, jlizardi@norfolk.ma.us

Hi Blythe, Todd and Judith Lizardi

Please put me on the agenda to meet with the Selectmen on December 10th. I will make up a short summary of what I am going to say for the Selectmen's packet and send it to you. The purpose of the meeting is to have the Selectmen announce the coming event, let the public know what has been accomplished in the planning so far, to let people know who to contact if they want to be involved, how they can get tickets and other details.

Thank you Blythe for meeting with me and for your support on the new "committee".

Blythe Robinson <brobinson@norfolk.ma.us>

Tue, Nov 19, 2019 at 11:30 AM

To: Betsy Pyne <betsypyne@gmail.com>, Kevin Kalkut <kkalkut@norfolk.ma.us>

Cc: Todd Lindmark <tlindmark@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>

Betsy,

You beat me to the email punch! We'll put this on for December 10th!

Blythe

[Quoted text hidden]

--

Blythe C. Robinson
Town Administrator
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
brobinson@norfolk.ma.us
508-440-2855



Town of Norfolk

Todd Lindmark <tlindmark@norfolk.ma.us>

Re: Select Board

1 message

Paul Terrio <phterio@gmail.com>
To: Todd Lindmark <tlindmark@norfolk.ma.us>
Cc: Judith Lizardi <jlizardi@norfolk.ma.us>

Thu, Dec 5, 2019 at 9:08 AM

Hi Todd

Lets go with this agenda that I sent to Blythe.

1. Lets do the same and make us an official committee
2. Route is still up in the Air. Chief Stone wants it to go down Boardman from HOD school to FK. I dont want to argue it out with him but I do not like that route. A parade should go down main street. Maybe we leave HOD hit main all the way to Town Hall its only a half a mile. But I think it needs to be discussed and agreed upon for a successful event.
3. Lets set up a link on the homepage if possible to accept outside donations.
4. Lets figure out how to announce it to the town and finalize the date.
5. Please ask them what they want. The Selectboard is steering the boat and they need to kind of sketch it out. This is not my celebration, its the towns. There should be a lot of internal input and support.

I have started reaching out to some groups and people that can contribute assets. I can report some of the details.

You can put me on with Betsy Pine. Its a good segway

On Wed, Dec 4, 2019 at 1:30 PM Todd Lindmark <tlindmark@norfolk.ma.us> wrote:

Paul,

I wanted to reach out to you to see if you had some additional information you would like to include with the Select board regarding the parade and what you would like to discuss or have them review. Thanks in advance.

Best Regards,

Todd Lindmark

Finance Director
Town of Norfolk, MA
One Liberty Lane
Norfolk, MA 02056

ph: 508-528-5686
fx: 508-528-3071



TOWN OF NORFOLK
SELECT BOARD
ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

(508) 440-2855
(508) 541-3366 FAX

December 10, 2019

Steve Poftak
General Manager
Massachusetts Bay Transportation Authority
10 Park Plaza
Boston, MA 02116

Mr. Poftak,

We are writing today on behalf of the (13k Norfolk/24k Walpole/32k Franklin) residents who have been negatively affected by the recent deployment of the Foxborough Pilot Program on October 29th, 2019. Since that time, we have experienced a number of reoccurring delays both inbound and outbound on the Franklin commuter line. As you are well aware, this line already operates at near capacity for numerous trips throughout the work week so to add an aspect of consistent delay is not only impactful but detrimental to commuters' ability to fulfill their professional commitments.

With the understanding that with any new process, there is a period of adjustment that is expected, we are concerned that after five weeks, this has exceeded that threshold. We have been closely monitoring notifications and updates related to these issues but unfortunately, they have been few and far between leaving us with minimal feedback for frustrated residents. We were hopeful that the recent response from Tony Mazzola, director of public affairs for Keolis, that the newly convened Action Team would assist in targeting the gaps in process to alleviate the issues. However, that response cited "leaves on the tracks", "positive train control safety systems", "conflicts with other trains on the lines" and "locomotive reliability" as the contributors to the issues. He even went so far as to state "it was likely those four factors - and not conflicts with the new pilot - that have led to the delays". With all due respect, the alignment in timing and seasonal nature of the cited factors clearly indicates otherwise.

Since it appears that the Keolis Action Team may be focused on an incomplete set of influences, we are requesting that the MBTA assist in expanding the scope of their focus to include potential negative impacts of the implementation of the pilot program. Additionally, we would also request that a more structured remediation plan, including scheduled reassessment dates and tracked key performance indicators be compiled and shared with the communities most affected. This will not only assist in providing a transparent view into the success of these initiatives but also give those who continue to rely on these vital services some confidence in future investments. We appreciate your consideration and look forward to our continued partnership.

11/19/2019 13:21
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

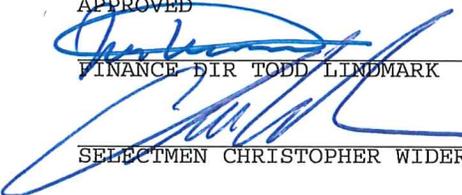
DATE: 11/19/2019 WARRANT: 21V20 AMOUNT: \$ 2,492,288.39

\$	6,564.69
\$	7,751.90
\$	26,720.38
\$	982.36
\$	2,439.89
\$	13,029.25
\$	2,403,847.74
\$	270.00
\$	579.16
\$	135.00
\$	1,104.97
\$	576.01
\$	6,116.12
\$	9,942.60
\$	2,238.32
\$	9,990.00
\$	2,492,288.39

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED


FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

11/14/2019 14:36
9730rrov

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

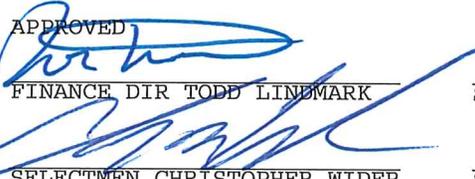
P 1
apwarnt

DATE: 11/19/2019 WARRANT: 21VSA20 AMOUNT: \$ 1,000.00

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT
INDICATED.

APPROVED


FINANCE DIR TODD LINEMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

DATE: 11/19/2019 WARRANT: 21VS20 AMOUNT: \$ 146,873.27

TO THE TREASURER:

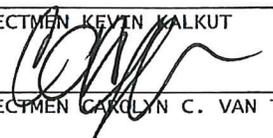
PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT
INDICATED.

APPROVED


FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER



SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS



SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

0. C
3,897.81 +
7,961.72 +
5,747.93 +
79,35.68 +
5,18.24 +
5,92.68 +
6,08.1 +
3,850.21 +
146,873.27 ✓

11/25/2019 14:10
9730xrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

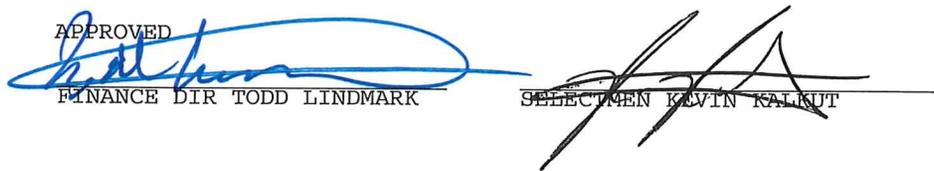
DATE: 11/26/2019 WARRANT: 22V20 AMOUNT: \$ 721,930.43

\$	4,640.13
\$	14,556.20
\$	30,589.41
\$	1,771.70
\$	9,325.65
\$	7,059.81
\$	628,788.63
\$	787.35
\$	8,840.47
\$	1,775.18
\$	3,985.14
\$	25.00
\$	9,785.76
\$	721,930.43

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED



FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

12/03/2019 13:58
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

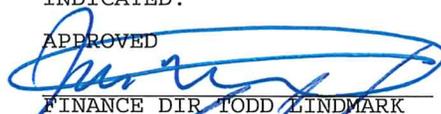
DATE: 12/03/2019 WARRANT: 23V20 AMOUNT: \$ 46,837.30

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT
INDICATED.

\$	3,368.71
\$	14,957.64
\$	476.86
\$	2,373.39
\$	2,686.74
\$	20,058.53
\$	1,292.56
\$	1,622.87
\$	46,837.30

APPROVED



FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT



SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

11/27/2019 12:40
9730bbao

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

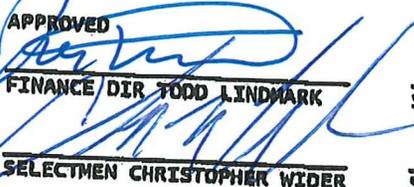
P 1
apwarrnt

DATE: 12/03/2019 WARRANT: 23vs20 AMOUNT: \$ 62,203.65

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT
INDICATED.

APPROVED

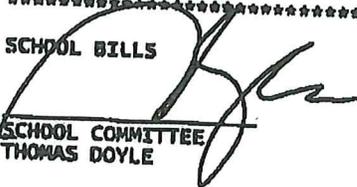

FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS


SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

4,771.93 +
2,869.97 +
4,562.83 +
16,278.79 +
2,377.65 +
5,957.91 +
24,165.37 +
630. +
5,203.65 ✓

Norfolk Select Board's Open Session Meeting Minutes
April 30, 2018

DRAFT

Present: Jim Lehan; Jack Hathaway

The meeting was held at the Norfolk Public Library

Question and Answer session for residents on the Upcoming Town

The meeting was opened by Town Counsel, Jay Talerma and Town Administrator, Jack Hathaway at 7:00 PM. The Town Administrator presented the Warrant and opened the floor to residents for questions. There were no deliberations, no discussion among the members, and no votes taken.

The meeting adjourned at 9:00 PM.

This is a true and accurate report of the Select Board's Meeting of April 30, 2018.

Kevin Kalkut

Norfolk Select Board's Organization Meeting Minutes

DRAFT

May 15, 2018

Present: Jack Hathaway, Kevin Kalkut, Jim Lehan and Susan Jacobson

The meeting was in Room 214, second Floor at Town Hall.

This organizational meeting was started at 3:30PM. The Select Board along with the Town Administrator discussed the following:

Jack and Jim discussed the COA and the Friends of the COA and how they should be interacting and how the funds should be used. Jack thought that the Board had more interaction with the COA. Jack said that it would be good if he and Kevin both took a more active role in the Council on Aging.

Jim would like to see it resolved within the next 12 months. Kevin asked if the Friends of the seniors were an independent group. Jim said they have significant money (over ½ million dollars).

Jack said that the Two Chiefs and DPW Director will attend BOS meetings when they are needed.

Jim said that Tri-County would be interesting we have not played an active role of late. Their budget has become more of a factor and this year they had fewer pupils so our budget went down. We don't have much input as to what the budget is but it increases 5% each year. Jack said they have some capital requests coming.

Jim said that he has been contacted by different groups to meet with them. The residents at Rivers Edge requested he meet with them because they did not want to pay taxes for the schools. He said that menu type taxation is not allowed in Massachusetts. Jim asked that these groups notify Jack so he can keep the Selectmen informed when he attends those meetings or one Selectman chooses to go, have everything filter through Jack keeps everyone informed. Jim is concerned if they don't like the opinion of one Selectman they will go to another and try and get the answer they are looking for.

Jim said that Facebook can be problematic and it can cause problems. Jim said that we must be overly sensitive to Facebook posts and other social media posts. It is very difficult to make sure that you do not violate open meeting laws or make statements that make the public believe the Selectmen have made a joint decision based on posts.

Southwood Update:

Jim said the Kraft Group approached the town 6 months ago and discussed a practice field for the Revolution team. We spent two years with a developer from NJ but it did not come to an agreement.

Jim said he is looking forward to the return of the Kraft Group after they are able to do some additional research.

Jack said we could do more with water consumption. We had a 53% leakage and now we are down to 6%. Jack said we should look at that tier again.

Jack said we struggle with people using irrigation system, we fine people and they appeal it to court and the court throws it out. Jack said some towns crank up their tiers if you raise the tier to higher users it will encourage them to not use their irrigation system.

There were no deliberations, no discussion among the members, and no votes take.

The meeting adjourned at 4:30 PM.

This is a true and accurate report of the Organizational Meeting held on May 15, 2018.

Kevin Kalkut

**Norfolk Select Board's Open Session Meeting Minutes
September 4, 2018**

DRAFT

Present: Jim Lehan; Kevin Kalkut

The meeting was held at the Norfolk Public Library

Update to Residents on the Lawrence Street Bridge Project

The meeting was opened by the Select Board at 7:30 PM. The Select Board members provided an update to residents on the Lawrence Street Bridge Project. There were no deliberations, no discussion among the members, and no votes taken.

The meeting adjourned at 9:00 PM.

This is a true and accurate report of the Select Board's Meeting of September 4, 2018.

Kevin Kalkut

Norfolk Select Board's Open Session Meeting Minutes
December 6, 2018

DRAFT

Present: Jim Lehan

The meeting was held at the King Philip High School

King Philip School Committee Meeting Preliminary Budget Meeting

The meeting was held at the King Philip Library. Jim Lehan attended from Norfolk. The King Philip School Committee had an open meeting. There were no deliberations, no discussion among the Norfolk Select Board members, and no votes taken.

The meeting adjourned at 9:00 PM.

This is a true and accurate report of the Select Board's Meeting of December 6, 2018.

Kevin Kalkut

DRAFT

**Norfolk Select Board's Open Session Meeting Minutes
April 30, 2019**

Present: Jim Lehan

Not Present: Kevin Kalkut

The meeting was held at Town Hall in Room 124 at 3:00 PM

Pre-Town Meeting with the Moderator

As only Jim Lehan attended this meeting, there was not a quorum of Select Board members present. There were no deliberations, no discussion among the members, and no votes taken.

The meeting adjourned at 4:00 PM.

This is a true and accurate report of the Select Board's Meeting of April 30, 2019.

Kevin Kalkut

**Norfolk Board of Selectmen's Open Session Meeting Minutes
September 10, 2019**

Present: Kevin Kalkut; CiCi Van Tine; Christopher Wider; Blythe Robinson, Town Administrator.

The meeting was held in Room 124, Town Hall. Chairman Kalkut called the meeting to order at 5:00 p.m. Chairman Kalkut announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Chairman Kalkut began by stating the reason for this meeting is to conduct interviews of the three finalists for Fire Chief with the intention of making an appointment this evening.

He asked Ms. Robinson to explain background on the process to date.

Ms. Robinson stated that 29 applications were received. She, along with Human Resources Director Scott Bragdon and Interim Fire Chief Peter Petruchik, reviewed the applications and narrowed them down to eight candidates to interview. The interviews were conducted by herself, Mr. Bragdon and the Fire Chief from Foxboro. Interim Chief Petruchik observed the interviews.

They chose four candidates to go through an assessment center process. This process was conducted by an outside firm. Out of the four candidates, one scored very well, two scored well, and one scored a little less than the other three.

Ms. Robinson then met with the three highest scoring candidates individually. She and each candidate further discussed the position, working together, and the priorities of the Town.

She stated that after the Board has the opportunity to ask the candidates a few questions, she is prepared to make a recommendation for the appointment.

The following candidates were then interviewed individually by the Board:

Paul Barry - Mr. Barry currently serves as the Deputy Fire Chief for the Town of Walpole (Massachusetts) Fire Department.

David Healy – Mr. Healy currently serves on the Foxborough (Massachusetts) Fire Department as Senior Captain.

Erron Kinney – Mr. Kinney currently serves as the Fire Chief for the Town of Sherborn (Massachusetts).

Each candidate was asked to provide background information to the Board.

The each gave a brief summary of their career history, accomplishments and experience.

Each candidate was asked several questions by the Board including:

- What their thoughts are on call Firefighters (pros and cons);
- How would they consider diversity and inclusion within the department;
- What is their experience and approach to managing a departmental budget and to explain how they would handle the situation if growth in the budget becomes unsustainable in the future;
- What is their perspective on mutual aid;

- How would they attempt to retain the younger workforce serving the department;
- Why are they interested in the Town of Norfolk and where do they see themselves in 3 – 5 years;
- What are their thoughts on regional communications centers.

Each candidate provided answers to the Board's questions.

At the conclusion of the interviews, the Board discussed the candidates.

Chairman Kalkut pointed out that there was one common comment in all interviews; all had great things to say about reputation of the department. He thanked public safety for making the Town look so attractive.

He also thanked the search committee; Ms. Robinson, Human Resource Director Scott Bragdon, Deputy Chief Petruchik and the Foxboro fire chief for bringing forth three excellent candidates.

Ms. Robinson then stated that she recommends Candidate Erron Kinney. Mr. Kinney is the only candidate who has been a chief. She sees value in the fact that he has been to different places, seen different things and believes he will be able to draw on those experiences. He will be able to hit the ground running. His budget experience and his understanding of technology are also strong points. Mr. Kinney's references stated that he works well with town boards and has great command of the fire ground. Ms. Robinson believes he is the best fit for the Town.

Each Board member individually expressed that all three candidates were excellent and after a brief discussion, each agreed with the Town Administrator's recommendation.

Chairman Kalkut made a motion that the Board ratify the Town Administrator's recommendation to appoint Erron Kinney as the Fire Chief for the Town of Norfolk. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Chairman Kalkut announced the following: There will be Select Board office hours Wednesday, September 11th from 1:00 p.m. to 3:00 p.m. at Town Hall; on Thursday, September 12th there will be a community informational meeting on the proposed zoning changes at 7:00 p.m. at the Freeman Kennedy School; and the Autism 5k will be held this upcoming weekend.

At 6:40 p.m. a motion was made by Chairman Kalkut to adjourn the meeting. It was seconded by Ms. Van Tine, and so voted. All were in favor.

The next regular meeting will be held in Room 124, Town Hall, on Tuesday, September 17, 2019 at 7:00 p.m.

This is a true and accurate report of the Board of Selectmen's Meeting of September 10, 2019.

CiCi Van Tine, Clerk

DRAFT

Norfolk Select Board's Open Session Meeting Minutes November 5, 2019

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 7:05 p.m. Mr. Kalkut announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Ms. Robinson reviewed the agenda.

Public Comment

Mr. David Rosenberg, 123 North Street, stated he spoke with Ms. Robinson regarding the retrieval of cans and bottles for deposit redemption and is happy to learn that progress has been made on this item. He stated Ms. Robinson said the expectation is that the DPW will provide a convenient drop-off location at the Transfer Station for cans and bottles. The DPW will bring the cans and bottles to the King Philip donation area. He noted he spoke at the last Select Board meeting about remote participation for committee and board members; he would like to discuss this item at a future meeting. As well, he stated he would like citizen engagement in town to proceed as a discussion item.

ACTION ITEMS

Public meeting on the laying out of the following streets for acceptance at Fall Town Meeting: Tailwind Circle; Silver Fox Road; Saddle Ridge Way; Liberty Lane; Meetinghouse Road

Ms. Robinson stated Rich McCarthy, Town Planner, is present at tonight's meeting to answer any questions. She noted that all abutters of the five streets received notification regarding the street acceptances. This is part of the process of requesting to formally accept these five streets as public ways at Town Meeting on November 19, 2019.

Mr. McCarthy reviewed the street acceptance process. He suggested discussing each street acceptance separately, and he would comment on specific questions.

Tailwind Circle: No questions or comments were provided.

Silver Fox Road: Mr. Joseph Sinkevich, 2 Silver Fox Road, stated he has young children. He lives at the bottom of the hill in this development. He asked as the road gets accepted, could a speed bump or signage be installed to slow vehicles travelling down the hill. Mr. Michael Marino, 4 Silver Fox Road, stated he thinks people from Franklin use this road to get to other parts of town. There should be a speed limit or caution children sign installed. Mr. McCarthy stated this concern has been referred to Police Chief Stone. If the road becomes a public way, options can be considered to provide guidance to motorists. He

noted one aspect to be considered is that posting speed limit signs comes with many requirements. Sometimes the speeds posted are higher than the speeds motorists are actually travelling on the road. However, there are other ways to make motorists aware of their speed and to drive slowly in neighborhoods.

Saddle Ridge Way: Mr. William Walker, 1 Saddle Ridge Way, stated the town has done a wonderful job with laying this out; the plantings are greater than expected. Mr. McCarthy stated the town took over this road in order to complete it. He noted the Town may not be able to get the deed executed for the road as well as the open space within the time limit. The Town has 120 days after Town Meeting to acquire the interest in the road and the open space. If the road does not make it through the process, it would then have to be brought forth during the Spring Town Meeting. He noted the Town is obtaining the deed for the land from the owner; it is a transfer of the interest of the road. If necessary, the Town would consider the taking process, but without consideration of any money or compensation. Mr. Walker asked if the process would have any effect on plowing or cleaning the road. Mr. McCarthy said no; fortunately, for the residents, the Town already addresses this. The goal is to get the road accepted and then it can be added to the Chapter 90 inventory.

Liberty Lane: No questions or comments were provided.

Meetinghouse Road: Mr. Alfred Laberge, 68 Meetinghouse Road, stated he moved into this development one year ago. He spoke to Mr. Bob McGhee about there not being a street sign at the bottom of the road at the junction of Liberty Lane which makes it difficult when family and friends visit. He stated Mr. McGhee was understanding about the concern. Mr. Laberge stated the sign at the top of the hill when heading to Castle Road looks temporary and unsightly. He asked if something can be done about these concerns. Mr. McCarthy stated these two items are on Mr. McGhee's punch list. He stated that Meetinghouse is one word and the tax maps will be updated to reflect this. Ms. Van Tine confirmed people park under the no parking signs and commented on why this occurs. Mr. McCarthy said that hopefully, after the Town Meeting on November 19, the Town will be able to ticket those vehicles. Ms. Robinson stated there is no legal right to issue a ticket if the Town has not accepted the road. She noted the no parking signs were removed a few weeks ago; after the road is accepted, the signs can be re-installed and no parking can be enforced. Mr. Laberge discussed MBTA commuters parking on the street. Ms. Julia Leaf, 54 Meetinghouse Road, said there is not a lot of parking in the back; it is pretty tight. She confirmed that by making it a municipal road, the no parking areas can be enforced. She stated it devalues the condominium when an owner has a front door but cannot park in front of the unit. Mr. McCarthy stated the roadway is not wide enough for on-street parking. The original design had inlets along the way for on-street parking; however, throughout the process of modifying the design, the decision was made to remove those areas, thus there is currently no on-street parking. The solution is that the road becomes accepted on November 19th, and the Town can post and enforce no parking. Ms. Robinson asked if the deed must be acquired and recorded before re-installing the no parking signs. Mr. McCarthy suggested Town Counsel be consulted about this process. Ms. Van Tine

asked where people can park if there is not enough parking in the back. Mr. McCarthy stated there have been some discussions with the associations to provide additional parking on the property. He stated the original permit for the development goes back to 2004, and there were 12 modifications to the permit. Mr. Wider explained the inlet parking was removed when the Town took over the completion of the road, per Mr. McGhee's recommendation, as at the time it was supposed to be a commercial development. Mr. Raymond Cisneros, 33 Meetinghouse Road, discussed when the curbing caved in and was not able to be repaired, Mr. McGhee suggested to make the road straight. He stated that Mr. McGhee indicated, that if needed, residents could park on Meetinghouse Road excluding the months of November through April. Mr. Peter Bartelloni, 47 Meetinghouse Road, said both convenience and aesthetics are part of a property. He stated that fire alarms seem to be set off every few weeks. When the fire trucks and emergency vehicles are there, it is impossible to get through if vehicles are also parked on the street. This creates a safety issue. Mr. Kalkut affirmed these are legitimate concerns and asked if these concerns have been presented to Mr. McGhee. Mr. McCarthy stated the streets should be accepted as municipal roads and then the parking can be managed. He suggested creative solutions will have to be considered regarding the parking. Mr. Cisneros suggested communication about this with the condominium associations.

A motion was made by Mr. Kalkut to vote to lay out Tailwind Circle substantially in the location of the private way known as Tailwind Circle. It was seconded by Ms. Van Tine, and so voted. All were in favor.

A motion was made by Mr. Kalkut to vote to lay out Silver Fox Road substantially in the location of the private way known as Silver Fox Road. It was seconded by Ms. Van Tine, and so voted. All were in favor.

A motion was made by Mr. Kalkut to vote to lay out Saddle Ridge Way substantially in the location of the private way known as Saddle Ridge Way. It was seconded by Ms. Van Tine, and so voted. All were in favor.

A motion was made by Mr. Kalkut to vote to lay out Liberty Lane substantially in the location of the private way known as Liberty Lane. It was seconded by Ms. Van Tine, and so voted. All were in favor.

A motion was made by Mr. Kalkut to vote to lay out Meetinghouse Road substantially in the location of the private way known as Meetinghouse Road. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider approval of Norfolk Carols Sing-a-Long on December 14, 2019

Ms. Robinson stated with the holidays upcoming, it is time to plan for the annual Sing-a-Long on December 14, 2019. She stated the group also requested to erect a banner advertising the event. She recommended approval.

A motion was made by Mr. Kalkut to approve use of Town Hill for the Norfolk Carols Sing-a-Long on December 14, 2019, and the erection of a banner on December 1, 2019. It was seconded by Ms. Van Tine. Discussion: Mr. Wider asked if the \$100 deposit fee was requested. Ms. Robinson stated the fee was explained to the group. The motion was so voted. All were in favor.

Please consider discussing various articles on the Special Town Meeting Warrant and Voting the Board's recommendation(s)

Ms. Robinson stated this item is on the agenda so the Board may discuss any articles on the warrant, and if it decides to, may take any votes it deems necessary to indicate the Board's position on those articles. Mr. Wider confirmed the Moderator's Meeting is scheduled for November 6, 2019 at 10:30 AM. He noted he had one concern with the Advisory Board's recommendations. He stated the process in section F.11 of the zoning bylaws should be changed from the Building Commissioner and Town Planner to the Planning Board. Mr. McCarthy said the Planning Board has a meeting scheduled for November 12, 2019 where this may be discussed. He explained the Moderator would have to determine that a potential change could be made to the motion. He discussed the present language as written and stated new language would need to be clear. He suggested it be fashioned as a designee from the Planning Board; if it is not clear, it could be deemed as the entire Planning Board. He would not want the entire Planning Board to have to do the work as a collective body such as walking the property.

Ms. Van Tine reviewed the F.11 article and said she is not supporting the article as written. Mr. Kalkut discussed the language proposed in the article is better than the way it is currently being done. Ms. Van Tine agreed but stated it does not achieve what she thinks it should. Mr. Wider confirmed Mr. McCarthy talked to Town Counsel and that the language could be changed on Town Meeting floor. Mr. Kalkut asked if the Select Board wanted to take a vote to support or not support this article as written. Ms. Van Tine said she thinks this would be confusing; there should be a motion from the floor at Town Meeting. Mr. Kalkut and Mr. Wider agreed.

Ms. Van Tine stated there is a lot she is not comfortable with regarding the B-1 Articles 1-6; she is not in support of them. Mr. McCarthy stated he attended the Advisory Board meeting last Wednesday. He stated it is clear that this is complicated. He discussed that some of the changes need to be better articulated and noted there is a lot of merit to what is being proposed. After the Advisory Board meeting, he stated he tried to get a meeting scheduled with both the B-1 Zoning District Working Committee and the Planning Board to discuss holding off with the articles for the November Town Meeting and take some of the points raised and look at them more closely. Discussion relative to the articles is on the Planning Board's November 12th meeting agenda. He noted the Advisory Board's member dropped off the B-1 Committee; therefore, a representative was not at all the B-1 Committee meetings. Originally, the plan was to have a representative from the Advisory Board, ZBA, and other boards/committees on the B-1 Committee and to have the representative member report back to their respective boards. That did not happen as much as was hoped. Going forward, the board/committee representative should attend

the B-1 Committee meetings and then their comments can be reported back to their representative body. That would help clarify things and reduce confusion.

Mr. Kalkut stated that as the Select Board's representative on the B-1 Committee, he thinks there is a fantastic basis to address the concerns of a lot of the townspeople. He stated that while some of the initiatives may seem scary in nature and uncomfortable, it helps us to get to a point where we can deliver on items in the guidance documents such as the Master Plan and Open Space Plan and identify what our vision is as a community. The main goal is to get this in front of the Town so they can identify if this is the way they want to proceed or if they want to go in a different direction. He stated he supports Mr. McCarthy's recommendation to hold off with this item until the Spring Town Meeting. It would be beneficial to hear other voices to enhance these items a little more and provide the community with a viable and strong alternative to the way things have been done up to this point.

Mr. Wider and Ms. Van Tine stated they had no concerns or issues with the other articles.

Please consider approval of the following warrants:

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

- 10/25/2019 08P20 and 08PS20 \$823,970.88
- 10/29/2019 18V20 \$727,649.73
- 10/29/2019 18VS20 \$90,761.46

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

Please consider approval of regular session minutes

A motion was made by Ms. Van Tine to approve the September 3, 2019 meeting minutes. It was seconded by Mr. Wider, and so voted. All were in favor.

Mr. Rosenberg stated the Motion to approve the Norfolk Carols Sing-a-Long on December 14, 2019 did not include the requested rain/snow date of December 15, 2019.

A Friendly Amendment to add the rain/snow date of December 15, 2019 to the Motion to approve the Norfolk Carols Sing-a-Long on December 14, 2019 was made and agreed to by the Select Board members.

Executive Session

Mr. Kalkut stated that an open meeting may have a detrimental effect on the litigation position of the public body. He read the executive session motion:

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 adjourning the meeting.

At 7:55 p.m. A motion was made by Mr. Kalkut to enter into the Executive Session and return to the open session to adjourn the meeting. 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.

At 9:35 p.m. A motion was made by Mr. Kalkut to close the Executive Session and enter into open session to adjourn the meeting. 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.

At 9:35 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 of the Select Board will be held in Room 124, Town Hall, on Tuesday, November 21, 2019 at 4:00 p.m.

This is a true and accurate report of the Select Board's Meeting of November 5, 2019.

CiCi Van Tine, Clerk