

**MINUTES**  
**SHARON SELECT BOARD**  
*March 3, 2020*

The meeting of the Sharon Select Board was called to order at 7:00 pm in the second-floor meeting room at Sharon Town Hall with Chair William A. Heitin; Select Board Member Emily E. Smith-Lee; Select Board Member Hanna R. Switekowski; Town Administrator Frederic E. Turkington, Jr; and Assistant to the Town Administrator Lauren Barnes in attendance. The meeting commenced with the recitation of the Pledge of Allegiance.

**Water Rate Hearing**

**MOTION:** To open the water rate hearing.  
(Switekowski – Smith-Lee) 3-0 **PASSES**

Mr. Hooper explained that the Department is requesting a minor increase of \$5 per quarter. This capital fee covers larger projects such as the Massapoag water tank replacement, MWRA emergency connection, and meter replacement projects.

In keeping with the approach adopted previously by the Water Management Advisory Committee of having regular relatively small rate increases, what is proposed is a modest rate increase that should result in an increase in overall revenues of about 2% up to roughly \$4.3 million. This estimate has been revised downward slightly based on updated water use from last year. The revenue increase will allow the Water Department to continue its 20-year infrastructure improvement program of water main replacement and implementation of other large capital projects.

This proposed increase was presented to the Water Management Advisory Committee for discussion in January and approved by the Committee for presentation to the Select Board. The proposed changes include the following highlights:

Increased the fixed fee from \$55/quarter to \$60/quarter. Revenue collected through this fee is used to fund large capital projects such as the Emergency MWRA Connection and the Massapoag Avenue Tank replacement. Retain subsidized fee for income qualified residents using the criteria set for subsidized trash collection, i.e., waiving the base fee and charging for water used only. Based on past use history, approximately 350 households (7%), will remain in the lowest, most subsidized block, and approximately 500 households will remain in the second rate block. These two blocks represented approximately 16% of accounts and are primarily 1 and 2 person households and elderly residents.

Based on past use history, approximately 25% of Sharon households will have water use that will reach the top block rate. To qualify for subsidized Capital Project Fee waiver, single income resident households may have a maximum annual income of \$24,980, multiple income households may earn a combined annual income of no more than \$33,820. Applications for subsidized fee waiver will be available at the Sharon Council on Aging Administrative offices at the Sharon Community Center. Residents who receive this subsidized rate must apply for the subsidy annually.

Capital Project Fee	Residential		Other*	Irrigation Only
	\$60.00	\$60.00	\$60.00	\$60.00
	Spring/Summer	Fall/Winter		
0-4,000 gallons	\$5.25	\$4.50	\$4.00	\$10.00
4,000-7,000 gallons	\$8.00	\$7.50	\$4.50	\$10.00
7,000-17,500 gallons	\$11.00	\$9.75	\$5.00	\$11.00
17,500-27,000 gallons	\$13.00	\$12.50	\$5.50	\$13.50
>27,000 gallons	\$15.50	\$14.50	\$6.00	\$15.00

\* Agriculture, commercial and industrial uses

Fall/Winter: October through March

Spring/Summer: April through September

Mr. Robert Parrish of 343 Bay Road expressed concern about how these rates were going to affect the elderly. At last town meeting, Sharon residents voted to purchase Rattlesnake Hill. This is hard on the elderly in Sharon at a time when they are trying to find ways to stay in their homes. Sharon is become known as a community to educate children then move because the taxes are high. It was explained that the cost to pump the water in summer is about the same as in the winter, but there is an environmental cost in the summer. It was explained that there is a financial hardship component which is income based and the base fee is waived. This water program utilizes the same application as trash fee abatement.

The Board would like to look at the income cut off and get statistics on how many people are taking advantage of these programs. Information was provided that there are currently 42 households taking part in the water hardship program but 72 households in the trash program. It should match. Opportunity for outreach.

**MOTION:** To close the water rate hearing.

(Smith-Lee – Switekowski) 3-0 **PASSES**

**MOTION:** To approve the water rates for fiscal year 2021 as outlined and presented.

(Switekowski – Smith-Lee) 3-0 **PASSES**

#### **DPW Budget Review – Eric Hooper, Superintendent of Public Works**

Mr. Hooper explained that the total budget for 2021 is \$4.3 million. This budget is heavily weighted to salary but less so than other departments because of expenses. There are two positions that have had to be hired because of employees out on workers compensation. The Department is carrying two full time employees plus the difference between workers compensation payments the employee's regular salary.

There have been some personnel changes which does reduced payroll. Budget assumes that there are no changes. Expect perhaps 3. Contractual obligations are roughly 2.5 percent. The Department must fund MS4 storm water control this year. It has been done in-house for last few years.

Increase in maintenance and utility costs due to Town Hall building and public safety. Fuel costs are up a little bit. Has to look at trends for fuel. Gas and diesel are purchased on monthly stock market.

There is a change on street lights for this year due to funding a shared Energy manager with Norwood, ultimately expecting savings and future self-funding.

Parking revenue to fund changes in parking such as the April 1 implementation of pay by phone program.

#### Water

The Water Department is also driven largely by salary. Some debtless interest paying now. 4.2 million. Reserve fund of \$200,000 for has its own capital and reserve fund. First implemented last year. Most raised from revenue. Retained earnings are what is not spend from last year. This fund presently has about \$1 million. Retained earnings are kept in the bank and not generally utilized unless urgently necessary.

The emergency MWRA connection and Massapoag tank projects will be bid for construction for fall. Meter replacement will be bid in fall as well.

Mr. Hooper presented a response to the proposed article regarding use of Recycled Asphalt Product. He pointed out that most importantly, the water supply is protected. The Department has been testing for contaminants of concern forever and they haven't been seen in monitoring wells. RAP is regulated by the state as a solid waste. This has been used for quite some time as a material and much like compost is regulated as a solid waste. Handling practices. The Farnham Road facility has a permit for compost. RAP has a 180 day exception because communities generate a lot of material in the summer. If the 180 day exception is exceeded, a permit is necessary to stockpile this material. At this time there are no plans at State level to govern use of RAP.

#### **Change of Manager Application - The Square Kitchen and Bar**

Mr. Michael Danehy was introduced to the Board by Mr. Michael Kramer of the Square Kitchen and Bar. It was explained that he has been in restaurant business for many years and has been managing the Square for some time. The principals felt that it was time to move forward with assigning him the responsibility of managing the liquor license for the establishment. The Board has reviewed the application materials and not having any questions, they agreement

**MOTION:** To approve the Change of Manager application for Eagle Square Hospitality LLC.  
(Smith-Lee - Switekowski) 3-0 **PASSES**

#### **Sharon Horticultural Overlay District Introduction - Picerne Realty Group**

Mr. Phil Cordiero and Mr. Nick Roiter from Picerne Realty Group presented their proposal for a potential request for a zoning change at the location where the current American Landscape is located. The land adjacent to American Landscape is for sale. They have provided an introductory report. It is introductory because there are pieces such as wastewater and storm water which need to be addressed. Conceptually, their plan proposes 30 age restricted condominium units but it was explained that apartments can be added. These will not be solicited as family units.

The Board explained that they are looking for affordable housing. Rentals are preferred as they count toward the Town's 40B inventory. It is probably aggressive to put together an overlay district for upcoming town meeting but the Board would like to continue discussions.

The Board thanked Mr. Cordiero and Mr. Roiter for their time this evening.

#### **Sharon Police Department – Chief Ford**

Chie Ford and Detective Coffey presented a unique opportunity to hire an additional officer with a Federal COPS grant. The idea of this grant specifies areas of issue including violent crime and community policing but Chief Ford is especially interested in expanding in the area of a school resource officer. This gives the Department a jump on the 32nd officer which he feels is needed. First three years would fund this position in a 75/25 split much like the Fire Department's SAFER grant. In the fourth year of the program, the Town would assume 100 percent of the funding. It was explained that Finance Director Krishan Gupta was consulted for information on cost of benefits, step increases, and COLA. There an opportunity for our share to overlap with mitigation funds from negative consequences from the marijuana dispensary.

**MOTION:** To approve the COPS grant.  
(Switekowski – Smith-Lee) 3-0 **PASSES**

#### **Norwood MWRA Emergency Water Connection Intermunicipal Agreement**

An updated draft of the Intermunicipal Agreement was presented to the Board with their meeting materials for this evening. Previous working drafts have been reviewed by the Board in the past during the negotiation process with the Town of Norwood. This has been a joint effort between Mr. Hooper and his colleagues from Norwood and Town Counsel.

The water budget contains a \$150,000 payment for ten years to Norwood that offsets their debt service for for replacement of water lines on their side of the town line to accommodate the water flow needed in an emergency. The rate the Town will be charge for water, if used, will be the MWRA rate. This agreement is financially neutral if this connection is utilized.

**MOTION:** To approve the Intermunicipal Agreement emergency MWRA water connection with the Town of Norwood.  
(Smith-Lee - Switekowski) 3-0 **PASSES**

#### **Order of Articles for May 2020 Annual Town Meeting**

A preliminary list of 26 articles was provided to the Board with in a tentatively suggested order. After a brief discussion, the consensus was to keep the order as outlined.

**MOTION:** To approve warrant article order as presented.  
(Smith-Lee - Switekowski) 3-0 **PASSES**

#### **Senior Tax Relief**

This is a continuation of previous discussions on senior tax relief. The Board has done some limited research about senior tax programs today. Some statistics were provided about Sharon households that are presently utilizing these programs. It was felt that there needs to be some discussion with other parties such as Assessors and Council on Aging. There should be some investigation on whether income limits outdated. The next steps would be asking how this information is disseminated to the public. Ms. Switekowski mentioned that Sharon has adopted article 2 at Town meeting to have that fund but was never implemented. How to implement this

article needs to be investigated as well. This article authorizes the Town to collect donations to help others in need offset taxes.

### Economic Development Committee

The Board feels that it is important to get the Economic Development Committee up off the ground. The time for receiving applications has been held open longer than advertised to allow interested parties to come forward. Two applications were received during this time period. Former members of the past Economic Development Committee were asked and agreed to continue participate in this reconstitution. The list of members for consideration are as follows:

Pasqualino	Pannone	For a term expiring	12/31/2023
Robert	Maidman	For a term expiring	12/31/2023
Eli	Hauser	For a term expiring	12/31/2022
Alan	Lury	For a term expiring	12/31/2022
Jim	Berish	For a term expiring	12/31/2021
Xander	Shapiro	For a term expiring	12/31/2021

**MOTION:** To appoint the members outlined above to the Economic Development Committee as presented.  
(Smith-Lee - Switekowski) 3-0 **PASSES**

### Select Board Sector Budget

An updated version of the Select Board sector budget was provided for the Board to review with their meeting materials. The Select Board is scheduled to present to FIN COM on March 23, 2020. It was explained that the IT software will be funded through excess Town Hall building project funding.

**MOTION:** That the Select Board adopt a water enterprise fund budget for FY2021 in the amount of \$4,218,324 with \$4,200,000 funded by water rates and \$18,324 taken from retained earnings, and a reserve fund of \$200,000 taken from retained earnings.

(Smith-Lee - Switekowski) 3-0 **PASSES**

**MOTION:** To approve the Select Board sector budget as discussed and presented.

(Smith-Lee - Switekowski) 3-0 **PASSES**

### Consent Calendar

- I. Vote to approve regular and executive session minutes of February 11, 2020;
- II. Vote to award bid for delivery of the 2019 Annual Town Report to the Boy Scouts of America, Troop 95, Sharon MA in the amount of \$1,200
- III. Vote to approve the following banner requests:
  - i. Sharon Soccer Association Registration, March 2-9 in 1<sup>st</sup> position and March 16-23 in 1<sup>st</sup> position
  - ii. SYBSA Carnival, May 4-11 in 1<sup>st</sup> position and May 25-June 1 in 1<sup>st</sup> position
- IV. Vote to approve out-of-state travel requests for the Fire Department
  - i. Chief Wright to International Association of Fire Chiefs New England Division Annual Meeting and Seminar in Mystic, CT from April 7-9, 2020
  - ii. Chief Write to Washington DC from April 29 to May 1, 2020
  - iii. Captain Jeffrey Ricker to National Fire Academy in Emmitsburg, MD for training from February 29 to March 7, 2020
- V. Vote to support the Open Space and Recreation Master Plan of September 19, 2019.

**MOTION:** To approve the March 3, 2020 consent calendar.  
(Smith-Lee – Switlekowski) 3-0 **PASSES**

### Report of the Town Administrator

Mr. Turkington provided the following information to the Board:

- A new Pay by Phone program will begin on April 1 at the train station for daily parking. Some of the groups of daily/quarterly spaces are being marked with MBTA
- Conservation Commission is meeting to select a successor for Greg Meister who has retired.
- There will be a staff meeting on Thursday to address COVID-19, providing information from MDH and CDC.
- DPW has hired one of the three firms suggested to investigate the traffic vibration issues on North Main Street. The firm is installing equipment and should have results and an update for the Board at a subsequent meeting.
- A favorable conclusion to the issues regarding the demolition delay at 29 Huntington is looking positive for the near future.
- Invitations have been extended to abutters within 300 feet of the new library site to meet with Board to discuss issues with project.
- Steps are begin taken in negotiations to move toward exchanging proposals with Firefighters for renewed contract.

### Topics not reasonably anticipated forty-eight (48) hours in advance of the meeting

None

### Adjournment

**MOTION:** To enter into Executive Session at for the purpose of discussing strategy with respect to the purchase and sale of real property and adjourn immediately following. Discussion of this item in open session may have a detrimental effect on the bargaining position of the Town.

Heitin: AYE  
Switlekowski: AYE  
Smith-Lee: AYE  
3-0 **PASSES**

#### List of Documents

- Memorandum
- Budget materials
- Response to RAP article
- Application materials
- Horticultral overlay district introduction report
- Correspondence
- Memorandum
- COPS Grant application
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In keeping with the approach adopted previously by the Water Management Advisory Committee of having regular relatively small rate increases, what is proposed is a modest rate increase that should result in an increase in overall revenues of about 2% up to roughly \$4.3 million. This estimate has been revised downward slightly based on updated water use from last year. The revenue increase will allow the Water Department to continue its 20-year infrastructure improvement program of water main replacement and implementation of other large capital projects.

This proposed increase was presented to the Water Management Advisory Committee for discussion in January and approved by the Committee for presentation to the Select Board. The proposed changes include the following highlights:

Increased the fixed fee from \$55/quarter to \$60/quarter. Revenue collected through this fee is used to fund large capital projects such as the Emergency MWRA Connection and the Massapoag Avenue Tank replacement. Retain subsidized fee for income qualified residents using the criteria set for subsidized trash collection, i.e., waiving the base fee and charging for water used only. Based on past use history, approximately 350 households (7%), will remain in the lowest, most subsidized block, and approximately 500 households will remain in the second rate block. These two blocks represented approximately 16% of accounts and are primarily 1 and 2 person households and elderly residents.

Based on past use history, approximately 25% of Sharon households will have water use that will reach the top block rate. To qualify for subsidized Capital Project Fee waiver, single income resident households may have a maximum annual income of \$24,980, multiple income households may earn a combined annual income of no more than \$33,820. Applications for subsidized fee waiver will be available at the Sharon Council on Aging Administrative offices at the Sharon Community Center. Residents who receive this subsidized rate must apply for the subsidy annually.

Capital Project Fee	Residential		Other*	Irrigation Only
	\$60.00	\$60.00	\$60.00	\$60.00
	Spring/Summer	Fall/Winter		
0-4,000 gallons	\$5.25	\$4.50	\$4.00	\$10.00
4,000-7,000 gallons	\$8.00	\$7.50	\$4.50	\$10.00
7,000-17,500 gallons	\$11.00	\$9.75	\$5.00	\$11.00
17,500-27,000 gallons	\$13.00	\$12.50	\$5.50	\$13.50
>27,000 gallons	\$15.50	\$14.50	\$6.00	\$15.00

\* Agriculture, commercial and industrial uses

Fall/Winter: October through March

Spring/Summer: April through September

Mr. Robert Parrish of 343 Bay Road expressed concern about how these rates were going to affect the elderly. At last town meeting, Sharon residents voted to purchase Rattlesnake Hill. This is hard on the elderly in Sharon at a time when they are trying to find ways to stay in their homes. Sharon is become known as a community to educate children then move because the taxes are high. It was explained that the cost to pump the water in summer is about the same as in the winter, but there is an environmental cost in the summer. It was explained that there is a financial hardship component which is income based and the base fee is waived. This water program utilizes the same application as trash fee abatement.

The Board would like to look at the income cut off and get statistics on how many people are taking advantage of these programs. Information was provided that there are currently 42 households taking part in the water hardship program but 72 households in the trash program. It should match. Opportunity for outreach.

**MOTION:** To close the water rate hearing.

(Smith-Lee - Switekowski) 3-0 **PASSES**

**MOTION:** To approve the water rates for fiscal year 2021 as outlined and presented.

(Switekowski - Smith-Lee) 3-0 **PASSES**

#### **DPW Budget Review - Eric Hooper, Superintendent of Public Works**

Mr. Hooper explained that the total budget for 2021 is \$4.3 million. This budget is heavily weighted to salary but less so than other departments because of expenses. There are two positions that have had to be hired because of employees out on workers compensation. The Department is carrying two full time employees plus the difference between workers compensation payments the employee's regular salary.

There have been some personnel changes which does reduced payroll. Budget assumes that there are no changes. Expect perhaps 3. Contractual obligations are roughly 2.5 percent. The Department must fund MS4 storm water control this year. It has been done in-house for last few years.



Increase in maintenance and utility costs due to Town Hall building and public safety. Fuel costs are up a little bit. Has to look at trends for fuel. Gas and diesel are purchased on monthly stock market.

There is a change on street lights for this year due to funding a shared Energy manager with Norwood, ultimately expecting savings and future self-funding.

Parking revenue to fund changes in parking such as the April 1 implementation of pay by phone program.

#### Water

The Water Department is also driven largely by salary. Some debtless interest paying now. 4.2 million. Reserve fund of \$200,000 for has its own capital and reserve fund. First implemented last year. Most raised from revenue. Retained earnings are what is not spend from last year. This fund presently has about \$1 million. Retained earnings are kept in the bank and not generally utilized unless urgently necessary.

The emergency MWRA connection and Massapoag tank projects will be bid for construction for fall. Meter replacement will be bid in fall as well.

Mr. Hooper presented a response to the proposed article regarding use of Recycled Asphalt Product. He pointed out that most importantly, the water supply is protected. The Department has been testing for contaminants of concern forever and they haven't been seen in monitoring wells. RAP is regulated by the state as a solid waste. This has been used for quite some time as a material and much like compost is regulated as a solid waste. Handling practices. The Farnham Road facility has a permit for compost. RAP has a 180 day exception because communities generate a lot of material in the summer. If the 180 day exception is exceeded, a permit is necessary to stockpile this material. At this time there are no plans at State level to govern use of RAP.

#### **Change of Manager Application - The Square Kitchen and Bar**

Mr. Michael Danehy was introduced to the Board by Mr. Michael Kramer of the Square Kitchen and Bar. It was explained that he has been in restaurant business for many years and has been managing the Square for some time. The principals felt that it was time to move forward with assigning him the responsibility of managing the liquor license for the establishment. The Board has reviewed the application materials and not having any questions, they agreement

**MOTION:** To approve the Change of Manager application for Eagle Square Hospitality LLC.  
(Smith-Lee - Switekowski) 3-0 **PASSES**

#### **Sharon Horticultural Overlay District Introduction - Picerne Realty Group**

Mr. Phil Cordiero and Mr. Nick Roiter from Picerne Realty Group presented their proposal for a potential request for a zoning change at the location where the current American Landscape is located. The land adjacent to American Landscape is for sale. They have provided an introductory report. It is introductory because there are pieces such as wastewater and storm water which need to be addressed. Conceptually, their plan proposes 30 age restricted condominium units but it was explained that apartments can be added. These will not be solicited as family units.

The Board explained that they are looking for affordable housing. Rentals are preferred as they count toward the Town's 40B inventory. It is probably aggressive to put together an overlay district for upcoming town meeting but the Board would like to continue discussions.

The Board thanked Mr. Cordiero and Mr. Roiter for their time this evening.

#### **Sharon Police Department – Chief Ford**

Chie Ford and Detective Coffey presented a unique opportunity to hire an additional officer with a Federal COPS grant. The idea of this grant specifies areas of issue including violent crime and community policing but Chief Ford is especially interested in expanding in the area of a school resource officer. This gives the Department a jump on the 32nd officer which he feels is needed. First three years would fund this position in a 75/25 split much like the Fire Department's SAFER grant. In the fourth year of the program, the Town would assume 100 percent of the funding. It was explained that Finance Director Krishan Gupta was consulted for information on cost of benefits, step increases, and COLA. There an opportunity for our share to overlap with mitigation funds from negative consequences from the marijuana dispensary.

**MOTION:** To approve the COPS grant.  
(Switekowski – Smith-Lee) 3-0 **PASSES**

#### **Norwood MWRA Emergency Water Connection Intermunicipal Agreement**

An updated draft of the Intermunicipal Agreement was presented to the Board with their meeting materials for this evening. Previous working drafts have been reviewed by the Board in the past during the negotiation process with the Town of Norwood. This has been a joint effort between Mr. Hooper and his colleagues from Norwood and Town Counsel.

The water budget contains a \$150,000 payment for ten years to Norwood that offsets their debt service for for replacement of water lines on their side of the town line to accommodate the water flow needed in an emergency. The rate the Town will be charge for water, if used, will be the MWRA rate. This agreement is financially neutral if this connection is utilized.

**MOTION:** To approve the Intermunicipal Agreement emergency MWRA water connection with the Town of Norwood.  
(Smith-Lee - Switekowski) 3-0 **PASSES**

#### **Order of Articles for May 2020 Annual Town Meeting**

A preliminary list of 26 articles was provided to the Board with in a tentatively suggested order. After a brief discussion, the consensus was to keep the order as outlined.

**MOTION:** To approve warrant article order as presented.  
(Smith-Lee - Switekowski) 3-0 **PASSES**

#### **Senior Tax Relief**

This is a continuation of previous discussions on senior tax relief. The Board has done some limited research about senior tax programs today. Some statistics were provided about Sharon households that are presently utilizing these programs. It was felt that there needs to be some discussion with other parties such as Assessors and Council on Aging. There should be some investigation on whether income limits outdated. The next steps would be asking how this information is disseminated to the public. Ms. Switekowski mentioned that Sharon has adopted article 2 at Town meeting to have that fund but was never implemented. How to implement this

article needs to be investigated as well. This article authorizes the Town to collect donations to help others in need offset taxes.

### Economic Development Committee

The Board feels that it is important to get the Economic Development Committee up off the ground. The time for receiving applications has been held open longer than advertised to allow interested parties to come forward. Two applications were received during this time period. Former members of the past Economic Development Committee were asked and agreed to continue participate in this reconstitution. The list of members for consideration are as follows:

Pasqualino	Pannone	For a term expiring	12/31/2023
Robert	Maidman	For a term expiring	12/31/2023
Eli	Hauser	For a term expiring	12/31/2022
Alan	Lury	For a term expiring	12/31/2022
Jim	Berish	For a term expiring	12/31/2021
Xander	Shapiro	For a term expiring	12/31/2021

**MOTION:** To appoint the members outlined above to the Economic Development Committee as presented.  
(Smith-Lee - Switekowski) 3-0 **PASSES**

### Select Board Sector Budget

An updated version of the Select Board sector budget was provided for the Board to review with their meeting materials. The Select Board is scheduled to present to FIN COM on March 23, 2020. It was explained that the IT software will be funded through excess Town Hall building project funding.

**MOTION:** That the Select Board adopt a water enterprise fund budget for FY2021 in the amount of \$4,218,324 with \$4,200,000 funded by water rates and \$18,324 taken from retained earnings, and a reserve fund of \$200,000 taken from retained earnings.

(Smith-Lee - Switekowski) 3-0 **PASSES**

**MOTION:** To approve the Select Board sector budget as discussed and presented.

(Smith-Lee - Switekowski) 3-0 **PASSES**

### Consent Calendar

- I. Vote to approve regular and executive session minutes of February 11, 2020;
- II. Vote to award bid for delivery of the 2019 Annual Town Report to the Boy Scouts of America, Troop 95, Sharon MA in the amount of \$1,200
- III. Vote to approve the following banner requests:
  - i. Sharon Soccer Association Registration, March 2-9 in 1<sup>st</sup> position and March 16-23 in 1<sup>st</sup> position
  - ii. SYBSA Carnival, May 4-11 in 1<sup>st</sup> position and May 25-June 1 in 1<sup>st</sup> position
- IV. Vote to approve out-of-state travel requests for the Fire Department
  - i. Chief Wright to International Association of Fire Chiefs New England Division Annual Meeting and Seminar in Mystic, CT from April 7-9, 2020
  - ii. Chief Write to Washington DC from April 29 to May 1, 2020
  - iii. Captain Jeffrey Ricker to National Fire Academy in Emmitsburg, MD for training from February 29 to March 7, 2020
- V. Vote to support the Open Space and Recreation Master Plan of September 19, 2019.

**MOTION:** To approve the March 3, 2020 consent calendar.  
(Smith-Lee – Switlekowski) 3-0 **PASSES**

### Report of the Town Administrator

Mr. Turkington provided the following information to the Board:

- A new Pay by Phone program will begin on April 1 at the train station for daily parking. Some of the groups of daily/quarterly spaces are being marked with MBTA
- Conservation Commission is meeting to select a successor for Greg Meister who has retired.
- There will be a staff meeting on Thursday to address COVID-19, providing information from MDH and CDC.
- DPW has hired one of the three firms suggested to investigate the traffic vibration issues on North Main Street. The firm is installing equipment and should have results and an update for the Board at a subsequent meeting.
- A favorable conclusion to the issues regarding the demolition delay at 29 Huntington is looking positive for the near future.
- Invitations have been extended to abutters within 300 feet of the new library site to meet with Board to discuss issues with project.
- Steps are begin taken in negotiations to move toward exchanging proposals with Firefighters for renewed contract.

### Topics not reasonably anticipated forty-eight (48) hours in advance of the meeting

None

### Adjournment

**MOTION:** To enter into Executive Session at for the purpose of discussing strategy with respect to the purchase and sale of real property and adjourn immediately following. Discussion of this item in open session may have a detrimental effect on the bargaining position of the Town.

Heitin: AYE  
Switlekowski: AYE  
Smith-Lee: AYE  
3-0 **PASSES**

#### List of Documents

- Memorandum
- Budget materials
- Response to RAP article
- Application materials
- Horticultral overlay district introduction report
- Correspondence
- Memorandum
- COPS Grant application
- Intermunicipal agreement
- Draft article list
- Draft articles
- Available senior tax relief programs and participation
- EDC charge
- List of interested members
- Candidate applications

- Budget materials
- Minutes
- Banner request forms
- Travel requests
- Memorandum
- Correspondence from Conservation Commission
- Train station parking information