David Hall, Chair person
Wendy M. Mead, Vice Chair
Jesse Limanek, Clerk
Jonathan Anderson
Jeffrey Bannon

James A. Smith, Town Manager

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Town of Sutton
Select Board

Meeting Minutes

Minutes Accepted and filed with the Town Clerk on 7/7/2020 by **a vote of 5-0**

5:00 p.m. – June 16, 2020
REMOTE DIAL IN MEETING

Members in Attendance by video chat:
Chairperson David Hall, Vice Chair Wendy Mead, Clerk Jesse Limanek & Select Board Jonathan Anderson & Jeffrey Bannon
Town Manager James Smith & Deb Jacques, secretary
Town Finance Director Timothy Harrison

Chairman Hall calls meeting to order with Good afternoon, This Open Meeting of Sutton Select Board is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."
In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.
The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.
Public participation has been offered for this meeting.

Public Forum: N/A

Selectperson Limanek motions to approve as presented minutes from 6/02/2020 meeting, Selectperson Bannon seconds passes 5-0

Board reappointments/Town Manager reappointments: As read by Clerk of the Select board Limanek- List attached to final minutes- Select member Limanek thanks all that have served that are requesting to not be reappointed, Joyce Smith, Larry Wiersma, Mark Kellogg and Paige Thayer. Jesse thanks all reappointments for volunteering their time, he goes on say Joyce Smith has had a long time presence between teaching and being on Conservation. She will be missed. Vice Chair Mead thanks all for volunteering as well the Dept. Heads that sit on Boards/Committees. Select person Anderson thanks all for stepping in to help the town through volunteering on boards, this is what makes the town what it is. Thank you also to those stepping down your commitment has made the town a better place. Select person Bannon says thankyou to you all. Chairperson Hall says it is great to take the time to say thank you for all the effort put forward by volunteering. Select person Anderson motions to approve as read reappointments made by the Select Board and the Town Manager. Vice Chair Mead seconds passes 5-0 (roll call taken)

Outdoor Dining Guidelines: Town Manager Smith reviews the recent application forwarded to restaurants in Town that could move service outside during the COVID 19 pandemic that has affected all. It is a basic application that shows seating and outdoor dining safety & protocol. The Building Commissioner John Couture and BOH Cheryl Rawinski will review each application and we would like these to be expedited to help the business owner. Jim states we currently have two applications, Brickstone and Schultzys. Select person Limanek asks if there is a fee, Jim replies no. Jesse agrees with expediting-anything we can do to help sustain a business. Vice Chair Mead says this makes perfect sense. John Couture working with the licensee is great. Select person Anderson agrees with expediting the process, Jonathan trusts the outcome after Jim, John and the business owner work together- this cannot happen fast enough and expedite within the guidelines. Select person Bannon is in 100% agreement, Jeff does ask for clarification on the Liquor License involvement, can Jim issue the go ahead and the Select Board will agree to the temporary license after. Jim Smith does inform

the board later in this discussion that the state has issued an Advisory to the Local Licensing Authority to grant extension of the area of the license to the outside without a public hearing or approval from them. Chairperson Hall says with John Couture and Cheryl Rawinski involved this will cover building and govt. requirements. Select person Limanek asks if restrooms will be open to the public- we will check and get back to the board. Select person Bannon motions to approve Reopening Guidelines for individual food establishments upon recommendations by the Building Commissioner and Board of Health in addition a temporary license will be issued by the Select Board with an expiration of November 1, 2020 or until the order issued by Governor Baker is rescinded, whichever comes first Vice Chair Mead seconds passes 5-0 Roll call taken. A send motion follows: Select person Limanek motions to authorize the Town Manager Jim Smith the purview to approve the temporary extension of the Liquor License to include outdoor dining, Vice Chair Mead seconds passes 5-0 Roll call taken.

COVID 19 overspending- Town Manager Smith says this was an emergency add on to the agenda – It is asking for the Chairman of the Board to sign a letter to DOR outlining the overspending related to the pandemic. We are asking DOR for permission to overspend in excess of appropriation. The entire Select Board feel this is straight forward and makes sense. Select person Anderson motions to authorize Chairperson Hall to sign the letter to DOR for Emergency spending in excess of appropriation (MGL Chapter 44 Section 31) due to COVID 19, Select person Bannon seconds passes 5-0 Roll call taken

Town Managers Update

- Primetals- preliminary inspections occurred last week- at the next Select Board meeting owner of the property Scannell and Primetals will request an above ground fuel storage permit. Fire Chief Belsito will also be present to answer any questions.
- Cupola repair project- went out to bid June 17th, due back July 16. It will be a tricky repair as it will involve lifts to reach the top of the Town Hall. We have $25,000. In the Capital plan for repair.
- Town Hall reopened on June 8th to residents by appointment only. Transfer Station stickers are available on line or through the mail.
- Annual Goals Meeting- typically held end of July or beginning of August. What and where would the Board like to hold it. After brief discussion it will be held on Tuesday, July 28th at 5:30 at Goddard Lodge.

Select Board round table:

- Select person Limanek reads the items needed for the Food Pantry. Jesse also mentions a meeting he held with Eagle scout Evan Thebearge. Evan is doing a project that will go along with the proposed sewer expansion project.
- Select person Anderson encourages residents to support all the local businesses at this time more than ever before.
- Select person Bannon was inspired hearing of Jesses meeting with the eagle Scout.
- Chairperson Hall says there is a peaceful protest scheduled for this Friday afternoon. Dave says peaceful is important.

6:20 pm Select person Limanek motions to adjourn the meeting, Select person Bannon seconds passes 5-0

Meeting Adjourned