

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



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James A. Smith, Town Manager

Town of Sutton
Select Board

Meeting Minutes

Minutes Accepted and filed with the Town Clerk on 2/16/2021 by a roll call vote 5-0

5:00 p.m. – February 2, 2021
REMOTE DIAL IN MEETING

Members in Attendance by video chat:

Chairperson Wendy Mead, Vice Chair Jesse Limanek, Clerk Jonathan Anderson & Select Board David Hall & Jeffrey Bannon

Town Manager James Smith & Deb Jacques, secretary
Town Finance Director Timothy Harrison

Chairperson Mead recites the following: Due to the current COVID-19 Crisis (pursuant to Governor Baker's March 12, 2020 Order suspending certain provisions of the Open Meeting Law) this meeting of the Sutton Select Board is being held remotely via Zoom. To join the meeting visit www.zoom.us/join and enter Meeting ID 810 2539 6590 & Passcode 964703. The meeting will be broadcast and recorded on local public access station (Verizon 31 & Charter/Spectrum 191) and live streamed on the Towns YouTube channel when available. Pursuant to MGL Chapter 30A Section 20, no person shall address a meeting of a public body without permission of the chair. Individuals who would like to participate should state their name and address after being recognized by the chairperson. In an effort to ensure transparency to our viewers at home, the chat function is not available.

Public Forum: N/A

Select person Hall motions to approve as presented minutes from the January 19, 2021 meeting, Select person Bannon seconds passes 5-0

FY20 Audit Presentation- Melanson: present on this Zoom meeting is Scott McIntire, Principal with Melanson CPA as well as Erica Lussier who performed the day to day execution of the Audit for year ending June 30, 2020. Mr. McIntire begins by saying this audit went very well, all of the books and records were in good acting order and this audit was done in accordance with Govt. Auditing Standards. Erica takes over this part of the presentation and reviews the General Fund balances which includes the Stabilization fund balance. Also reviewed is the Net Position figures for the Net Pension Liability and the Net OPEB liability, both are long term unfunded liabilities. Under the Fiduciary Funds the OPEB trust fund showed a total amount of \$1,955,986. Erica reviewed the revenue surplus as well as the enterprise funds (Sewer & Transfer Station) and use of free cash for Capital items and OPEB contributions. In the Management letter, there was 1 item from the previous audit showing the current year status as being resolved. In addition to this there were 3 other areas: Ensure Compliance with Uniform Guidance, Improve Dept. Receipts Policy and Prepare GASB 84 & 87. Select person Hall offers thank you for the presentation- they covered the high spots – the Management letter is pretty clear there are no significant concerns- these results show we are doing the right things. Congratulations to Tim Harrison and his team- this presentation tells us our records are clean and well kept. Vice Chair Limanek echoes Dave's comments and feels the Management letter are minor things- one of the items will most likely be addressed as we are moving towards more online permits. Jesse hopes the Town is reassured- this professional audit shows monies are all in line. Select person Anderson feels the presentation of these audits every year help in maintaining the towns finances. The books are managed very well. These reports are available for residents to review to show money is spent wisely using the correct methods for accounting. Select person Bannon states this is the annual confirmation that all things are in order- Jeff goes on to say he has never had questions or concerns to the validity of the numbers- this

is the annual testament to Tim, Jim and the staff. Jeff asks if this audit shows if the real-estate taxes collected were affected by COVID 19- Erica replies the figures from this year are a little higher than previous year- most taxes have been paid. Chairman Mead thanks Scott and Erica for joining the meeting as well as Tim and Jim and the Dept. Heads that make these results possible.

IMA- Building Commissioner Services- Blackstone Logistics Project: Town Manager Smith states we are requesting the Select Board sign a determination letter authorizing KP Law to represent Sutton and Douglas (legal counsel to both towns) with the IMA which will authorize Sutton Building Commissioner John Couture to act as the lead Building Commissioner for the 650,000 sq. ft. Blackstone Logistics Project to be built in an area that shares town lines with Douglas, Sutton and Uxbridge. Jim states we have already received back the determination signed by the Town of Douglas. Select person Hall has no issues- this is straight forward. Vice Chair Limanek asks if we move to approve this means that John Couture and our building dept. will be in charge of all inspections on site- as well as communicating any and all issues to other 2 towns. Jesse has no issue with this- John is an expert in his field. Select person Anderson and Bannon have no issues- as far as efficiency- this makes sense. Chairperson Mead says as far as the ability of the person no doubt John can handle. Vice Chair Limanek motions to approve the IMA with Douglas for Building Commissioner John Couture to act as the leading Building Commissioner for the Blackstone Logistics Project, Select person Anderson seconds passes 5-0

2021 ATM- discuss & vote to reschedule date for May ATM- G.L. c.39, §9: Town Manager Smith states we must have a vote on this as it is stated in the general bylaws and backed in the Charter as to the date and time of meetings each year. We are looking to have it on the 2nd Sat. in May at 10am rather than the 2nd Monday in May at 7pm. This is to allow an outdoor meeting that can safely have 500 individuals if necessary. Select person Hall has no issues or concerns. Vice Chair Limanek asks if the Governor removes the State of Emergency will that effect this change- Town Manager Smith replies this is independent from the Gov. State of Emergency. Select person Anderson feels this is procedural, Select person Bannon hopes this increases the participation in our ATM. Select person Anderson motions that the Select Board vote to reschedule the date of the 2021 Annual Town Meeting in accordance with General Laws Chapter 39, Section 9, with such meeting to be held indoors or outdoors within the geographic limits of the Town on Saturday, May 15, 2021, with the meeting beginning at 10:00 AM and continuing on the successive Saturdays and Sundays thereafter, weather permitting, until the warrant has been dissolved, provided, however, that rain date(s) are also scheduled for Saturday, May 22, 2021; and further, to the extent deemed necessary upon the advice of Town Counsel, to authorize the Chair and Town Clerk to submit a governor's bill authorizing, ratifying, and/or confirming the rescheduling of the 2021 Annual Town Meeting, Vice Chair Limanek seconds- passes 5-0

Revise SPED Stabilization Funding Policy: Town Mgr. Smith states this was to be presented last year but the pandemic hit and put this on hold. This policy was suggested by then Chair of the Finance Committee Jeff Bannon. It was approved at the May 2016 Town Meeting with an initial fund of \$200,000, June 2017 we increased it to \$350,000. Currently the School Dept has a number of new out of district placements which burden their budget. Currently they use School Choice funds to help- this policy also allows us to utilize Medicaid reimbursements in excess of what is budgeted. In addition, we are planning on appropriating \$250,000. in free cash. Town Acct. Tim Harrison states we currently have \$361,000. In this SPED Fund- this revised policy will help take the uncertainty out of the school budget. Select person Hall says the idea that we have a stabilization fund available for unexpected costs is a good thing Dave likes the idea of growing the fund. Vice Chair Limanek says SPED out of District placements are a budgetary concern- Jesse is glad to see this is not just on the Town budget- the school is helping also. Select person Anderson acknowledges Jeff Bannon for bringing this forward. Jonathan says this is another fund to protect the town while maintaining the budget- health insurance and SPED funding are two important parts of the budget that are unknown year to year. This protects the overall budget while protecting ourselves to unexpected costs. Select person Bannon is glad to see this being addressed and reaffirming the commitment. Tim Harrison says it has been discussed with Ted and Nancy that the school should put in place a School Choice Policy as well as a Circuit Breaker Policy in regards to how they will spend down the funds. Chairperson Mead offers her thanks to Jeff Bannon for the fore site in putting this forward. Wendy says School Choice and SPED cannot be predicted- she was concerned with the \$350,000. becoming a line item going forward in the school budget but this discussion has answered her concerns. Select person Bannon motions to approve the revised Special Education Stabilization Funding Policy, Vice Chair Limanek 2nds passes 5-0

Town Managers Update:

- Gravel Pit/Hatchery property will be out to bid on Wed. Feb.3rd- MGL requires this be on the central register for one month and advertised for 2 consecutive weeks in a local paper. Bid opening will be March 25th at noon. There will be a review committee for the RFP who will recommend to the Town Manager for award. Minimum bid is set at \$1,450,000.
- Blackstone Logistics project- Scannell properties has filed an application with the 3 towns Planning Boards to construct a 646,000 ft. facility for warehouse/distribution. A tri town planning board public hearing will take place on Feb. 11 @ 7pm.
- May Town Meeting/election schedule from Town Clerk Laura Caruso is attached.

Select Board Roundtable:

- Select person Dave Hall says we just had one of the largest snow storms in a few years- ride to work today was ok- Dave cautions the residents to use care out on the roads.

- Vice Chair Limanek thanks the Highway Dept for the recent storm related road conditions as well as the SPD in the event there were accidents. Jesse requests cleaning supplies for the Sutton Food Pantry. Jesse also thanks Michelle at the Sr. Center for assisting residents with appts. for the vaccine.
- Select person Bannon congratulates Jesse Limanek for recently passing the Certified Purchasing Agent class. Jeff also mentions navigating the COVID 19 signup site- it was tough.
- Chairperson Mead states at the last meeting someone from the community asked about the CARES Act money being used to support small businesses. Wendy goes on to say after looking in to it- it could not be used for this type of assistance to private small businesses- 3X the amount of CARES Act money was put aside for either low or no interest loans to small business. She also states the full CARES Act funds were spent on permissible items.

Vice Chair Limanek motions to adjourn, Select person Bannon seconds- passes 5-0 meeting adjourned 6:50 pm