

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



Sutton Town Hall  
4 Uxbridge Road  
Sutton, MA 01590  
Telephone (508)865-8727  
Fax :( 508)865-8721

James A. Smith, Town Manager

Town of Sutton  
Select Board

Meeting Minutes

**Minutes Accepted and filed with the Town Clerk on 4/5/2022 by a roll call vote of 5-0  
6:00 p.m. – March 15, 2022**

Roll Call vote taken:

Members in Attendance in person and Zoom:

Chairperson Jesse Limanek, Vice Chair Jeff Bannon, Clerk Jonathan Anderson & Select members David Hall & Wendy Mead (roll call vote taken - all in person).

Also in attendance in person: Town Manager James Smith, Town accountant Tim Harrison & Deb Jacques, secretary

**Pledge of Allegiance**

Chairperson Limanek recites the following: 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 in a hybrid format with both in-person and Zoom component. To join the meeting visit [www.zoom.us/join](https://www.zoom.us/join) and enter Meeting ID 837 7159 9347 & Passcode 162529. 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.

**Public Forum** – William Bonin of 650 Central Tpk is present with a few comments. Mr. Bonin asks about the road repair priorities and if the priorities change year to year. He then mentions the agenda item before the Select Board at the last meeting regarding the Housing Choice Act. Mr. Bonin feels due to 40B being a failure by the state they have gone to this new plan- he urges the board to be cautious. In regards to a discussion at last night's Planning Board meeting- a developer was seeking relief for a development with 90% in Douglas and 10% in Sutton. The developer said all the big equipment would be coming through Sutton. We are only getting a small portion of this development yet there will be a lot of wear and tear on our roads. Mr. Bonin moved here in 2006- he bought property at 650 Central Tpk which at the time was 2 parcels- house on one and barn on the other. The previous owner had town put all on one lot yet Mr. Bonin for 9 years paid two tax bills. Mr. Bonin found out he had paid for a 3<sup>rd</sup> lot tax bill which has since been sold. He is asking if he can be reimbursed by the town (approx. 1900.) as he stated Robert Nunnemacher (Assessors office) was aware of this mix up.

Select person Hall motions to approve as presented the March 1, 2022 Select Board meeting minutes, Select person Mead seconds passes 5-0 - with Roll Call vote

Emergency Management Plan- present to discuss is Paul Maynard 59 Duval rd. and 49<sup>th</sup> year as the Emergency Mgmnt Director. Paul begins by informing the board he had all depts. input as well as Mema, Fema and CMRP. This plan is managed by Jim Smith and Paul Maynard and is standard throughout the whole state. In the event of an emergency this will spell out the who, what, where, when, how to help. This should be updated every ten years, due to COVID this plan is 18 months late and now there is a section for pandemic situations. Town Manager Smith says this is an updated plan from the 2009 plan. Select person Hall asks for background as to when this started- Dave asks if our biggest emergency so far was the pandemic- Paul replies yes- we were okay until the 4<sup>th</sup> day into the pandemic. This revised plan now has more information on pandemics. Dave asks what would we assess out biggest risk at this time- Paul replies floods. Dave appreciates the work Paul has done on this as well as the communication system in town. Select person Mead asks if there was an emergency how would citizens know- Paul replies by the Code Red calls. Select person Anderson says this is very comprehensive and important to have available. Jonathan asks if there is anything Paul feels needs to be improved further- Paul replies it always centers around funding – Police and Fire are great assets to us and have what they need. The Highway Dept just

received a new communications system and are very happy with it. We would never get 100% coverage but it is close. Vice Chair Bannon says thank you for everything- we appreciate your work- Jeff mentions how intuitive decisions get made during an emergency- SOP is only as good as how it is put out - Paul states it is a jello effect. Chairperson Limanek asks if there is any previous potential emergencies that is no longer an issue- Paul replies brush fires- we have seen a decline in these as there are less woods due to houses being built. Select person Mead motions to approve and sign the updated Comprehensive Emergency Management Plan for the Town of Sutton Select person Anderson seconds passes 5-0 roll call vote

FY2021 Audit Presentation- Andrew Gordon with Melanson is here to present the audit for FY2021. Andrew states 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. Andrew 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 \$2,954,473. Also reviewed are 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 are prior year recommendations- Insure Compliance with Uniform Guidance, Improve Dept. Receipts Policy and Prepare GASB 84 & 87. Andrew takes this time to thank Tim Harrison and the entire staff allowing for a very efficient audit. Select person Hall offers thank you for the presentation. Dave is not alarmed with the Management Letter- 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. Dave asked if there were any issues due to COVID – Andrew states ARPA funds have caused unique circumstances but it is still early to see the impacts/ It will be required for towns to have a single audit. Dave also asks who is the primary consumer for the audit- Andrew replies Bond Rating agencies are a big one. Dave asks how you would rate Sutton's overall financial health- Andrew states Sutton is financially stable. Select person Mead asks if the audit is performed using the previous audit. Andrew states yes we do look at the prior year general ledger. Wendy states this shows the financial stability of the community. Select person Anderson asks for an explanation of GASB- Andrew replies it stands for Government Accounting Standard Boards- audit procedures are based on this. Vice Chair Bannon is glad to hear the audit went smoothly- it is a testament to the way things are done here. Jeff reviews the fund balances/free cash as well as a question on reducing tax bills with the pay down of debt. Chairperson Limanek says yes the Management letter has a few issues but in the grand scheme they are not big issues. The limited size of staff does offer an explanation as to the handling of receipts. For a small staff they do a great job. Thank you to Jim and Tim to show every penny spent is accounted for and this is a clean report. Select person Hall takes this time to thank Tim Harrison for his continued excellent work. Tim offers his thanks to the tax collector/treasurer as well as Paul Maynard who assisted in getting all the information needed for documentation for the use of the CARES funds.

Five year MedStar Ambulance agreement- Town Manager Smith informs the board this is a 5 year tri-town ambulance agreement. Suttons contribution for FY23 will be \$98,760- in years 2-5 there will be a 2% increase annually. This is the 2<sup>nd</sup> 5-year agreement with MedStar. Jim thanks Fire Chief Matt Belsito for his work on this. Select person Hall asks why this does not have to go out for bid- Town Manager Smith replies this is exempt from 30B- Dave does feel it is an advantages contract for Sutton. Select person Mead feels this is a reasonable contract and is in total support, Select person Anderson feels it was a great strategy to go with the other two towns this would cost more if we went out on our own. This helps keep our budget inline and keeps the cost down. Vice Chair Bannon says this is a no brainer- Jeff is very much in favor. Chair person Limanek feels MedStar exhibits high quality employees and are part of the Fire Dept. family. They are professional and are part of the team. Select person Anderson motions to approve and sign the tri-town 5 year Medstar Ambulance agreement beginning 7-1-2022 Vice Chair Bannon seconds passes 5-0 Roll call vote

Request to increase Capital Stabilization fund by 2.5% - Town Manager Smith says this is an annual request- This would allow the town to increase the FY2022 override figure of \$671,162 to \$687,941 for FY2023. The goal of this fund is to increase available funds for larger purchases without needing a debt exclusion override. Currently the Capt. Stab fund has a little over \$500,000- and will continue to grow. Select person Hall feels this is one of the most impactful policies we have in place. By continuing to increase the Capt. Stab fund by 2.5% we are continuing a legacy. This allows us to fund Capt. Items without Debt Exclusion overrides. Select person Mead has spoken to other towns that struggle to fund large price items- this fund is critical and does help prevent overrides. Select person Anderson says this is important and a key to assist in not complying with the Mass Housing Choice act. It will help in not having to apply for state grants. It will help eliminate the behavior hooks the state tries to put into us. This was done using smart planning and strategic thinking. Vice Chair Bannon says this has helped to avoid debt exclusion articles over the years- Jeff recognizes Tim Harrison for all his continued efforts. Chairperson Limanek says we are still as a town buying items we need but this eliminates contention at Town Meetings- thank you to Tim Harrison and Kevin Geraghty. Vice Chair Bannon motions to authorize the Assessor's Office to increase the Capital Stabilization Fund by an additional 2.5% increase to the FY22 override figure of \$671,162 to \$687,941 Select person Mead seconds passes 5-0 roll call vote

#### Town Manager Update:

- Burbank & Sibley Rd intersection funding- \$30,000 was placed in the Capital Plan to address this issue. The Planning Board will hire an impartial traffic engineer to evaluate this issue.

- Nonrenewal of some Nursing IMA's – effective July 1, 2022 Sutton will no longer provide nursing services to Boylston, No Brookfield and Brookfield. Recently Millville was terminated (mutual agreement).
- Detail rate for firefighters- effective April 1, 2022 detail rate will go to \$40.00 an hour- Holiday/Sunday rates will remain at \$50.00- the board is all in agreement
- Agricultural Preservation Restriction (APR) at King Farm- Dept of Agricultural Resources is considering an APR on 19 acres of property owned by Glen King at 7 King Road. They are looking for local contribution of 5% or \$19,233. The state would pay \$324,190 for this permanent restriction. This would be on the May town meeting. We may also see one for Sharon King on additional property at King farm. The board are all in favor of bringing to town meeting

#### Announcement's/Round Table

Select person Hall states he looks forward every year to the audit- kudos to Tim Harrison and his team. The town is an open book and we are transparent- the yearly audit shows this.

Select person Mead appreciates the Auditor's presentation as well as the Actuary a few meetings ago. This gives the community a better idea of what is being done in the Town hall. Wendy goes on to say she is impressed by the neighboring countries around the Ukraine taking people into their homes, schools. This is a good reminder that we are just a small part of a bigger picture.

Chair person Limanek says the Food Pantry is well stocked but cleaning supplies are always welcome- March is March for Meals- donations are welcome to support this program.

Select person Mead motions to adjourn, Select person Hall seconds- Roll Call vote taken- passes 5-0

Meeting adjourned 8:15pm