

**Select Board Meeting Minutes  
February 5, 2020**

**Present:** Mr. Jess Aptowitz, Chairman; Mr. Michael Trowbridge, Vice-Chair; Mr. Neil Rhein, Clerk; Mr. Frank DeVecchio and Mr. Steve Schoonveld. Mr. Kevin Dumas, Town Manager and Mr. Barry LaCasse, Assistant Town Manager/Finance Director were also present.

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MANSFIELD  
MASSACHUSETTS

**1. Call To Order Select Board Meeting - Pledge of Allegiance**

Chairman Aptowitz called the meeting to order at 6:33PM. He reminded everyone that the meeting was being broadcast live and taped for future broadcast on Mansfield Cable. He asked if there were any members of the audience recording, to which he acknowledged that Donna Whitehead may be recording.

**2. Introduction of Chris Slinko and Barry LaCasse**

Mr. Dumas introduced Mr. Barry LaCasse the Assistant Town Manager/Finance Director and Ms. Chris Slinko, GIS Coordinator and provided background on them and their positions. Mr. LaCasse and Ms. Slinko each then came forward and stated a few words about themselves. The Board noted the experience of each and welcomed them both to Mansfield and wished them luck in their new positions.

**3. Consideration of Eric Correira and Matthew List to serve on the Zoning Board of Appeals**

Mr. Eric Correira and Mr. Matthew List came forward. Chairman Aptowitz asked each to introduce themselves. Mr. Correira started and stated that he was currently on the Zoning Board of Appeals as an Associate Member and was looking to become a voting member. Mr. Matthew List stated that he was part of the Master Plan Committee. The Board asked a few questions.

**Motion:** To appoint Eric Correira to serve on the Zoning Board of Appeals to an unexpired term to expire on December 31, 2022. (Trowbridge/Schoonveld) **Passes 5:0**

**Motion:** To appoint Matthew List to the associate position December 31, 2020. (Trowbridge/DelVecchio)  
Mr. Schoonveld asked if it was procedure to post the position for two weeks now that there was a vacancy. Mr. Dumas confirmed that it was past practice, but not required. Chairman Aptowitz asked for a vote.  
**Passes 3:2** (Schoonveld and Rhein Nay)

**4. Presentation of the Town Audit**

Mr. Michael Nelligan from Powers and Sullivan was present for this agenda item. He stated that the Town's Audit went well and appreciated all the cooperation with new staff and noted they were able to complete the audit on time. He then went through the audit process and provided a summary of the management letters. Mr. Aptowitz thanked Mr. Matt Violette, Town Accountant and the Audit Committee for their work. Mr. Violette, Town Accountant then came forward and stated that the conversion to MUNIS should reduce the number of journal entries, which was one of the ongoing comments in the management letters. He also explained that the Accounting office would be posting the receipts going forward, which would also address some of the concerns as part of the fraud risk assessment. The Select Board asked questions

**Motion:** To receive the Town Audit. (DelVecchio/Schoonveld) **Passes 5:0**

**5. Consideration of One Day Beer and Wine Licenses for MMAS**

Mr. Ken Butler and Ms. Annie Schuster from MMAS were present to request for multiple one day licenses for the production of Noises Off. They decided to have the production at the 888 South Main Street location because the set design requires a second story. Ms. Schuster noted that everyone is TIPS certified and they log inventory and will only be serving beer and wine. There were no questions from the Board.

**Motion:** To approve the one day licenses for MMAS on March 6, 7, 12, 13, 14, 19, 20 and 21<sup>st</sup> and waive the fees.  
(Rhein/Trowbridge) **Passes 5:0**

**6. Consideration to Approve Statement of Interest for the Accelerated Repair Program for the Mansfield High School Boiler and Qualters Middle School Boiler Replacements**

Mr. Edward Donoghue, Assistant Superintendent for Finance & Operations Mansfield Public Schools was present stating that the school just finished the accelerated repair program for the curtain wall at the High School and the importance of doing these projects with the Massachusetts School Building Authority. He stated that both of the projects involve boiler

replacements, the high school is the priority. The vote was needed from the Select Board; Mr. Donoghue noted that the School Committee had already voted to support. The cost of each project is about a million dollars and the reimbursement for the state would hopefully be over fifty percent, like it was for the high school wall project. The Board then asked a few questions which Mr. Donoghue answered.

**Resolved:** Having convened in an open meeting on February 5, 2020, the Select Board of the Town of Mansfield, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated January 21, 2020 for the Qualters Middle School located at 240 East Street, Mansfield, MA 02048 which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future. Submitted Statement of Interest – Priority 5- the Qualters Middle School was constructed in 1953, the building boilers are over 25 years old & in poor condition, they do not operate effectively & efficiently. This situation and the environment it creates presents many challenges in delivering the best education possible for the students of Mansfield; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town to filing an application for funding with the Massachusetts School Building Authority. (Rhein/Schoonveld) **Passes 5:0**

**Resolved:** Having convened in an open meeting on February 5, 2020, the Select Board of the Town of Mansfield, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated January 21, 2020 for the Mansfield High School located at 250 East Street, Mansfield, MA 02048 which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future. Submitted Statement of Interest – Priority 5- the Mansfield High School was constructed in 1967, the building boilers & related components were last upgraded in 1989 and currently do not operate effectively & efficiently. This situation and the environment it creates presents many challenges in delivering the best education possible for the students of Mansfield; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town to filing an application for funding with the Massachusetts School Building Authority. (Rhein/Schoonveld) **Passes 5:0**

#### **7. Discussion on Improving Town Meeting Attendance**

Mr. Schoonveld began the discussion stating that he wanted to encourage and increase the attendance of Town Meeting. He noted that it takes an issue to get a crowd at Town Meeting. Mr. Schoonveld suggested a Community Festival type event before Town Meeting. He envisioned tables with committees, food vendors and babysitters that would help attract hundreds of attendees to Town Meeting and provided various benefits of doing such an event. The Board had a few questions and comments about doing the event and Mr. Dumas stated that he would follow up with the schools.

**8. Selection of two Select Board Members to serve on the RFP Review Committee for the North Main Street Fire Station**  
Chairman Aptowitz stated that two Select Board members are needed for the RFP Review Committee as next month the proposals will be coming in. Mr. Trowbridge thought Mr. Rhein would be a good fit as he has been involved on the Downtown Committee. Mr. DelVecchio recommended that Mr. Trowbridge should also be on the committee and Mr. Schoonveld agreed.

**Motion:** To nominate Mr. Michael Trowbridge and Mr. Neil Rhein to represent the Select Board on the RFP Review Committee for the North Main Street Fire Station. (Schoonveld/DelVecchio) **Passes 5:0**

**9. Discussion of North Main Street Fire Station and West Street Police Station Use**  
Mr. Dumas stated there was nothing new to report.

#### **10. SEMRECC Update from Town Manager**

Mr. Dumas stated he would comment on SEMRECC during the Town Manager report.

#### **11. Budget Update**

Mr. Dumas stated Budget Subcommittee met prior to this meeting and currently the shortfall was \$873,000, but it has now increased by \$211,000 and the total shortfall is at \$1,077,000 due to the Southeastern Regional School District Assessment. He stated that this is due to an increase in students and a change in the formula which more documentation has been requested to

understand and confirm that it is accurate. Mr. Dumas then provided a summary of other items that were reduced to get closer to a balanced budget.

## 12. Resident Questions and Comments

Mr. Allen Bryer of 187 Copeland Drive came forward and asked the status of the Town's trash contract. Mr. Dumas answered that it is with Waste Management and the recommendation has been to extend that for two years. Mr. Bryer stated he was present tonight to hear the discussion on increasing Town Meeting attendance. He stated it is something he believes in and thought it may be time for a charter review.

## 13. Review and Approve Consent Agenda

All items on the Consent Agenda may be adopted with a single motion. Any member of the Select Board may request that an item be withdrawn from the Consent Agenda for separate consideration in which case that item will be voted on separately from the remainder of the Consent Agenda. All licenses have been routed through Town Hall Departments and any conditions have been noted below.

- a) Approval of Select Board Meeting Minutes for:
  - December 18, 2019
  - January 8, 2020
- b) Vote To Approve Warrants:
  - Town Vendor Warrant No. 20031T in the amount of \$142,142.86
  - Electric Vendor Warrant No. 20031E in the amount of \$420,488.65
  - Town Vendor Warrant No. 20032T in the amount of \$232,491.15
  - Electric Vendor Warrant No. 20032E in the amount of \$151,761.00
  - School Vendor Warrant No. 20032S in the amount of \$483,908.19
- c) Permits and License:
  - Consideration of 2020 Water Installers License for CFGS LLC
  - Consideration of 2020 Water Installers License for Peter DeGirolamo & Sons, Inc.
  - Consideration of Banner Request for Mansfield Recreation Arts and Craft Show
  - Consideration of Specials Events Application from The Garden Club of Mansfield for a Plant Sale
  - Consideration of 2020 Drainlayers License for J. Harding Co., Inc.
  - Consideration of 2020 Drainlayers License for Walsh Brothers Building Co., Inc.
  - Consideration of 2020 Drainlayers License for U.S. General Inc.
  - Consideration of 2020 Water Installers License for U.S. General, Inc.
  - Consideration of 2020 Drainlayers License for Brunelle Contracting LLC
  - Consideration of Antique Automobile Swap Meet
- d) Proclamations:

**Motion:** To approve the consent agenda. (Rhein/Trowbridge) **Passes 5:0**

## 14. Consideration and Approval of Town Payroll Warrants:

- **Town Payroll/Town Medicaid Payroll 20031PT in the amount of \$400,064.84**

**Motion:** To Approve Town Payroll/Town Medicaid Payroll 20031PT in the amount of \$400,064.84. (Rhein/Trowbridge) **Passes 4:0:1** (Aptowitz Abstained)

- **Town Deductions Vendor Payroll 20031TV in the amount of \$129,987.71**

**Motion:** To Approve Town Deductions Vendor Payroll 20031TV in the amount of \$129,987.71. (Rhein/Trowbridge) **Passes 5:0**

- **Town Payroll/Town Medicaid Payroll 20032PT in the amount of \$398,657.14**

**Motion:** To Approve Town Payroll/Town Medicaid Payroll 20032PT in the amount of \$398,657.14. (Rhein/Trowbridge) **Passes 4:0:1** (Aptowitz Abstained)

- **Town Deductions Vendor Payroll 20032TV in the amount of \$127,793.81**

**Motion:** To Approve Town Deductions Vendor Payroll 20032TV in the amount of \$127,793.81. (Rhein/Trowbridge) **Passes 4:0:1** (Schoonveld Abstained)

- **School Payroll/School Medicaid Payroll 20032PS in the amount of \$1,742,155.89**

**Motion:** To Approve School Payroll/School Medicaid Payroll 20032PS in the amount of \$1,742,155.89. (Rhein/DelVecchio) **Passes 4:0:1** (Trowbridge Abstained)

- **School Deductions Vendor Payroll 20032SV in the amount of \$556,130.00**

**Motion:** To Approve School Deductions Vendor Payroll 20032SV in the amount of \$556,130.00.

(Rhein/Trowbridge) **Passes 5:0**

### 15. Correspondence

- Verizon Fios Programming Changes
- Xfinity Update Regarding Price Changes
- Xfinity TV Updates
- Verizon Annual Complaint Filing

Mr. Rhein read a summary of the above correspondence items.

### 16. Town Manager's Report

Mr. Dumas began the report stating that the Fire Department workforce is down twenty percent due to injuries on duty and off duty. He noted that he is expecting a credit from SMHG in the amount \$130,000 and will be required to transfer this to the special stabilization fund. He then stated that he is working to lock in a new rate for the gas contract, dental rates have arrived from MIAA, but the current provider Altus is still the lower quote so they will not be switching dental insurance carriers. He updated the Board on the Chief Assessors position, SEMRECC update with all communities meeting is scheduled for February 19, 2020, the airport insurance claim, the new table for the conference room, Community Gardens a marijuana cultivation facility would like to present to the Board and snow and ice remaining positive balance of \$116,000.

### 17. Select Board Member's Questions and Comments

Mr. Rhein asked about the retail marijuana business and where they were in the process. Mr. Dumas answered that everything locally is now done and believe it is just the final approval from the State that is needed. Mr. Rhein then asked about the gas rates and Mr. Dumas noted that the rate is up, but not because of the gas rate. He stated that the gas usage was not what was predicted so they charged extra for not meeting the usage reserved.

Mr. Schoonveld asked if Mr. Dumas can take a look at any properties that may be available to use for recreation areas, it was then recommended that the Open Space Committee research this. Mr. Schoonveld then asked if the Town or Electric department have reached out to businesses in the Cabot Park to ask them if there is anything from the Town that they need to help them grow. Mr. Dumas noted the Electric Department is looking to start the key account breakfast meeting again. Mr. Dumas also noted that Mr. Sollecito and he are working to build the list of contacts for the businesses in Cabot Park so that they can reach out to those individuals to try and build those relationships. Lastly, he stated that the Town should look at setting aside money for the Assessors department to use for complex assessments to use to help assess complex properties to enhance the assessment process.

Mr. Trowbridge noted an email that came out from MMA in regards to the agreements the Town has with retail marijuana and taking the control away from local communities and shifting that to the Cannabis Control Commission. He believed the Town should have control over these agreements as they impact the community and that the letters should be sent to State officials and the Cannabis Control Commission. He then congratulated Chief Sellon on his invitation to speak at a roundtable for the International Association of Directors of Law Enforcement Standards and Training.

Mr. DelVecchio commented that this was a productive meeting tonight and commented that it was funny that the Board was going to work to increase Town Meeting attendance and then change the form of government to counselors where a Town Meeting would not happen.

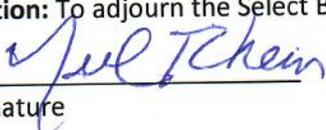
Chairman Aptowitz welcomed Mr. LaCasse and recognized the Mansfield Police and Fire Department for their work on the unfortunate accident on Forbes Boulevard and noted how well the MMA Conference was.

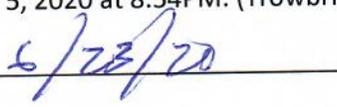
### 18. Any items not anticipated by the Chair 48 hours prior to this meeting

There were no items.

### 19. Adjourn

**Motion:** To adjourn the Select Board Meeting of February 5, 2020 at 8:54PM. (Trowbridge/Schoonveld) **Passes 5:0**

  
Signature

  
Date

*Minutes prepared by Carrie Champagne*

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