

Select Board Meeting Minutes

April 15, 2020

**Present:** The members of the Select Board all participated remotely via using GoToWebinar: Mr. Jess Aptowitz, Chairman; Mr. Michael Trowbridge, Vice-Chair; Mr. Neil Rhein, Clerk; Mr. Frank DelVecchio and Mr. Steve Schoonveld. Mr. Kevin Dumas, Town Manager and Mr. Barry LaCasse, Assistant Town Manager/Finance Director also participated using the GoToWebinar.

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

Chairman Aptowitz called the meeting to order at 6:00PM. He then asked those present to say the Pledge of Allegiance. He reminded everyone that the meeting was being broadcast live and taped for future broadcast on Mansfield Cable. The public was not allowed to be present in Town Hall. Chairman Aptowitz read a statement and provided an email address and phone number to those watching directing residents to send their questions in, and they would receive a response within twenty four hours.

**2. COVID-19 Update**

Fire Chief Justin Desrosiers began the discussion updating the Board on the number of cases and stated that the State will be providing the number of positive cases by each city and Town going forward. Chief Desrosiers then advised residents what to do if they have symptoms, and stressed the importance of wearing a mask. He stated the primary reason for wearing the mask is to make sure the person wearing the mask is not spreading the virus to others. The Chief then explained how the virus spreads and emphasized how important it is to wash your hands, wear a mask and to keep your distance from others. The Board thanked the Chief and all those in Public Safety for what they are doing. Mr. Schoonveld asked about the rate column provided on the State’s website. Chief Desrosiers explained that that rate column was infections per hundred thousand people. He stated that Mansfield was at 236 and Easton is higher because patients in a nursing home were infected. He further noted that cities and towns that are densely populated have a higher rate. Mr. Schoonveld added that some communities may also have more access to testing and there numbers would then be higher too.

Ms. Amy Donovan-Palmer, Health Agent was also on the webinar and reiterated the information that Chief Desrosiers stated about hand washing, keeping distance from others and wearing a mask. She stated it is important to minimize time spent in stores and recommended calling in take-out orders ahead of time and utilize curb side pickup and even request it if it is not advertised. She stated the goal right now is to minimize the surge and not to overwhelm the medical system. She advised that in order to accomplish this everyone must adhere to the recommendations and maintain social distances. Mr. Rhein asked if supermarket employees were required to wear a mask. Ms. Palmer answered that at this point they were not required from the State. Mr. Rhein then asked about the opening of Flint Farm and Ms. Palmer answered that she has been in touch with the owner and went over best practices. She added that it will be up to the customers to keep their distance. The Board thanked Ms. Palmer for her outreach and working hard and helping educate the residents.

*The Board skipped to agenda number 5, 8 and 9 as it was too soon to begin the public hearing.*

**5. Consideration to Support of Children’s Mental Health Week by Lighting the Gazebo on South Common Green the Week of May 3 to May 9 and Sign a Proclamation for Parent/Professional Advocacy League (PPAL)**

Mr. Rhein read the proclamation.

**Motion:** To support Children’s Mental Health Awareness Week by lighting the Gazebo on South Common Green the week of May 3-9<sup>th</sup> and to sign the proclamation. (Rhein/Trowbridge) **Passes 5:0**

**Roll Call Vote:**

Mr. Rhein – Yes                      Mr. DelVecchio – Yes                      Chairman Aptowitz – Yes  
Mr. Trowbridge – Yes                Mr. Schoonveld – Yes

## 8. Resident Questions and Comments

Mr. Dumas read an email that was submitted by Mr. Allen Bryer of 187 Copeland Drive. In his email Mr. Bryer asked three questions: "What is the status of the Master Plan Update? Has the Town been in contact with JM Goldson LLC et al regards any meetings prior to ATM? Is the Master Plan an article on the ATM Warrant?" Mr. Dumas answered that there will be a public hearing with the Planning Board tentatively on June 17<sup>th</sup> at 7pm and the plan is available on the Town's website. He stated that it is not an item on the Annual Town Meeting Warrant as it is approved by State Statute, but there will be a small update as part of Town Meeting.

## 9. 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) Vote To Approve Warrants:

- Town Vendor Warrant No. 20041T in the amount of \$190,105.37
- Electric Vendor Warrant No. 20041E in the amount of \$31,790.79
- Town Vendor Warrant No. 20042T in the amount of \$2,215,299.99
- Electric Vendor Warrant No. 20042E in the amount of \$1,219,899.97
- School Vendor Warrant No. 20042S in the amount of \$160,116.79

### b) Permits and License:

- Consideration of Commercial Parking Lot Renewal License for MMAS located at 888 South Main

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

### Roll Call Vote:

Mr. Rhein – Yes

Mr. DelVecchio – Yes

Chairman Aptowitz – Yes

Mr. Trowbridge – Yes

Mr. Schoonveld – Yes

## 3. Public Hearing at 6:30PM on the application of DW Wang 688 Inc. dba Sake Steakhouse for a Transfer of a License and Common Victualler License for an All Alcohol License

Mr. Rhein read the public hearing notice for the record.

**Motion:** To open the public hearing at 6:30PM. (Rhein/Trowbridge) **Passes 5:0**

### Roll Call Vote:

Mr. Rhein – Yes

Mr. DelVecchio – Yes

Chairman Aptowitz – Yes

Mr. Trowbridge – Yes

Mr. Schoonveld – Yes

Chairman Aptowitz read the names of those on the webinar from Sake Steakhouse. They were Attorney Christopher E. Coleman, Jin Hua Chen, Xing Dong Wang and Andrea Kor. Attorney Coleman stated that there were no proposed changes to the location or hours and that it was a transfer of the license to a new owner and a change to the manager of record. Jin Hua Chen if approved will be the manager of record, who was TIPS trained and who would be at the location over forty hours a week. The Select Board then asked several questions. Mr. Schoonveld asked how long the current manager was in place and Attorney Coleman believed it was five years. Mr. Schoonveld asked about the commute from New Hampshire and Mr. Chen stated it was only an hour drive. Mr. Rhein stated that he was concerned with the distance and managing other locations. Attorney Coleman answered that he would not be managing the others and his wife is the manager at the other location. Mr. DelVecchio and Mr. Trowbridge did not have any questions. Chairman Aptowitz stated that in the past there were problems with the squirt bottles with "sake" in them and being squirted into the mouths of minors. Attorney Coleman stated his client would find a way to ensure that only adults over twenty one would be served. Mr. Chen confirmed he understood. Chairman Aptowitz asked if there was anyone from the public that had questions. There was no response from the public.

**Motion:** To close the public hearing. (Rhein/Schoonveld) **Passes 5:0**

### Roll Call Vote:

Mr. Rhein – Yes  
Mr. Trowbridge – Yes

Mr. DelVecchio – Yes  
Mr. Schoonveld – Yes

Chairman Aptowitz – Yes

**Motion:** To approve the transfer of an all alcohol license from Sake Steakhouse Inc. to DW Wang 688 Inc. dba Sake Steakhouse located at 280 School Street and a Common Victualler License. (Rhein/Trowbridge) **Passes 5:0**

**Roll Call Vote:**

Mr. Rhein – Yes  
Mr. Trowbridge – Yes

Mr. DelVecchio – Yes  
Mr. Schoonveld – Yes

Chairman Aptowitz – Yes

**4. Discussion and Consideration to Name the Park on Old Colony Road**

Mr. Dumas stated that using the word “park” in the name of an area of land under Article 97 of the Massachusetts Constitution would designate the area a park forever. He then stated that the Board tonight was considering two items, the first as to name the area after a person or persons and using a word other than “park” in its title such as place or plaza. The Board received recommendations from the Downtown Committee in recognizing Harry Chase or Tokey Barnes and information was provided on each of their contributions to Mansfield. The Board was in favor of using the word “place” in the title and also agreed that Harry Chase deserves a larger recognition somewhere in Town and that this area on Old Colony was too small for his recognition. Mr. DelVecchio asked how this recommendation came too and wanted to ensure that it was part of the Downtown Committee and there was extensive time spent coming to the decision. Mr. Rhein confirmed that there was lots of discussion. He also believed Harry Chase deserved greater recognition, but was not sure how many other naming opportunities in Town there would be. Mr. Trowbridge stated that he was in favor of naming this area after Tokey Barnes and that there had to be a larger area in Town that could be named after Harry Chase. Mr. Rhein thought maybe the Plymouth Street field area. Mr. Schoonveld disagreed on using Plymouth Street fields as it is associated with soccer and that was not part of his legacy. Mr. Trowbridge asked if the Maple Street conservation area had a name, Mr. Dumas did not believe so. Mr. Trowbridge asked if Conservation Commission could identify a parcel of land and to have this on the next Select Board’s meeting agenda. The Board asked a letter be sent to the Conservation Commission asking if there was a large area in Town that could be named after Harry Chase. Mr. Schoonveld noted that his 100<sup>th</sup> Birthday would have been next December and that it would be nice to have it done by then.

**6. Discussion and Consideration of Board and Committee Liaisons for Select Board Members**

Chairman Aptowitz stated there has been discussions about having a liaison from the Select Board go to the meetings of various boards and committees. He provided a list of ten Boards/Committees that he thought would be a good start and selected a Board member to represent each of the ten.

School Committee and Board of Assessors – Mr. Steve Schoonveld  
Finance Committee and Recreation Commission – Mr. Michael Trowbridge  
Planning Board and Open Space Committee – Mr. Neil Rhein  
Airport Commission and Zoning Board of Appeals – Mr. Frank DelVecchio  
Board of Health and Cable Access – Mr. Jess Aptowitz

Mr. Trowbridge stated there was a limited number of boards and committees he doesn’t have overlap with for his job and appreciated Chairman Aptowitz recognizing that. Mr. Rhein asked what the expectation was of the liaison and what would they be responsible for doing. Chairman Aptowitz stated he didn’t think you would need to attend each meeting and to work to build a relationship with the Chair and bring those items to the Select Board meeting and act on any items that were of an urgent nature to help move things more quickly. Mr. Rhein stated that he thought it would be good idea for each to present to the entire Select Board at least once a year. Mr. Schoonveld stated that he wanted this to be a way for the Select Board to help and for the liaison to be a strong assistant. Mr. DelVecchio stated that the informal conversation he has with people from being in Town Hall or around Town is missing right now and this could help what is lacking during COVID-19.

**Motion:** To establish liaisons for ten Board and Committees listed and defined by the chair (noted above) to help our fellow board and committee members. (Schoonveld/Trowbridge) **Passes 5:0**

**Roll Call Vote:**

Mr. Rhein – Yes  
Mr. Trowbridge – Yes

Mr. DelVecchio – Yes  
Mr. Schoonveld – Yes

Chairman Aptowitz – Yes

## 7. Budget Update for FY20 and FY21

Mr. Barry LaCasse provided an update stating that for FY20 departments are tracking all COVID related expenses including equipment and labor and the total as of today was \$64,000 and labor cost was \$9,000 and he noted that the numbers are changing by the day. The snow and ice budget has \$92,000 available and a total of \$297,000 was spent. Mr. LaCasse stated that nothing has changed for the FY21 budget from what was sent out earlier in April and that he is keeping a close eye on local receipts for FY20 so he can make those changes in the FY21 budget. Mr. Rhein asked if there were any anticipated savings in FY20 and Mr. LaCasse stated there may be some savings to overtime and supply accounts since Town Hall is closed. Mr. DelVecchio stated that it was a fluid situation and still too soon to tell the impact. He also commented that many communities have reserves build up, which provides hope. Mr. Schoonveld agreed that it is good that Mansfield has reserves and asked when the Town would begin to see indications of a negative impact. Mr. LaCasse answered that it has started in meals tax numbers and are tracking at seventy five percent, slowdown in permits and will not hit the target by June 30, 2020. Mr. Trowbridge commented that the Town was buckling down on expenses and that there is work ahead. Chairman Aptowitz agreed the spending freeze that was implemented would help and thanked him for his work on the budget.

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

- **Town Payroll/Town Medicaid Payroll 20041PT in the amount of \$334,509.14**

**Motion:** To approve Town Payroll/Town Medicaid Payroll 20041PT in the amount of \$334,509.14.  
(Rhein/Schoonveld) **Passes 4:0:1**

### Roll Call Vote:

Mr. Rhein – Yes

Mr. DelVecchio – Yes

Chairman Aptowitz – Abstain

Mr. Trowbridge – Yes

Mr. Schoonveld – Yes

- **Town Deductions Vendor Payroll 20041TV in the amount of \$105,279.26**

**Motion:** To approve Town Deductions Vendor Payroll 20041TV in the amount of \$105,279.26.  
(Rhein/Schoonveld) **Passes 5:0**

### Roll Call Vote:

Mr. Rhein – Yes

Mr. DelVecchio – Yes

Chairman Aptowitz - Yes

Mr. Trowbridge – Yes

Mr. Schoonveld - Yes

- **Town Payroll/Town Medicaid Payroll 20042PT in the amount of \$332,387.31**

**Motion:** To approve Town Payroll/Town Medicaid Payroll 20042PT in the amount of \$332,387.31.  
(Rhein/Schoonveld) **Passes 4:0:1**

### Roll Call Vote:

Mr. Rhein – Yes

Mr. DelVecchio – Yes

Chairman Aptowitz - Abstain

Mr. Trowbridge – Yes

Mr. Schoonveld - Yes

- **Town Deductions Vendor Payroll 20042TV in the amount of \$104,578.25**

**Motion:** To approve Town Deductions Vendor Payroll 20042TV in the amount of \$104,578.25.  
(Rhein/Schoonveld) **Passes 5:0**

### Roll Call Vote:

Mr. Rhein – Yes

Mr. DelVecchio – Yes

Chairman Aptowitz - Yes

Mr. Trowbridge – Yes

Mr. Schoonveld - Yes

- **School Payroll/School Medicaid Payroll 20042PS in the amount of \$1,648.615.97**

**Motion:** To approve School Payroll/School Medicaid Payroll 20042PS in the amount of \$1,648.615.97.  
(Rhein/Schoonveld) **Passes 3:0:2**

### Roll Call Vote:

Mr. Rhein – Yes

Mr. DelVecchio – Abstain

Chairman Aptowitz - Yes

Mr. Trowbridge – Abstain

Mr. Schoonveld – Yes

- **School Deductions Vendor Payroll 20042SV in the amount of \$516,446.95**

**Motion:** To approve School Deductions Vendor Payroll 20042SV in the amount of \$516,446.95

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

**Roll Call Vote:**

Mr. Rhein – Yes

Mr. DelVecchio – Yes

Chairman Aptowitz - Yes

Mr. Trowbridge – Yes

Mr. Schoonveld - Yes

**11. Correspondence**

- Notification from Verizon of Changes to TV Programming
- Letter from Southeastern Regional School District
- Letter from the Commonwealth of Massachusetts

Mr. Rhein read a summary of the above correspondence items. Chairman Aptowitz asked for the historical assessment amounts for Southeastern and Mr. Dumas answered that he would get that information to the Board.

**12. Town Manager’s Report**

Mr. Dumas updated the Board on several items beginning with his appreciation of the staff and their ability to work remotely. He stated that every employee is checking their email and voicemail and that he wanted residents to know that even though Town Hall was closed, employees are all working. Mr. Dumas thanked those that helped with the public service announcement that was done to flatten the curve and he emphasized the need for everyone to practice social distancing. He stated that frequently asked questions are listed on the Town’s webpage. He then stated the Mansfield Green Compost area was being opened due to the recent storm, The compost hours would be 8AM-2PM starting April 15 Monday to Saturday until April 25<sup>th</sup> and only the route 106 entrance would be open. Mr. Dumas stated that at a May Board meeting he will have a presentation with Penta Communications on Discovering Mansfield.

**13. Select Board Member’s Questions and Comments**

Mr. Rhein asked what DPW was able to do and not able to do in the current environment like the planting of the trees at Mansfield Green and street sweeping. Mr. Dumas answered that street sweeping got done early due to the mild winter and stated that DPW and Water work in teams, but are going to try next week to begin projects that do not require people to work in close proximity to one another. He also stated that it was not good practice to allow teams to work when the Governors orders are for essential workers only. Mr. Rhein also commented that there has been an increase in the amount of litter of protective items like gloves and people should be responsible to dispose of them properly.

Mr. Trowbridge stated that some towns are taking building permits and completing inspections. Mr. Dumas answered that this is an area that is being looked at and a process will be put in place for the building department. Mr. Trowbridge stated that an online system would be helpful and he also stated that renumbering of parking spaces at the Town lot parking lot at the train station would be a great project for DPW since the lot is fairly empty.

Mr. Schoonveld stated that he was concerned after a phone call he had with a small business owner. The owner stated that the inability of Town to hold virtual meetings the past month has affected his business and he is not able to meet payroll because projects are not moving forward. That business owner also stated to him that he was not having those same frustrations in other surrounding towns. Mr. Schoonveld provided comparisons to other towns and how many meetings were held in each of them compared to Mansfield. He stated that Mansfield was a month behind in many areas like permitting. He added that the Town couldn’t afford to get further behind and hoped it could be corrected going forward.

Mr. DelVecchio asked about the Planning and Zoning Boards and if those meetings were cancelled by the Boards themselves and Mr. Dumas answered that they were. Mr. DelVecchio then thanked MMED for their work on the recent storm.

Chairman Aptowitz commented that it would be helpful to get the permits and inspections started, but wanted to ensure that it was safe for employees. He thanked MMED and the work in the recent storm. He asked for the Boards input on having another April meeting as there is an extra Wednesday in April. He then asked residents to stay home because social distancing was working to flatten the curve.

Mr. Rhein thanked Mr. Dumas for setting up the technology for the virtual meetings. He then stated that many of the committees were not televised before, but now were. He asked if all the committees would still go through that process because the public was not attending those meetings prior. Mr. Dumas stated that when the world changed the public access was removed by not having the meeting at Town Hall. He stated that not every Town is doing what they are supposed to do by just holding meetings virtually, and that the public still must have a way to attend. It was decided to keep meetings consistent and all meetings are available on Mansfield Cable Access, on the internet using GoToWebinar or via phone so therefore all residents should be able to access a meeting by one of those three ways.

**14. Any items not anticipated by the Chair 48 hours prior to this meeting**

There were no items.

**15. Adjourn**

**Motion:** To adjourn the Select Board Meeting of April 15, 2020 at 8:12PM. (Trowbridge/Schoonveld) **Passes 5:0**

**Roll Call Vote:**

Mr. Rhein – Yes

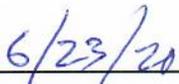
Mr. DelVecchio – Yes

Chairman Aptowitz - Yes

Mr. Trowbridge – Yes

Mr. Schoonveld - Yes

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

*Minutes prepared by Carrie Champagne*