

SELECT BOARD MEETING

AMENDED AGENDA ORIGINALLY POSTED MARCH 9, 2023

TUESDAY, March 14, 2023- 6:00 PM

In accordance with Governor Baker's declaration of June related 16, 2021 granting certain pandemic-related to Public Board and Town meetings and recently extended until March 30, 2023, this meeting will be conducted virtually via Google Meets.

A comprehensive record of the proceeding will be posted on the Town's website and/or SMAC as soon as possible after the meeting if live broadcast or livestreaming is unsuccessful. Times are approximate and items may be taken out of order at the discretion of the Chairman.

Present: Debra Roberts, Chair, Stephen Cavey, Vice Chair, Louis Gitto, Joseph Mokrisky, Tom Calter, Town Manager.

Also present: Marc Tisdelle, Town Engineer, Bill Rowe, Town Accountant and Taylor McDonald, Pomroy Associates.

Absent: Mr. Carrara.

1. Open Session- Call to Order and Pledge of Allegiance

Chair Roberts called the meeting to order at 6:05 pm. The motion to open the meeting was made by Mr. Mokrisky and seconded by Mr. Gitto. The motion passed.

Members Roberts, Cavey, Gitto and Mokrisky responded present to the roll call. Chair Roberts asked all to stand for the Pledge of Allegiance. Chair Roberts read into the record Governor's Baker declaration on Open Meetings. Chair Roberts explained that the meeting was held virtually due to the weather conditions.

2. Select Board Comments-none.

3. Town Manager Comments- none.

4. Citizens' Comments-none.

5. Consent Agenda

**Open Session Meeting Minutes
Select Board March 14, 2023**

- a. Approval of Open Session Meeting Minutes of February 28, 2023 and March 7, 2023.
- b. Stoughton Public Health Association - Evaluation and Policies.
- c. Consider Release of Executive Session Meeting Minutes of April 26, 2022.

Chair Roberts announced that item c. of the Consent Agenda would be dismissed and pulled item b. for discussion - Stoughton Public Health Association- Evaluation and Policies.

Ms. Janiece Bruce, Administrator/Director of the Stoughton Visiting Nurses Association, asked to speak to item b. of the Consent Agenda. Ms. Bruce explained that annually she presents her report and offers the Board updates on the status of the department as well as any changes in medicare requirements. She recalled last year's debate over whether Town Meeting should be virtual. She views FY22 as a great transitioning year. Vaccinations and testing are now readily available. Contact-tracing is no longer done, and data on communal diseases is minimal. It is mandated by the Department of Public Health to have an improvement project and to communicate information on this project to the public. Ms. Bruce stated that the improvement project is focused on preventing re-hospitalizations. Efforts include teaching patients and caregivers proper management of medications. With the assistance of Chief Carroll and Deputy Chief Macomber, the Department improved emergency preparedness. Ms. Bruce commented that the Department of Public Health visited in December and was impressed with the Town's department and procedures. She informed the public that the department had a new patient assessment form including a mental assessment component. Home visits numbered 2,338, revenues at \$514,720 somewhat below operations expenses. Ms. Bruce explained that health offerings have been expanded and patients have expressed satisfaction with the department.

Mr. Cavey spoke to praise Ms. Bruce and to thank her for her efforts during the pandemic. Ms. Bruce thanked Mr. Cavey for his remarks and thanked her staff.

Mr. Mokrisky added his appreciation, noting that Ms. Bruce had kept the staff working during the pandemic.

Ms. Roberts congratulated Ms. Bruce on her leadership, expansion of services provided to Stoughton and to immediate surrounding communities.

Mr. Calter thanked the Board for its recognition of the successes of the SVNA. He said Stoughton takes all comers, whether they have medicare or not. He praised the caring responses to people that call in.

Ms. Cynthia asked for the Consent Agenda to be read. Chair Roberts read the Consent Agenda.

Mr. Gitto made the motion to approve items a, and b of the Consent Agenda, seconded by Mr. Mokrisky. The motion passed 4 yes 0 no.

5. Town Manager Comments

Mr. Calter read a letter from the Department of Housing and Development addressed to the Town, referencing the Determination of Interim Compliance. Stoughton's Action Plan was approved. Mr. Calter explained that Ms. McCarthy had applied for a grant for the train depot and receipt of this letter was part of the pre-qualification requirements.

6. Fire Station Project Presentation

Chief Carroll spoke briefly thanking Pomroy Associates for their expertise and professionalism. He expressed satisfaction with the process and the updates provided.

Mr. Taylor MacDonald, Pomroy Associates, using a slide presentation gave the following updates:

On the Freeman Street project, he listed the completion of the schematic design team; schematic estimate; hazmat survey; site survey and site plan.

On Prospect Street, Mr. MacDonald listed the completion of the construction documents; estimate documents; contractor pre-qualifications; interior and exterior finishes; hiring of a commissioning agent; conservation commission approval; waiting for final approval from the Planning Board; bid process, demolition, hazmat, traffic study, construction bidding all completed.

Mr. MacDonald explained that 5 bids were received out of 8 pre-qualified contractors. He remarked on the closeness of the bids with a margin of 1.8% of each other, indicating that the bidding documents were excellently prepared.

The bids ranged from \$17,830,000 to approximately \$19,300,000. He attributed this to the quality of the estimates and the increase of construction costs.

Mr. Gitto asked if there were any changes to the building design. Mr. MacDonald replied there were no cuts to the original plan.

Mr. MacDonald outlined the next steps:

- Review and award the bid to CTA
- Issue GC contract, now with town counsel
- Mobilize on-site
- Groundbreaking
- Town Ceremony

Mr. MacDonald announced a public information meeting scheduled for March 20, 2023 during which the project process will be reviewed.

Mr. Gitto asked for the start date (Prospect Street Fire Station completion date) of August 2024 to be confirmed. That is a critical date to highlight. Mr. Gitto also asked if the rehabilitation of Central Street would wait until Freeman and Prospect Street were complete. Mr. MacDonald responded yes, the work at Central Street was considered to be minor, and perhaps done by in-house staff.

Mr. Cavey thanked Pomroy Associates and asked if the Planning Board had voted. Mr. MacDonald said yes and that groundbreaking was expected spring 2023.

Mr. Cavey noted that there had been concern over the level of inflation but that now the bids were in, it appeared that the town is in a healthy position, on target to meet budgetary goals. Mr. MacDonald agreed. Mr. Mokrisky also agreed, stating that Pomroy Associates were representing the Town well. He credited Pomroy Associates with the excellent presentation and communication.

Ms. Roberts thanked Pomroy Associates and repeated the invitation to the public forum on March 20, 2023.

Chief Carroll added that he was staying in his lane and trusting the experts. He thanked the Select Board and commented that the finished building will last the Town a very long time.

7. Discussion of Code of Conduct- votes may be taken

Chair Roberts indicated that this policy had been reviewed and voted by the Board. This version clarified this version includes edits on section 2. Mr. Calter further stated that this policy had been reviewed, edited, and approved by the Select Board and read section 2 for the public's information:

“the intent of the policy is to establish a clear statement and guidelines to serve as the standard for achieving and maintaining a high level of public confidence, trust and professional respect with regard to how the town and its officials conduct business. This policy will define and create a centralized policy with regard to conduct and ethical standards.”

Mr. Calter explained that the Select Board recognizes the importance of such policy and encourages Boards and Committees to adopt this Code of Conduct. He pointed to the responsibility of the Town Clerk to inform new hires and to get their agreement. He said the policy will explain Stoughton's expectations and suggested that all meetings begin with reference to the Code of Conduct. He thanked the Board commenting that the policy is a reflection of who we are and who we wish to be. He said the policy will be on the Town's website and distributed to all employees.

Ms. Roberts asked if another vote was necessary to approve. Mr. Gitto responded no, the changes had no impact on the spirit of the document.

Mr. Gitto made the motion to adopt the Code of Conduct, seconded by Mr. Cavey. On the motion, 4 yes 0 no.

Mr. Cavey commented that the Board's responsibility was to establish the policy, and the responsibility of implementation rested with the Town Manager.

8. FY24 Budget Addbacks

Mr. Calter explained that there were changes to the Fire Department, Regional Schools and the DPW. He explained that the Water/Sewer Superintendent salary was increased \$7,120 from sewer and \$7,120 from water.

Mr. Rowe commented that \$122,000 would be added to cover the Regional School costs, but the health care line would decrease due to a change in the health care plan.

Ms. Roberts commented that the Southeastern increase would not impact the Town side of the budget.

Mr. Gitto asked for a clarification on the opt-out plan from the Town insurance. Bill Rowe confirmed \$6,000 per family plan and \$3,000 per individual choosing to opt-out of the Town insurance plan.

Mr. Gitto made the motion to approve the budget addbacks as presented by Mr. Calter, seconded by Mr. Cavey. The motion passed 4 yes, 0 no.

Mr. Calter confirmed that the signature date on the motion was March 14, 2023.

Mr. Mokrisky made the motion to adjourn, seconded by Mr. Cavey. The motion passed 4 yes 0 no. The open session of the Select Board, March 14, 2023 was adjourned at 7:15 PM

Documents Used During the Meeting

1. Consent Agenda a. Approval of Open Session Meeting Minutes of February 28, 2023 and March 7, 2023.
2. Consent Agenda b. Stoughton Public Health Association Annual Evaluation and Policies - 22 pages
3. Item 6 - Fire Station Pomroy Associates - 5 pages
4. Item 7 - Discussion of Code of Conduct- votes may be taken - 5 pages

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5. Item 8 - FY24 Budget addbacks

Approved on:

04 / 11 / 2023

Signed by:

Debra C Roberts

Debra C. Roberts, Chair