

**Norwell Board of Selectmen
Meeting Minutes
October 5, 2016**

TOWN OF NORWELL
TOWN CLERK

2016 NOV -3 PM 12:48

RECEIVED

Mr. Brown opened the meeting at 7:40pm, and introduced Gregg McBride, Alison Demong, Peter Smellie and Town Administrator Peter Morin. Ellen Allen was unable to attend the meeting.

*Motion; made by Gregg McBride, seconded by Peter Smellie, to approve the agenda as written.
Unanimously voted*

Citizen Comments

None

Selectmen's report

Mr. Brown announced that the Town Recycling Center will be open on Sunday, October 16th, for the return of old trash and recycling containers, from 10am to 4pm. Ms. Demong suggested a Town-wide reverse 911 call to all residents, which was approved by Mr. Morin.

Town Administrator's Report

None

Pat Anderson, Town Clerk Department Update

Ms. Anderson introduced Tim Lathwood from Option Technologies, who will demo electronic voting hardware and software. Mark Fite, CEO of Option Technologies, called in to the meeting to assist in the demo and answer questions. He gave an overview of the use of electronic voting for town meetings in MA; stating that there are about 18 towns using this technology. He outlined the procedures, highlighting the benefits and streamlined processes that will occur with this type of voting. Meeting attendees remain anonymous, and after every vote the contents are deleted. The system is private and encrypted, and has an audit function if a vote is challenged. A company representative is present at the meetings to run the system. A sample vote was conducted for the board.

Mr. Fite stated that the company does many electronic voting operations in addition to Town Meetings. They manufacture and maintain their own hardware and software. Most companies/towns hire them on a rental service contract.

Questions about pricing and actual meeting procedures were asked and answered. Mr. Fite quoted about \$12K to lease the system.

The use of electronic voting might require a bylaw change.

Mr. Brown asked how to move forward with this. Mr. McBride stated that there should be no need for a committee, and the Town could start to work on this project in fairly short order. Mr. Brown asked for next steps; per Mr. Morin it would have to go to Town Meeting to change the voting procedure with two Articles, reviewing the actual bylaw first. Mr. Morin will review the bylaw, check with Town Counsel and schedule this topic for another meeting. All thanked the vendor for coming in.

Ms. Anderson outlined the required steps for approval to process passport applications as a revenue producing activity, with specs from the State Department. More personnel might be required. A \$25 fee is collected per new application only, not renewals. The application/renewal activity must be done in a separate office and must be open to the public of all communities. She will look into the possibility of an appointment only service. Ms. Anderson has turned away many residents who are looking for this service.

Ms. Anderson also gave a summary of the election activities, and stated that this is a busy year, especially with the presidential election. Early voting will be costly but is a state requirement. Some small grants have been received to help defray the cost of these extended hours. 48

The new public records law will require a public records officer. The Town Clerk is the de-facto designated officer, and she is suggesting that each department head be the public records officer. She would like to get the new procedures set in December. Ms. Anderson has reviewed her department's fees in comparison to those of the surrounding towns, and stated that there could be some increases in fees charged.

Jacobs Farmhouse De-Leading/CPC application

Ms. Demong has completed the application, stating that the NHC will contribute funds to the project by using rental income from the farmhouse. As the BOS has already voted to support this project, the application will be submitted next week.

Library Project Committee Composition

Mr. Brown gave an overview about the quorum issues that this committee has experienced, and Ms. Allen has asked that the board consider reducing the number of full committee members from 7 to 5. Two of the current members could become Alternates, and attend as they were needed. One Library Trustee and one PBMC member will become alternates. Mr. Brown named Christine Smith (LTC) and Gary Osborne (PBMC) to become Alternates.

Motion: made by Mr. McBride, seconded by Mr. Smellie, to change the makeup of the Library Project Committee from seven to five full members, and to include the following; two alternates; one from the LTC and one from PBMC. The committee will be composed as follows; 1 member of the BOS, 2 members of the PBMC, 1 Library Trustee and the Library Director, two alternates; 1 member of the PBMC, 1 Library Trustee. Unanimously voted

Adjourn

Motion; GM, PS, 8:36pm. unan.



Jason Brown, Chair