

**Norwell Board of Selectmen  
Meeting Minutes  
March 27, 2013**

Gregg McBride opened the meeting and introduced Ellen Allen, David DeCoste and Town Administrator Jim Boudreau. Agenda Amended to postpone the 7:35PM Norwell Housing Authority appointment and add Warrant Articles under Old Business #2. *MOTION: Ellen Allen moved the Board approve the agenda as amended. Seconded and unanimously voted.*

**CITIZEN COMMENTS** – None

**Patricia Anderson, Town Clerk – Change Town Election Hours & Voter Education** – Pat Anderson explained that at this time there is a single candidate for every open seat in the upcoming May Town Election and there does not appear to be any contested race at this time. She checked with the Secretary of State's Office and confirmed that Norwell could reduce the polling hours, saving the Town approx. \$2,000. Pat cited MGL Chapter 54, Section 64 which allows Cities and Towns to vote to reduce polling hours. Polls must be open a minimum of 4 hours, but the Constables and Election Workers would work a total of 6 hours. If residents are not in Town during the polling hours they would be allowed to vote absentee starting 15 days prior to the election, though not on election day. Pat Anderson said she would not reduce hours if the race becomes contested or a vacant seat becomes available. Ellen Allen said she is philosophically not in favor of reducing hours, but would like time to think about it. Gregg McBride inquired how the election would be done with the addition of 2 new Selectmen seats to the existing seat that is up. Pat Anderson explained that voters would vote for each seat separately. There will be one 2 year term and two 3 year terms, which is very clear on the ballot. If residents have questions on the process, she asked that they please call the Town Clerk's Office.

**NEW BUSINESS**

**MOA – Water Department Contract** – Jim summarized the contract agreement being proposed for the Board's approval:

- 2 year agreement covering July 1, 2012 to June 30, 2014
- COLAs of 2% for each year
- Water employees on standby on a weekly basis, who are responsible for possible problems at the treatment plant., will be issued a Town laptop so they can log in from home to fix problems (i.e. alarms). Compensation will be \$100 per week when on call vs. a 4 hour minimum to come in; this should be a savings for the Town.
- New employees will pay 40% of health insurance premiums as compared to current employees who pay 20%.

*MOTION: Ellen Allen moved that the Board approve the Memorandum of Agreement between the Town of Norwell and AFSCME Council 93 Local 1700 representing the Norwell Water Department employees as presented. Seconded by David DeCoste and unanimously voted.*

**8:00PM – Public Hearing – Retail Package Wine & Malt License, Quik Pik, 690 Main St. –**  
(see separate minutes)

**Bartending Service of New England One Day License Request – May 4, 2013 – MOTION:**  
*Ellen Allen moved that the Board approve a request from Bartending Service of New England, LLC for a one day license to sell All Alcohol for Norwell Education Foundation's Fundraiser to be held at the Cushing Center on May 4, 2013 between the hours of 7:00PM and 11:00PM. Seconded and unanimously voted.*

## **OLD BUSINESS**

**Police Station Discussion** – David DeCoste had spoken with PMBC Chair Glenn Ferguson. The Architects will be present for discussions at the next PBMC meeting and subsequently will meet with the Selectmen to discuss the current situation and how the Town can approach going forward.

## **Warrant Articles**

**Article for Facilities Manager** – Jim updated the Board on the progress of implementing the new position for a Facilities Manager. The Personnel Board has voted the job description. The position will be contractual with a salary range of \$68k-\$85k in line with a Grade 15. Ellen Allen asked Jim Boudreau to explain why this position is needed and what other Committees or Departments have had input. Jim explained after looking at the conditions of some of the Buildings it is clear that the person in this position should have a construction background. He/She would be expected to improve maintenance and quality of all Town Buildings; create oversight and accountability; develop long term cost estimates and plans; help with the ESCO; help with procurement management, maintenance and upkeep of systems; and coordinate outside vendor purchases, The School Department favors the position and will fund part of it. Other departments/committees that favor this position: Capital Budget, Police, Fire, Highway and Chair of PBMC. Ellen Allen commented that the Historical Commission is also supportive of this position. David DeCoste voiced his concern that this position would be tasked with ESCO & Green Communities, which is labor intense; if the Town adopts this position, the Facilities Manager would be working 48-70 hours per week. Jim explained that ESCO will be part of the regular job and, when and if the Town goes forward with Green Communities, ESCO should be already be done and provide much of the information needed for the Green Communities work. This position will be slotted in the PBMC budget. The end goal would be to eventually have a Town Maintenance force and have all custodial employees report to the Facilities Manager. *MOTION: Ellen Allen moved that the Board of Selectmen support the Article for creating the position of Facilities Manager. Seconded by Gregg McBride and voted in favor 2-1 with David DeCoste voting against.*

## **ANNOUNCEMENTS:**

- Norwell Senior Center's Spring Fair & Bake Sale will be held March 28<sup>th</sup> from 9:00 to 3:00 at the Council on Aging, 293 Pine Street.
- Letter from Paul Foulsham informing Selectmen that the Highway Department will resume the drainage installation on Summer Street & Winter Street on or about April 16, 2013.
- Community Egg Hunt sponsored by Norwell Women's Club and Norwell Farms at Jacobs Lane, rain or shine.
- Norwell Community Housing Trust announced a Small Grants Program will be available for Norwell Seniors, providing grants for safety repairs to their homes.
- Volunteer Fair will be held at the Library on Saturday. The Selectmen will have a table available with information on the Town's Committees.

**ADJOURNMENT** – *Motion was made to adjourn. Seconded and unanimously voted.*

  
\_\_\_\_\_  
Board of Selectmen