

**Norwell Board of Selectmen  
Meeting Minutes  
April 27, 2016**

TOWN OF NORWELL  
TOWN CLERK

2016 JUN -6 AM 11:02

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Mr. McBride opened the meeting at 7:30pm, and introduced Jason Brown, Alison Demong, Peter Smellie and Town Administrator Peter Morin.

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

**Citizen Comments**

None

**REPORTS**

**Selectmen's Report**

Ms. Allen is at the Planning Board meeting to hear discussions and input on the billboard Articles. She will join the BOS meeting in progress.

**Town Administrator's Report**

Mr. Morin reported that a very successful employee benefits health fair was held today. It included a variety of vendors. Mr. Morin gave kudos to Darleen Sullivan and her staff for organizing the event. Today's events also included a very successful Red Cross blood drive.

**Continuation of the Public Hearing for Fieldstone Way and Forest Ridge**

*Motion; made by Mr. Brown, seconded by Mr. Smellie, to continue the Public Hearing for Fieldstone Way and Forest Ridge. Unanimously voted*

The Fieldstone Way paperwork has been reviewed by the Planning Board and the Indemnity and Layout are ready to be accepted by the BOS. The Forest Ridge paperwork will not be ready in time for this year's Town Meeting.

*Motion; made by Mr. Brown, seconded by Mr. Smellie, to approve the petition to accept the layout of Fieldstone Way, with the accompanying Indemnification Agreement, as a public way.  
Unanimously voted*

*Motion; made by Mr. Brown, seconded by Mr. Smellie, to close the public hearing for Fieldstone Way and Forest Ridge. Unanimously voted*

All BOS members signed the signature pages for Fieldstone Way. Ms. Allen will sign ASAP.

**Request to use the Town Common, Flag Day by the Republican Town Committee**

Mr. Morin stated that this event would consist of music and a picnic, with the opportunity for Republican candidates to converse with residents and hand out election literature. It would be an appropriate use of Town property as long as same opportunity is extended to all political parties.

*Motion; made by Mr. Smellie, seconded by Mr. McBride, to authorize the use of the Town Common for an event on Flag Day by the Republican Committee, Mr. McBride voting yes, Ms. Demong voting yes, Mr. Smellie voting yes, Mr. Brown abstaining due to his political affiliation.  
Motion carried*

**Road Race Request from Evan's Run**

A request has been received from the Even Henry Foundation to run their annual race on May 22<sup>nd</sup>. The only outstanding item is that the Police Chief would like the final race plan.

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*Motion: made by Mr. Brown, seconded by Mr. Smellie, to approve the Even Henry Foundation's request for the Evan's Run road race on 5/22/16, subject to final approval by Chief Ross.*  
*Unanimously voted*

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### **Highway/Trees and Grounds Job Description**

Barbara Childs was present to discuss the draft for this position. She met with Ms. Allen to review and discuss this first draft and would like the board's impressions. She reviewed all sections of the job description with the BOS. The board gave feedback as follows:

1. The draft is 11 pages long, so clearly it should be edited for both size and content. Part of the difficulty in writing this draft is that the ultimate status of the position isn't known at this time; if it remains an elected position the job requirements will be much briefer than an appointed position description and requirements. Mr. McBride requested that Ms. Childs concentrate on the description for an elected position for now.

In the interest of time, Ms. Childs gave a summary of the description and the board gave her input on all areas of concentration.

Highlights of the discussion:

Overall responsibilities –Ms. Childs gave reasons for sections, highlighting both job activities and union responsibilities. Maintenance should be part of the description. Problem solving and customer service are key elements of this position. There are license requirements that must be maintained. All discussed education requirements that should be included, including prior experience. Construction experience is important. The position requires a CDL, either current or upon hiring. This job is a lot of "doing" vs. "directing", which may impact future salary considerations. More discussion ensued about license requirements. All agreed that it is extremely important to have working knowledge of all areas of this position.

All discussed the differences of an elected vs. an appointed position; are there requirements for the elected position? Will it be less "hands on"? Ms. Childs will email the description draft to all in Word so that the board can send her edits. Per Mr. McBride, these are "desirable criteria", especially if it remains an elected position. For an appointed position, the job requirements would be different, but should not be so narrow that otherwise well qualified candidates are eliminated. Mr. McBride asked all to read the draft and get back to Ms. Childs with suggestions.

### **Vote Police and SEIU Contract**

The SEIU contract has not been voted on by the union. Chief Ross was present for comments and questions. Mr. Morin gave highlights of the new Police Union contract. Mr. Morin and Chief Ross met with the union over several months. This is a 3 year contract which includes a 2% raise each year. New language was added to allow the Chief's discretion over comp time when needed for training-required time spent on the job. Mr. Morin detailed other highlights of the new contract.

*Motion; made by Mr. Brown, seconded by Mr. Smellie, that the BOS approve the Police department's new union contract. Unanimously voted*

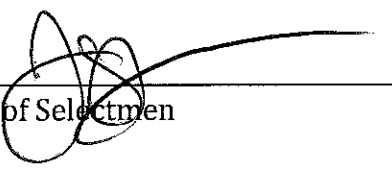
Mr. Morin thanked the chief for his guidance and the Police Association for their cooperation and efforts. Chief Ross gave kudos to Mr. Morin for his hard work on this contract.

### **Announcements**

Mr. McBride announced that the annual Chamber of Commerce Awards dinner will be held on May 19<sup>th</sup>, and will honor Wendy Bawabe as Citizen of the Year and Hornstra's Dairy as Business of the Year. All are invited to attend.

### **Adjournment**

*Motion; made by Mr. Brown, seconded by Mr. Smellie, to adjourn at 8:20pm. Unanimously voted*

  
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