

**Norwell Board of Selectmen  
Meeting Minutes  
May 18, 2016**

TOWN OF NORWELL  
TOWN CLERK

2016 JUN 16 AM 11:29

RECEIVED

Chair Jason Brown opened the meeting at 7:35pm, and introduced Ellen Allen, Gregg McBride, Alison Demong, Peter Smellie and Town Administrator Peter Morin.

*Motion; made by Ellen Allen, seconded by Peter Smellie, to approve the agenda with the change in discussion order for items e and d. Unanimously voted*

**Announcements**

Mr. Brown announced the schedule for Conservation Day on June 5<sup>th</sup>. All are welcome to join the Conservation Commission for a fun day of activities. Parking and schedule information will be on the Town website.

**Citizen Comments**

None

**REPORTS**

**Selectmen's Report**

Ms. Demong announced that the "Pay As You Throw" program will begin on August 1<sup>st</sup> instead of July 1<sup>st</sup>. New recycling containers will be delivered the week before the program begins.

**Town Administrator's Report**

None

**Summerfest Overview – June 10, 2017**

Kristen Jervey asked if the BOS was in favor of having this event again for Summer 2017, and requested that the BOS be a sponsor. Summerfest would be held bi-annually. Ms. Jervey stated that the majority of Town businesses are on board with this event. There will be fewer artisans next time as the large number created a parking issue. Essentially, the layout would stay the same and will involve the participation of the Police and Fire departments as usual. The purpose of this meeting is to get the OK to get started on the planning. Mr. Brown asked for questions from the board; all agreed that the event was quite successful. Issues that arose last year will be addressed during the planning for next year's event. Ms. Jervey asked about the possibility of a discount for renting the Cushing Center and will be contacting them directly. She will chair the event again next year with a shadow to take over for the following event. She will also apply for the block party permit.

*Motion; made by Ms. Allen, seconded by Mr. Smellie, that the board approve and support Summerfest 2017, to be held on 6/17/17. Unanimously voted*

Ms. Jervey also requested permission to have a movie night in back of Town Hall on June 17<sup>th</sup> or 18<sup>th</sup> in the evening. Mr. Morin OK'ed this request. Mr. McBride asked her to check with the BOH. She will forward all movie and event information to Mr. Morin in a memo for review. This will be put on the agenda for next week's meeting.

**Memorial Day Plans**

Mr. Morin gave a brief overview of the plan of events in the Town. He met with Bill Malloy from the American Legion to discuss the parade and other activities to be held on Monday, May 30<sup>th</sup>. Veteran Dottie Dixon will be speaking, and performances by the school band and choirs will take place. General Logan's address will be read. Activities will start around 10am and last

about an hour to an hour and a half. Mr. Morin asked BOS members to be part of the procession and activities. Hopefully all will attend.

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#### **Review of FY16 to Date**

Mr. Morin gave a summary of revenue received from both the state and the Town and how it is forecast through year end. The Town has been conservative in their estimate of local receipts in the past, which is essential to produce Free Cash. Using prior year's actual receipts as a guideline is a good budgeting tool. Revenue through 4/30/16 (10 months in) should be about 83% of the total anticipated revenue. Mr. Morin reviewed receipts by line item, and stated that, net of water revenue, the Town is over its projected revenue benchmarks by about 17%. This is heading in the right direction. Mr. McBride added that this is better than the state, which is currently behind in revenue collections. Mr. Morin reminded all that state aid will be sent to the Town in June and will not exceed the budgeted amount.

#### **BOS Committee Assignments**

Ms. Allen: currently serving on the Library Project Committee and as Norwell's representative to the Plymouth County Advisory Board. All thanked Ms. Allen for attending the Plymouth County Advisory Board meetings.

*Note: Peter Smellie, Jr. is on the capital budget committee, not BOS member Peter Smellie.*

#### **Advisory Board Nominating Committee**

*Motion; made by Ms. Allen, seconded by Mr. Smellie, to appoint Mr. McBride as the BOS representative to the Advisory Board Nominating Committee. Unanimously voted*

**Complete Streets Committee – Ms. Demong will continue as the BOS representative.**

*Motion; made by Ms. Allen, seconded by Mr. Smellie, to retain Ms. Demong as the BOS representative to the Complete Streets Committee. Unanimously voted*

**General Bylaw Review Committee – it was noted that this committee needs more members to have a quorum.**

*Motion; made by Ms. Allen, seconded by Ms. Demong, to retain Mr. Smellie as the BOS representative on this committee. Unanimously voted*

**Zoning Bylaw Review Committee – Mr. Brown would be happy to stay on as the BOS rep, and gave an update about issues before the committee such as shared driveways and OSRD.**

*Motion; made by Ms. Allen, seconded by Mr. Smellie, to retain Mr. Brown as the BOS representative to the Zoning Bylaw Review Committee. Unanimously voted*

**Cable TV Committee – BOS rep is currently Mr. McBride.**

*Motion; made by Mr. Smellie, seconded by Ms. Allen, to retain Mr. McBride as the BOS representative to the Cable TV Committee. Unanimously voted*

**Capital Budget Committee – currently, there is no BOS rep. It was agreed that the committee doesn't need an official BOS representative as a member.**

**Community Housing Trust – BOS rep is currently Mr. McBride.**

*Motion; made by Ms. Allen, seconded by Mr. Smellie, to retain Mr. McBride as the BOS representative to the Community Housing Trust. Unanimously voted*

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OPEB Trust, Plymouth County Advisory board, and Library Project Committee  
*Motion; made by Mr. Brown, seconded by Mr. Smellie, to retain Ms. Allen as the BOS representative on the OPEB Trust, Plymouth County Advisory Board and the Library Project Committee. Unanimously voted*

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Mr. Brown would like to establish a monthly meeting between the BOS and School committee Chairs.

### **BOS Goals and Objectives**

The board reviewed FY16 BOS focus areas (attached), and will talk about instructions to BOS from Town Meeting in conjunction with these goals to develop FY17 focus areas. The board will also add new initiatives as appropriate during this discussion. (Meeting minutes below will summarize topic discussions first and recap revised goals at the end of each section)

1. Develop new revenue sources – 5 years of ideas have not met with much success.  
There is a perceived sense from Town residents that the BOS is doing something *to* the Town instead of *for* the Town. Ms. Demong would like to have someone on the EDC to “market” their ideas to Town residents. Discussion ensued about marketing approaches. Mr. McBride stated that everyone needs to step back and explore other options before Sales and Marketing take place, and added that an EDC member should have that role. Queen Anne Corner/Accord Park were discussed as areas of focus. Also discussed were the perceived lack of interest in this topic from Town residents, and the fact that the EDC is currently discouraged. When the state provided consultant is hired, it would be beneficial to start from the beginning and decide on the positives and negatives of economic development. All would like to discuss expense reduction and cost containment, which would mean a change in services for the Town. Mr. Brown stated that both topics; new revenue and expense reduction, should be discussed together. All discussed more revenue, less expenditures and ways and means to accomplish these goals. Mr. Brown asked Mr. Morin about using the consultant to look at industrial park use and what could be done to get them to produce more revenue. The grant awarded to the Town will use \$6000 to hire the Urban Institute to consult on this issue. The group will be invited to meet with the EDC. Per Mr. McBride, as part of that, the board needs to think more broadly about this issue of revenue enhancement. Mr. Morin quoted the master plan, which states that 85% of the Town’s tax base is residential. With the current zoning, the Town still couldn’t create a shift in the tax burden. All are hoping to get ideas about how to do this differently. Ideas discussed included exploring mixed use zoning, commercial next to residential, possible 40B use of these industrial parks and other topics. Ms. Allen reported changes before the legislature that would affect 40B housing and other affordable housing. Some of the legislation would give communities a broader scope to have more Affordable Housing, perhaps working with the EDC to develop housing near Route 3, which would draw young professionals. The board would like to have the EDC and consultant in to talk about this.

Ms. Demong would like to keep the solar metering cap on the radar. The Town must pay \$1000 down to hold its place in line. Mr. Morin will find out what this is for.

#### **Recap - #1;**

Keep bullet points 1, 2, 6. Delete 3 and 4, delegate 5 to Mr. Morin.

2. Promote cooperation and coordination amongst Committees/Boards and Commissions  
Ms. Allen would like to have department heads and committees meet with the BOS, inviting one group per month. Mr. Morin will review priorities with Lynda to issue invitations. Ms. Demong would like to add; the BOS should keep pursuing the contract with People GIS. All agreed to get this topic on an agenda. If a technology grant is awarded it could then be used to underwrite this project.

#### **Recap - #2;**

Keep bullet point 3, add: pursue contract with People GIS. Delete 1 and 2 – accomplished

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3. Provide leadership to management of Town buildings and capital items  
Ms. Allen would like to finalize the capital plan and have a definite date to have the facilities study completed. Mr. Brown would like to put one topic on a future agenda in the next couple of meetings and start in on this. Ms. Allen would like to be involved in the funding piece of this capital plan. The Colliers study will project through the first 10 years. Mr. Morin will put the road study project through procurement and write something up.

Mr. Brown stated that strategies for surplus land as well as underutilized town properties review should stay on the list.

Ms Demong added that the Community Compact grant cycle opens up on July 1, and The Town should consider applying for another grant.

**Recap - #3;**

Finalize the capital plan, put discussion of this on a future agenda. Keep bullet points 1 and 4. Delete 2 and 3.

4. Develop town 40B Strategy.

Goal #1 is not realizable, certainly within the next year. Ms. Allen suggested focusing on the pending legislation. All discussed ways to accomplish this goal, citing attempts made to start the process. Mr. Brown would like to try tying this to utilization of available industrial space, which would create an opportunity to repurpose and revitalize the properties that are currently vacant. Could the consultant address this topic? All agreed that the mixed use idea is a good one and should be explored. A developer interested in this idea with enough capital to fund such a project should be sought out. The town of Hingham hired the South Shore Chamber of Commerce, who had lots of good ideas. This led to changes in Hingham's zoning bylaws for their industrial parks. Ms. Allen will call some of the Hingham BOS members to find out the details.

Re: pending litigation and legal issues, all would like to schedule the annual meeting with Town Counsel.

Safe Harbor – Mr. McBride stated that the chances of the Town getting to this goal are slim and none. The Planning Board was the organization that supported the development of a master plan and appointed a committee, so they should at least be involved in the process. All will think about this topic; leave it on the list.

**Recap - #4**

Address the repurposing of underutilized industrial space for 40B housing and mixed use zoning. Keep bullet points 2, 3?, 4. Delete 1.

5. Develop long range plans for employee contracts overseen by the BOS

Keep second goal- the timing is critical to work on health insurance costs.

**Recap - #5**

Keep bullet point 2. Delete 1.

6. Improve Communications with Residents and Increase Civic Engagement

Second goal – In progress. Committee meetings should be going to some type of streaming service, and this is just a matter of figuring out cable operations. PEG money could be used for this. The Town should hire someone full time, and conduct research to see if funds can be used for more than televised recordings.

ClearGov was chosen in place of VizGov. Donna Mangan has started sending them financial data. Ms. Allen will follow up on this to provide more information and ensure that it's correct. The BOS will need to provide comments on some of the items. When the ClearGov data is complete the site will be linked to the Town's website. The Comparable Communities section still needs work.

All board members should continue to be recruiting residents with skills for board positions. Lynda has sent memos to committee members whose terms are up. Ms. Demong would like to pursue electronic voting, NOT remote voting. Electronic voting at Town Meetings would provide immediate results and be much more efficient. There are options to buy or lease the voting clickers. All discussed inviting back Colleen Corona

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from Easton who gave a presentation called "Budgeting Basics" about understanding municipal finance. The public should be invited.

**Recap - #6**

Keep bullet points 1, 2, 4. Complete 3 as discussed above. Add above cable goals to #2  
Add: pursue electronic voting.

**7. Public health Education**

Implement Tick Education program. Ms. Demong announced that the first event will be June 11<sup>th</sup>. Implementation is not a BOS task.

**Recap - #7**

Delete #7

**Reducing Expenses as a discussion topic**

All would like to look at Town operations to begin the process and discuss how to efficiently change existing procedures. When reviewing public safety services, for example, all should look at SSRECC and the 5% cost increase this year, as well as reviewing the original cost/benefit analysis. The committee will study the calculation on which this assessment is based. Mr. Morin is leading the efforts on this committee.

Health insurance is a big cost containment issue. Per Mr. Morin the board should look at employees as cost centers. The Town is not personnel heavy in its departments, and pay increases were very modest. Benefits costs for employees are very high, as well as liability insurance. Reducing energy costs could provide potential savings. Weighing the cost/benefit of positions in departments will take two to three years to see a benefit. Health insurance is the number one place to review and cut costs, and is a very big issue for the Town.

Streamlining Town government; all agreed that it is important to provide a high level of customer service. Whether residents pay their tax bills and other fees at Town Hall or online, the process should be streamlined and efficient. Within the context of resources that we have, all employees strive to do as good a job as possible. Discussion ensued about creating a time slot with no public access to Town employees, while not increasing hours and pay. "Drop-ins" create inefficiency, but it's counterbalanced by people's expectations of being able to talk to personnel.

**Instructions to the BOS from Town Meeting**

The board discussed David DeGhetto's Instruction for the Town to consider purchasing homes at the intersection of High Street and Route 53 for Affordable Housing. The board believes it is a good idea, but no funding is available.

The board will refer Art Garceau's Instruction about removing stones alongside roads to the Highway Surveyor.

Steve Ivas' request for a long-term sustainable growth plan in Norwell. Mr. McBride will follow up with Mr. Ivas for clarification on this.

Peter Bloomfield's request for the board to address the sidewalk issue and look at potential ways to fund this. Ms. Allen reiterated the need for new sources of revenue or a change in the CPA legislation. The BOS has looked at every single potential source of funding. Per Ms.

Demong, the Complete Streets committee may be able to provide insight. Mr. Brown stated that this issue really needs to be coordinated with the Pathways Committee. Discussion ensued about pathways, street paths, and how Complete Streets may change this focus. There will be lots of public meetings about this topic.

**Next Steps**

Mr. Brown will update the Word document for the new BOS goals and send it to the BOS for review. The board will take a second look at this next week.

**Approval of minutes**

Note: Future meeting agenda request; please include the list of minutes to be approved on the agenda as well as in the packets.

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*Motion to approve the following minutes; made by Ms. Allen, seconded by Mr. Smellie, to approve the following meeting minutes of the BOS;*

*March 2, 2016, with edits, March 9, 2016 as written, March 23, 2016 as written, March 30, 2016 as written, April 13, 2016 as written, April 20, 2016 as written, April 27, 2016 as written.*

*Unanimously voted*

*Motion; made by Ms. Allen, seconded by Mr. Smellie, to approve the May 11, 2016 minutes as written. Unanimously voted*

**Future Meeting Agendas – Additions**

**May 25<sup>th</sup>; Kristen Jervey - Movie Night**

**Rich Webber – AFC**

**Review of Recall Bylaw**

**Once a month – Department Head invited to meeting**

**Every 3 months – financial review**

**Economic Development with Consultant and EDC**

**Town Counsel –annual litigations review and legal services at an open meeting**

**Upcoming Events**

The BOS was invited to an open house by Michael McKenna/Comprehensive Benefit Administrators on May 24<sup>th</sup> at his new location.

Tomorrow evening is the annual Norwell Chamber of Commerce dinner. Honorees this year are Hornstra Farms – Business of the year, Wendy Bawabe – Citizen of the year. All are invited.

See details on the Chamber of Commerce website

**Adjournment**

*Motion; made by Ellen Allen, seconded by Peter Smellie, to adjourn at 9:40pm. Unanimously voted*

Board of Selectmen