

**Norwell Board of Selectmen
Meeting Minutes
June 1, 2016**

TOWN OF NORWELL
TOWN CLERK

2016 JUN 16 AM 11: 22

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

*Motion; made by Ellen Allen, seconded by Alison Demong, to approve the agenda as written.
Unanimously voted*

Citizen Comments

None

Announcements

Mr. Brown announced again that all are invited to attend Conservation Day on June 5th. There will be lots of activities, hot dogs and ice cream! Parking is across the street from Jacobs Farm.

The Main Street repaving project will move into the next phase, with milling and grinding to begin on June 6th. All should take note of possible traffic delays over the next several weeks.

Selectmen Update

Ms. Allen reported that the library project committee is interviewing architects.

The Town's new tick program, with reps from URI, will kick off on Saturday, June 11th at 9am with a shoe spraying event in the parking lot of Devine Feed and Pet on Main St. The tick experts will also be there to answer questions. Helpful hint: spraying your shoes with permethrin is the best proactive tick repellent step you can take to deter a tick bite!

Town Administrator's Update

None

7:38pm Public Hearing for Common Victualler's License for A Fork In The Road, 376 Washington Street.

The public notice was read by Mr. Smellie.

Motion; made by Ellen Allen, seconded by Peter Smellie, to open the public hearing.

Unanimously voted

The business owner Laurie Cook was present to give a summary of her business, which was in Pembroke for 11 years. The business' new location will be connected to the Village Gardens building. Department heads were contacted and reported no concerns with this application.

Motion; made by Ellen Allen, seconded by Peter Smellie, to approve a common victualler's license for LCM Corporation, dba A Fork In The Road, through December 31, 2016.

7:45pm Community Housing Trust – execute 40 River Street agreement

Present: Chair Peter Shea and Andy Reardon and BOS member Gregg McBride

Mr. Shea gave a recap of project events and background of the two developers who submitted bids for this project. This predevelopment agreement with Metro West Developers in Newton is the first step towards a contract to construct the senior housing planned for this location. This pre-development phase of the project includes identifying funding from state agencies. The developer hopes to meet with the ZBA in the fall, and hopes that the grant funding rounds from DHCD will be successful. Mr. Shea estimates the timeline at about 3 years till completion. Mr. Shea asked for questions from the board.

Ms. Allen gave summary of her questions about the agreement, which were answered prior to the meeting by Mr. McBride; highlighting the completion schedule and survey evidence that

there will be a good market for this project. He also gave a short recap of the COA survey results, which tie in with the market study done by the Trust earlier this year. Ms. Demong commented on the developer's proposed original design, which Mr. McBride stated that the Trust has already asked the developer to redo.

Mr. Brown asked Mr. Shea why the BOS was asked to sign this agreement. Mr. Shea recapped the agreement highlights and explained that Metro West was a little leery about the approval from ZBA due to past problems on one of their projects. The Trust will underwrite the design and engineering studies and will retain ownership of all preliminary work if Metro West walks away. There is still a funding gap, which Mr. Shea believes that Metro West will be able to fill. He also considers the initial projected costs too high, which will affect the actual cost in a favorable way once the real calculations are done. Mr. McBride stated that the developer has been appropriately conservative, and their ultimate projected costs will reflect their level of comfort with the site. Trust member Liz Hibbard has reviewed Metro West's financials and is comfortable with their information. Per Mr. McBride, the reason for the BOS signatures is because this land is still under the jurisdiction of the BOS and the Town Administrator as the procurement officer. The land will be transferred directly to the developer when all financing is in place. Ms. Allen confirmed that the developer will own the property before construction begins in order to avoid having to comply with costly state/municipal building regulations.

Motion; made by Ms. Allen, seconded by Mr. Smellie, that the BOS approve and sign off on the CHT predevelopment term sheet between Metro West Collaborative Development, Inc. and the Norwell Community Housing Trust. Unanimously voted

8:00 Public Hearing re: National Grid Poles

Motion; made by Ellen Allen, seconded by Peter Smellie, to open the public hearing for National Grid pole placement on South Street and Mill Street. Unanimously voted

Motion; made by Ellen Allen, seconded by Peter Smellie, to continue the public hearing to June 8, 2016 at 7:35pm. Unanimously voted

Motion; made by Ellen Allen, seconded by Peter Smellie, to close the public hearing. Unanimously voted

8pm Jacobs Farm Property discussion

Mr. Brown gave a summary of reasons to have an initial conversation about the management plan for the Jacobs Farm property. Ms. Demong gave a recap of the history of the Jacobs farm management plan and her involvement in the update. This property has several boards and user groups involved in its operations. The 1987 use and management plan will be left intact, with clarifications and new policies that will help the operation. Today's level of use is much higher than when the agreement was written, so Ms. Demong will try to make sense of who is responsible for what. The attached plan is a draft, and all points are negotiable. Ms. Demong read some draft excerpts aloud. Dave Sutton arrived to give his feedback, saying that he does not have time to be the point person for the rental unit. He has managed the RFPs for the farmhouse to date, and would like to suggest hiring a tradesman/skilled worker. His job does not allow time to be a landlord for a tenant at the farm. Hopefully someone will be identified to do this maintenance work; perhaps a portion of the rental income from the property could be used to fund this. Ms. Allen reminded all that the BOS signs the farm's leases for insurance and other reasons.

Questions from the BOS:

1. Mr. McBride stated that this draft is a great first step. This has been a struggle with an arcane management plan. Hopefully some assistants can be located.
2. Ms. Allen stated that this plan represents a lot of thought and good work. An Admin. Assistant is a good idea. Perhaps a scheduler/property manager who could also deal with demo delay schedules should be considered. Ms. Demong will follow up with

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committee meetings in the near future, and consider including a rep from each group involved with the farm.

3. Mr. Smellie – good job!
4. Mr. Brown had no comments other than identifying all the participants who utilize this property is like moving pieces on a big chessboard. He would like to get comments on the draft from Con Com. Marynel Wahl, Chair of Con Com, commented that she would like to streamline the fields' leases. She gave a summary of the property maps and pieces that need joining. She also commented on the fact that a decision should be made about what fees to charge for use, stating that giving away the use of the fields might not be in the best interest of the Town. A point person for the leases needs to be identified; once that is decided the rest will fall into place.
5. Mr. McBride would like to see a general license agreement reviewed by Town Counsel and the BOS, with the purview of specific boards or committees for pertinent sections. Mr. Brown suggested a master agreement, tailored for specific uses.
6. Ms. Demong added that there should be a separate use request ("one day usage"), overseen by the property management administrator. Currently there is no control over who uses what on what day.

Discussion ensued about setting use limits based on the particular party's level of involvement and the fragile nature of the property. The Historical Commission would like to see an Admin. Assistant hired to deal with the scheduling issues. Ms. Allen cited Lynda Allen as the example of delegating signoffs and scheduling for different meetings. Historical Society Chair Wendy Bawabe stated that the use plan is part of the original deed restriction. Mr. McBride concurred, and added that this document will include management policies to augment the original plan. Re: organizations that want to use the property; public access might be more important. Also, the consensus was that every group should be charged a fee or barter system for the use of the property. Noel Ripley, Chair of the Historical Commission, thanked Ms. Demong for all her hard work.

Katie Campbell, NHC member, asked about the for-profit vs. non-profit portions of property users. Norwell Farms is a for-profit entity. Is the property supposed to be income generating? Answer; no. Questions; is this a conflict of interest for a Town owned property? Who has the right to use the property if organizations want to schedule events for the same day; the for-profit or non-profit groups? Mr. McBride stated that there are no answers right now.

He gave a short history of the property, stating that preservation was the primary goal when the property was deeded to the Town. There was a tenant in the rental side of the house for a long time while the fields were unused. John Hornstra leased the field eventually, but Con Com struggled to maintain the property. The farm is now in a much better place. Activities and authority needs to be addressed in the license agreement.

Note: the Norwell Farms license agreement doesn't really reflect their current level of activities.

Next Steps: Mr. Brown summed up the discussion as follows:

There are several different areas for resolution, many of which surround the end use of the farm.

1. Get back to the overall master agreement and first sort out who is in charge of what; BOS, Con Com, NHC.
2. Coordinate the Use and Management plan and the deed restriction. Draft an overall management policy and license agreement with different components, decided by Con Com, BOS and NHC. Then have Town Counsel review the draft.
3. Hire administrative help for property and overall scheduling management. This is really an issue for another discussion.

Mr. Sutton reviewed the lead findings report at Jacobs Farmhouse. The lead test indicated that nothing needs to be done on the museum side, but there are high levels of lead on the rental side. The Town would have to hire a contractor on the state website, and the project would be time consuming and expensive. He is waiting to hear next steps and options. The rental unit is not really habitable at this point in time and it would be a significant liability to the Town in its

current state. It is a complicated project in that the paint is chipping and there are adhesion problems. Mr. Sutton drew up a draft RFP, and he will get estimates for the lead paint abatement. 2016 JUN 16 AM 11:22

Approve 2017 BOS Goals and Objectives.

Mr. McBride followed up with Steve Ivas on his direction to the BOS, who stated that he would like a long range plan to have a sustainable government 5 or 10 year plan. (financial stability, etc.) Mr. McBride told him that the board shares his position and their goals are consistent with his idea. Discussion ensued about different visions of the perfect plan and goals and all gave examples. Mr. Brown stated that these goals are working towards such a plan. Ms. Allen added that this is not something that should be put on a list of attainable goals. Per Mr. Morin, a complicating factor is that a current Town Meeting cannot bind a future Town Meeting, therefore the Town cannot adopt a 5 or 10 year plan. It can only deal with the upcoming year. No one board can control everything in a master plan.

Comments:

Brian Greenberg, Cross Street resident – re: Town Meeting bullet, could the BOS add 'explore a different venue and time'? Per Mr. Greenberg, a lot of people expressed a desire for a weekend meeting. Mr. Brown stated that the meeting date and time is set in the bylaws. The current venue is the only viable option that allows people to watch the meeting at home. Other venue options were previously discussed without result. In order to change the meeting date and time, the Town would need a charter change, which would then be sent to the state legislature, then voted on at the next Town election. Ms. Allen would like people to think seriously about changing the time, noting other potential conflicts to a weekend date selection. Maybe this discussion should be widened to other groups. Ms. Demong opined that more people won't show up no matter when the meeting is held. Discussion ensued about various child care options being offered and different time options. Mr. McBride added that, knowing that it's a long process to change the bylaw time, perhaps people could offer suggestions for other options. The BOS thanked Mr. Greenberg for his comments. Mr. Greenberg added that he would like to see more working BOS documents posted on their webpage.

Motion; made by Ellen Allen, seconded by Peter Smellie, that the board adopt the FY17 BOS goals and objectives with edits as noted. Unanimously voted

Note: the final version of the BOS Goals and Objectives for 2017 is a separate Word document. (attached)

Ms. Allen would like to set target dates with milestones and guidance to the Town Administrator. The BOS goals review should be on the agenda once a quarter. Mr. Brown added that he is watching all of the different agenda items come in; and would like to work on some of the bigger items that need long range planning. He suggested a weekly review of these agenda items.

Town Administrator FY17 Focus Areas

Mr. Morin would like to put this discussion off for a week to incorporate the BOS goals and objectives into his draft.

Next week's BOS Agenda items

2-3 contracts to approve (labor contracts)

BOS meetings-next week, June 15, not June 22nd. After that – meeting going forward every two weeks for the summer months

Continue the National Grid poles public hearing

Reschedule Chief Reardon's update

Mass Medi Spa – address after the tour, discuss in Exec. Session, MMS wants to close on the 8th. Schedule this topic for Exec. Session and Open Session next week.

Schedule Contracts on Exec. Session agenda

Land purchase discussion on the Exec. Session agenda on June 15th – invite John Mariano

Appointment to the Board of Registrars – next week's agenda

Invite new state Senator to a meeting in the fall.

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Adjournment

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*Motion; made by Ellen Allen, seconded by Peter Smellie, to adjourn at 9:25pm. Unanimously
voted*

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