

**Norwell Board of Selectmen
Meeting Minutes
June 29, 2016**

Mr. Brown opened the meeting at 7:33pm, 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 as written.
Unanimously voted*

Citizen Comments

Norwell Grange representative Rita Joseph and Joe Carty were present to discuss the Town's and Norwell Historical Commission's right of first refusal to purchase the building for a dollar. Per Ms. Joseph, the Norwell Grange organization has lost enough members to make continuing unfeasible. She stated that the Grange would like the building to go back to the Town for use by another organization, perhaps the American Legion. Currently another grange organization and a karate school are renting the building, which would have to be addressed by the Town. Mr. McBride expressed regret that the Norwell Grange is no longer a viable organization and all discussed potential use by the Legion, as well as next steps to orchestrate the purchase of the building, hoping to get it wrapped up in time for approval at the next Annual Town Meeting. This could be on the BOS meeting agenda for July 13th. Mr. Morin said that he will get an explanation of the process from Attorney Galvin.

Mr. Carty would like to put an American flag up on the side of the building for July 4th.

Selectmen's report

Per Mr. Brown, Norwell is facing a severe water shortage, made more serious because of the lack of rain. Water usage has not dropped at all since the announcement. He asked that Town residents be extra vigilant about their water usage, and reminded all that automatic irrigation is not allowed and is the main problem. For the first time, the Water Department will start fining residents who are violating this regulation. And FYI, they have the ability to cut off people's water for repeated offenses.

Town Administrator's Report

None

Fire Department Update

Chief Andy Reardon updated the board on the Department FY2016 status and performance. He also stated re: the water shortage that there is no drop in hydrant pressure yet, but if a portion of the Town's open space catches fire it will be a serious problem. He asked all residents to please be mindful of that fact this weekend when celebrating.

FY16 was a good year for the Fire Department. Staffing is down 25%, for which Chief Reardon gave details.

The approved new engine has been purchased, but there is a delivery delay due to the factory being behind schedule. Hopefully it will arrive in August or September. The new ambulance purchase is in progress; the Chief has been meeting with vendors to finalize the details. The department will take delivery in 8-9 months.

Working with SSRECC communities, the Fire Department applied for a federally funded firefighting grant. The grant was awarded to the department for 26 new state of the art breathing apparatus units, largely underwritten by the grant. The out of pocket cost to the Town was \$16.6K for equipment with an actual cost of \$126K. Hingham, Cohasset and Hull use the same make and model, which facilitates ease-of-use in the field. This grant is a major benefit of being

a SSRECC member. Norwell and member towns are coordinating equipment purchases to enhance this ease-of-use convenience.

In FY17 the department headquarters will be repainted. Chief Reardon updated the board on courses taken by department personnel, including Preparedness and a tactical emergency casualty course in injuries resulting from violence. The department graduated the first community emergency response team, who was under the tutelage of Capt. Simpson. Mr. McBride asked Chief Reardon to update the board about safety with seniors. The chief talked about his involvement with 2 public education programs, and highlighted his excellent relationship with the Council on Aging. The department is actively involved in outreach programs for preventing falls, installing smoke detectors, help with community outreach and getting to know senior residents. The department has conducted CPR training in conjunction with the Recreation Department. High School seniors must know how to do CPR in order to graduate.

Ms. Allen and the board gave kudos to Chief Reardon along with their thanks for the department's outstanding performance. The chief gave an overview of a program unique to Plymouth County; the fire observation plane will fly every day this week.

There are currently 4 open positions in the Fire Department, but costs will be reviewed before hiring any new personnel. The department is looking for optimal solutions to the budget vs. hiring new people, such as mutual aid and other options.

Chief Reardon thanked the board for their time and the opportunity to give his update.

Public Hearing – National Grid; pole replacement on South and Mill Streets

Mr. Morin stated that no one from National Grid is able to attend this meeting. He has reminded National Grid that they need to send a representative to be present at this hearing, which will be continued as indicated below. Mr. Brown has been in touch with the Highway Surveyor to look at this intersection and the island, with the goal of slowing down the traffic. Adequate signage is also needed for the island. South Street resident Ernie Butler asked about the location of the street light on the pole. Mr. Brown and Mr. Ferguson will decide on the location and direct National Grid in the placement of the light. This hearing will be put on the agenda in two weeks.

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

Unanimously voted

Motion; made by Ellen Allen, seconded by Peter Smellie, to continue the public hearing to the BOS meeting on 7/13/16 at 8:00pm. Unanimously voted

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

Unanimously voted

Appointment to the Board of Directors for the Council on Aging

Applicant Edward Cox summarized his background for the board, with emphasis on how much he enjoys his involvement with this group.

Motion; made by Ellen Allen, seconded by Peter Smellie, to appoint Edward Cox to the Board of Directors of the Council on Aging for a term ending June 30, 2018. Unanimously voted

The BOS invited Mr. Cox to re-up in 2018 for another term on the board.

Town administrator FY 17 Focus Areas

Mr. Brown recapped this topic's background as it related to the updated job description for the Town Administrator. He read the focus areas and invited Mr. Morin to comment:

Mr. Morin's Comments

Addition to Capital Planning Focus Area: oversight of current capital projects

SSRECC Study: Mr. Brown cited the tremendous win of the purchase of the new breathing gear from the grant. Mr. Morin added that the ability to do group purchasing is a primary benefit

of membership. He is also involved in the collective bargaining with two unions. The two chiefs (Police and Fire) will also have input into this study.

Mr. Morin stated that he welcomes the discussion on Task Management, and will discuss it later in the agenda. Ms. Allen gave additional background for coming up with these focus areas. All discussed the streamlined list and its relevance to the current Town Administrator.

No performance evaluation documentation will be discussed this evening. Ms. Allen asked the board to read these documents in the packet before the next meeting.

Task Tracking

Topics discussed at a BOS meeting need a tracking system to ensure that they are chronicled for follow-up at future meetings. There will be a running list of topics.

Ms. Allen devised a table for this concept and explained it to all board members. Mr. Brown added procedures to implement this table tracking system without violating the open meeting laws. All discussed using scheduling software vs. a manual system. Mr. McBride advocated for an electronic system – perhaps a spreadsheet, which could be sent to Lynda each week for updates. Discussion ensued about the mechanics of maintaining this tool. Keep it simple! Ms. Allen would like to add a status column for items. Town Counsel knows what would violate the open meeting law as far as scheduling software. All discussed software options. Ms. Allen proposed that Mr. Morin follow up on how to implement a tracking system. Ms. Demong suggested People GIS. This tracking system will be a future agenda item

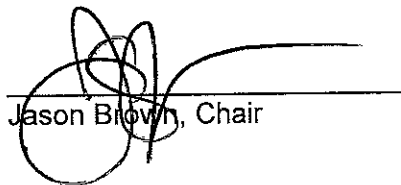
Future Meeting Dates

Mr. Brown announced the future meetings for the BOS:

July 13, July 28 w/CPC (Thursday), August 10, August 24 and September 7th.

Adjournment

Motion: made by Ellen Allen, seconded by Peter Smellie, to adjourn at 8:37pm. Unanimously voted



Jason Brown, Chair

