

**Norwell Board of Selectmen  
Meeting Minutes  
September 28, 2016**

TOWN OF NORWELL  
TOWN CLERK  
2016 NOV -3 PM 12:48

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Mr. Brown opened the meeting at 7:40pm, 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**

None

**Selectmen's report**

Mr. Brown congratulated Town Clerk Pat Anderson on her certification as Certified Mass Municipal Clerk (CMMC). She is one of only 108 in the Commonwealth. This is a great accomplishment and all send their congratulations.

Town Planner Chris Dilorio has taken a position as Town Planner in Hull. He will be much missed, and all wish him well in this new position.

The Norwell Athletic Committee will hold a dinner to induct nominees into the Hall of Fame on Oct. 15<sup>th</sup> at the Cushing Center. Tickets may be purchased online.

Ms. Allen updated all on an education program about the opioid epidemic. It will take place Saturday evening at the North River Theater at 7pm. There is no charge for admission to the plan and Q & A session following, but please call for reservations as space is limited.

There will be a fundraiser by Fitness Together, October 22<sup>nd</sup>, from 10-2, to raise money and raise awareness. Donations will be accepted.

The Town Clerk has put out information about early voting. The hours are posted on the Town website and at Town Hall.

**Town Administrator's Report**

None

**Accept 2 Resignations from the Athletic Fields Committee (AFC)**

Both Rich Webber and Jeff Bergholtz, key players in making the Clipper Community Complex a reality three years ago, have decided to step down from their positions on the Athletic Fields Committee.

*Motion; made by Ellen Allen, seconded by Peter Smellie, to accept with regret the resignations of Rich Webber and Jeff Bergholtz. Unanimously voted*

**Reappoint Gerald Kehoe to the Athletic Fields Committee**

*Motion; made by Ellen Allen, seconded by Peter Smellie, to reappoint Gerald Kehoe to the Athletic Fields Committee for a term expiring June 30, 2019. Unanimously voted*

**Athletic Fields Committee Applicant – Mary Beth Shea**

Mr. Brown gave an overview of her background and reasons for her application. Ms. Shea could not attend as she is chairing the Norwell Athletic Hall of Fame banquet committee meeting.

*Motion; made by Ellen Allen, seconded by Peter Smellie, to appoint Mary Beth Shea to the Athletic Fields Committee for a term expiring 6/30/19. Unanimously voted*

**7:45pm Harbormaster Update – Ron Mott**

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Mr. Mott gave overview of his position as Harbormaster for the Town, training received, incident reports, and recommended a boating safety course for all who operate a boat on the North River.

He issued 140 permits (the most ever) including 15-20 new permits. He gave facts and figures about the Town's docks, harbors, boats and moorings. There were no reported accidents this summer. \$10,844 collected in Revenue; expenses were about \$7500, so the position generated a slight profit. He would like to suggest a change to the mooring bylaw, which he outlined for the board. Mr. Mott will give Mr. Morin a copy of his suggested bylaw change for the hearing procedure. He also gave a summary of the grant available from FEMA to the US Coast Guard, which will put surveillance cameras along the East Coast. The program could include cameras on the North River, wireless and free of charge. Opportunities are there to set wireless cameras up in other locations in the Town. There would only be a small maintenance fee to the Harbormasters Association. The Coast Guard has access to all of the cameras. Access would be to Mr. Mott. This is a dedicated feed. Mr. Mott gave further details of this proposal along with associated costs. Mr. Morin stated that he has discussed this with Chief Ross, who did not see this as a major need. The deadline is this coming Tuesday. Mr. Brown asked for questions from the board. Mr. Mott gives Mr. Morin a monthly report. All thanked Mr. Mott for coming in. Per Mr. Mott, the moorings generally don't increase from year to year. Mr. McBride asked about the public safety aspects of this Harbormaster job, vis-a-vis his time on the water. Mr. Mott stated that he can't spend more time on the water because of budget cuts. Instead he sits on Chittenden Landing and catches speeders. He spends about 30% of his time on the water and the landing doing law enforcement. All thanked Mr. Mott for coming in.

**8:02pm National Grid Pole Public Hearing, South and Mill Street, cont'd.**

*Motion; made by Ms. Allen, seconded by Mr. Smellie, to open the National Grid pole hearing on South Street and Mill Street. Unanimously voted*

Simon Yeung and Joe Carroll represented National Grid. Mr. Carroll gave an update and reasons for this pole upgrade. He has spoken with Highway Surveyor Glenn Ferguson and the residents in the area. National Grid has spoken to residents affected by these new poles and all are satisfied with the solution.

*Motion; made by Ellen Allen, seconded by Peter Smellie, to approve the installation of two new jointly owned poles, 44 and 45, in the locations indicated on the map presented to the board. Unanimously voted*

*Motion; made by Ellen Allen, seconded by Peter Smellie, to close the public hearing at 8:10. Unanimously voted*

All thanked Mr. Carroll for coming in.

**Facilities Report**

Mr. Morin gave a recap of the report, which provides a basis to assess needs and priorities, and will be used in conjunction with the capital plan for costing out high priority areas that need to be addressed. There is about \$200K of work that would have to be done immediately. The total amount of work needed on the Town's facilities is about \$20million, \$3.8 of which is high priority. The Capital Budget Committee is working on a ten-year capital plan, and this report will help prioritize projects. The next step is to ID revenue sources and how to address the gap between needs and resources.

Mr. Brown's comments: the capital plan will be an important tool, but these are pretty big expenses. Maintenance is a lot cheaper than replacement!

1. The Town continues to present projects without maintenance and operating plans. Where is the maintenance plan with accompanying costs?

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2. The Town needs to consolidate its footprint; it owns too much real estate. Rebuild and eliminate. It is still to be determined about how to do this.

Mr. McBride added that the need is for a longer view/vision that encompasses all of the buildings and how to use them efficiently. All agreed that this is a huge project and someone needs to start "turning the ship". Ms. Allen added that some studies have been done to address better utilization for the Town Hall and the Sparrell School. Functionality for the different administrative groups needs to be addressed along with available space. The capital plan is good, but lacks the vision element needed for future planning. This must be a joint conversation with the schools. Discussion ensued about the Town hall, the landfill, and other areas and their shortcomings. Ms. Demong suggested starting with Town Hall, which needs the most attention.

Next steps: think about how to steer towards the big picture and involve the schools. Discussion ensued about how to pursue ways and means to accomplish this much needed work on the Town's infrastructure. Best Practices push having school and town management in the same building for communication benefits. If the Town Hall could host the School's Admin. offices, this might be a first step. All discussed asking the state for the additional \$8K offered for a grant to study this problem, but the Town might need to reapply. All agreed that the Capital Plan is a good work product. The Community Compact Program might be willing to give the Town the additional money.

#### **Financial Update FYE 2016**

Mr. Morin gave a concise summary of the FYE 2016 Town financial report, highlighting Free Cash of \$2.2 million at 6/30/16, composed of half operational savings and half additional receipts. He directed the board to the spreadsheet in the packet with the departmental balances turned in at year end. Mr. Morin added that he is very appreciative of the department heads' efficiency in turning back \$936K in operational revenue for the year. This is now available for use on capital improvements and articles at Town Meeting. It also helps with the Town's AAA bond rating; 1.9% of appropriated monies was turned back, which shows efficiency for ratings organizations like Moody's.

Mr. Morin reviewed budget vs. actual for estimated receipts. He explained that it benefits the Town to be conservative when preparing the budget, which is based on sustainable performance in the local receipts categories, and measure the numbers against prior year performance.

All discussed Employee Benefits; the cushion in FY16 will not be seen in FY17.

State numbers for FY17 will be watched, as July revenues were down. All thanked Mr. Morin for a good presentation. He warned that the Town will NOT have these good numbers next year, largely due to a 15% increase in health insurance costs. It is very important to maintain the spending discipline and perhaps some revenue enhancements. Mr. Morin will talk to Mr. Keegan about the school budget and potential turn-back opportunities. Mr. Brown and Mr. Morin will be having monthly meetings with the School Committee and will talk about these issues.

#### **FY17 BOS and TA Focus Areas**

Mr. Brown asked Mr. Morin to give a status update on the Town Administrator's goals, and their interaction with the BOS focus areas for FY17.

Mr. Morin reviewed the goals, highlighting the capital plan, economic development consulting study timing, health insurance options, and the SSRECC preliminary discussions with other communities and a cost benefit plan, new revenue sources, monthly meetings with the School Committee Chair. The Jacobs Farm management plan continues to be a tough problem to solve.

Re: 40B strategy, the BOS will meet with Metro West Development in November to get an update on the 40 River Street project.

Re: communication with residents, Clear Gov has made a lot of progress. The Finance Director has signed off on the Town's financial data, and the board has asked for feedback on the website from some residents. There will be an official unveiling when the data is ready. 12:48

Re: reducing expenses and streamlining; the SEIU contract is complete, as well as additional union contracts. Mr. Morin will continue negotiating a subsequent 3 year agreement, and renew efforts to close the fire contract.

Re: public safety, dangerous intersections are being addressed and there has been lots of road repair activity.

All discussed the Traffic Committee in conjunction with Complete Street and issues addressed by the two committees.

Future BOS Agendas:

1. Ms. Allen would like to reconstitute the review of speed limits on all the streets and look at the makeup of the Traffic Committee, maybe November 2<sup>nd</sup>.  
Invite Chief Ross as Glenn Ferguson will be at that meeting. Also discuss dangerous intersections. Ms. Demong will update all about the Complete Streets Committee.

EM – send current traffic committee from spreadsheet to AD and EA.

2. Town Clerk on the agenda next week; ask her to talk about new revenue sources, talk about passport and other areas of revenue, and the possibility of electronic voting.  
Discuss the problems at town meeting
3. Promote and coordinate communication; the AFC will convene and discuss issues now that they have a complete board. The BOS would like them to come in and report on field use, tentative date; 11/9. Ms. Demong will let them know.
4. Hiring a town engineer; ask Glenn Ferguson on 11/2
5. New revenue sources; look at the composition of the EDC, with maybe a BOS liaison.  
There is a target date of October to get the requested revisions in the plan to the Urban Land Institute. Put EDC on the agenda for 11/9.
6. Dave Sutton will be invited to the 10/26 meeting to discuss the Jacobs farm management plan.

*Note: Dave Sutton is not needed for the CPC application re: de-leading of Jacobs farmhouse discussion on 10/5.*

### **Shared Purchase of People GIS**

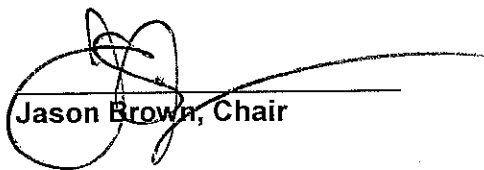
Mr. Morin gave a short description of this mapping software that would be available to residents and Town employees. The Water Department wants to do a joint purchase of this software. The administrative budget could pay for half of the acquisition cost (\$12K), with the Water Department paying the annual \$8K for maintenance. The cost for this year would be \$7500, with the expenditure coming out of the IT budget and the rest out of water budget. This is a big step forward, and will promote interdepartmental information sharing. Residents can use it for roads, properties, etc. It is very accessible and will be the database for the road survey as well as maintenance and updates. The initial price includes training for Town Hall employees. Mr. Smellie asked for the cost of additional storage. Mr. Morin will research the document capacity offered at base price + additional cost.

*Motion; made by Ellen Allen, seconded by Peter Smellie, to approve the use of \$7500 of the IT budget to pay for the setup cost of People GIS, subject to the clarification of the cost for digital documents. Unanimously voted*

South Street resident Nicholas Mirabili was present and thanked the board and National Grid for working to find an acceptable solution for the pole placements.

### **Adjournment**

*Motion; made by Ellen Allen, seconded by Peter Smellie, to adjourn at 9:22pm. Unanimously voted*



Jason Brown, Chair

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