

**Norwell Board of Selectmen  
Meeting Minutes  
January 14, 2015**

Ellen Allen opened the meeting and introduced Jason Brown, Gregg McBride, David DeCoste, Tammie Garner and Interim Town Administrator Peter Hechenbleikner.

Also Present: Beautification Committee, PBMC Chair Lawrence Gogarty, Fire Chief Andy Reardon, Town Counsel Bob Galvin

*Motion: Jason Brown moved the Board approve the agenda as written. Seconded and unanimously voted.*

**CITIZEN COMMENTS** – None

**APPROVAL OF MINUTES** – None

**7:45PM – Beautification Committee Annual Awards**

Ellen Allen introduced Susan Solis, Committee Chair, who gave an update of the committee's activities for the year. The committee members are: Susan Hall, Arthur Lunny, Robert Norris, Peg Norris, Gillian Parker, Susan Powell, Sue Jevne, and Joyanne Bond.

The Myath McKay Award was presented to Joy Ann Bond for outstanding care and maintenance of her personal property landscape.

The Business of the Year Award was presented to the South Shore Science Center, and was accepted by Pam Lusk, Director, and Tracey Cook, Finance Director, who thanked the committee for this honor.

Susan Solis thanked the BOS for their support, and Ellen thanked the committee for all their hard work.

**OLD BUSINESS**

1. New Police Station update: Lawrence Gogarty, PBMC Chair, updated the BOS on the construction status of the building. It is 95% complete, and down to a punch list of tasks. The certificate of occupancy will be issued in 10-14 days. There is paperwork still to be filed, but the project is on budget and on schedule. A small amount of the contingency fund is left, some of which will be reserved for plantings around the perimeter of the building in the spring.

Gregg asked if some of the contingency fund had been used for out-of-scope items. Per Mr. Gogarty, there were some upgrades that corrected power issues, and architect and engineering errors that were fixed, but these were less than 1% of the project cost. There were also some building oversights that were addressed. There will be a reconciliation and complete accounting, including change orders with explanations, at the end of the project. The ribbon cutting ceremony is anticipated for mid-February. Jason Brown requested that the building lights be shut off at the end of each work day, as there have been instances where the lights were on all night. Some town vendors have been working late on the building, but the PBMC will look into the lights issue and correct it. Ellen thanked the PBMC, Chief Ross, and David DeCoste (PBMC liaison) for all their hard work.

**8:00PM Public Hearing – Clapp Brook Road, cont'd.**

*Motion to open the public hearing was read by Jason. Seconded and unanimous voted.* The legal notice was read by Clerk David DeCoste. See attachment for legal notice. Progress has been made this past week. This issue still has to go to the Planning Board. Per Chris Dilorio, Town Planner, this will be tentatively scheduled for January 28, 2015.

*8:02PM Motion: made by Jason, to continue the Public Hearing to January 28<sup>th</sup>, 7:30pm. Seconded and unanimously voted.*

*8:03PM Motion: made by Jason, to close the Public Hearing for this evening. Seconded and unanimously voted.*

### **8:04PM OLD BUSINESS, cont'd.**

#### **2. BOS Article Discussion**

Ellen Allen opened the discussion of Articles for the Warrant – Annual Town Meeting:

1. Request for funds from the Capital Budget Committee for a generator for Town Hall. Per Jim Boudreau, this request should be on the list of town buildings requiring a generator in order to allow Town Hall to function during an extended power outage such as the one experienced a few years ago. This request will be discussed with the Capital Budget Committee, and the purchase price researched. Pete will also contact Jim for his opinion. David asked why the town would need more than emergency coverage during a power outage. The BOS hopes that the generator would be portable and therefore usable by more than just Town Hall. Per Chief Reardon, who attended this meeting, there is a need for functions such as bill payments and Payroll to continue during an extended outage. The estimated cost of the generator would be \$40,000-\$50,000.
2. The proposed new sign by-law was discussed. Jason Brown will contact Tim Fitzgerald, Building Inspector as soon as possible regarding this proposed Article, as well as contacting the Planning Board.
3. Proposed Article to change the composition of the Community Preservation Committee – The change would eliminate the Assessor Board seat. Options for the potential open seat were discussed; leave the composition of the CPC as is, change the seat to a BOS member, or change the Assessor seat to an At-Large position. The BOS would like to hear from the CPC. Ellen Allen will notify the CPC to invite them to the BOS meeting to discuss this issue.
4. Question for the Zoning Board and/or Planning Board: funding to update the town by-laws. The funds could be used to hire a person to review and update by-laws pertinent to these two boards, as well as all other by-laws. Per Jim Boudreau and Town Counsel Bob Galvin, the town by-laws are problematic. There is support from both boards to move forward with a quote for this work.
5. "Strong Police Chief" Proposed Article – This Article would allow the Police Chief to interview and hire Police Department employees. The pros and cons of this Article were discussed. This will not be included on the Warrant at this time.
6. Surplus Land Article – the town-owned land on Barrel Lane will be sold
7. Reduction of number of Energy Committee board members – Article will reduce the number from 9 to "not more than" 7 members, because of the difficulty with both finding members and meeting quorums.
8. Secret Ballots – a petition for this Article is expected. Town Counsel would have to review the petition, and Tammie would like the BOS to review and craft its own wording for the Article. The next steps for a private citizen who would like to do this via petition would be to contact Pete, and then have the petition reviewed by Town Counsel. The idea of using electronic balloting was discussed, and would be a good option, but might be cost-prohibitive. Gregg will check into this option, investigating how many "clickers" would be needed, and lease or buy as options. Ellen will ask Pat Anderson, Town Clerk to investigate this as well. The pros and cons of secret ballots were discussed. Peer pressure to vote a certain way is very strong with open votes, but it is efficient from a time perspective. Secret ballots could be used for big ticket items, such as land purchases, 2/3 required votes, and bonding.

*Next Steps: wait for a citizen petition, then town could vote yes or no; ask Town Counsel to look at the petition wording and modify it with appropriate language. Moderator discretion could also be an option. Ellen will follow up with both Town Counsel and Pete.*

9. Article to fund a small salt shed for the Highway Department. Pete asked about state funding for salt sheds. Ellen will follow up with Pete for boilerplate Article language

3. Town Administrator Search, cont'd.

Ellen allowed the board time to read the update on the search, then asked for comments.

Tammie had questions regarding the screening committee composition. Pete stated that 3-5 candidates for the position would be good, with not less than 3, as narrowing the field to less could limit the choice too much.

*8:50PM Motion: made by Jason, that the town adopt the ad hoc screening committee.*

*Seconded and unanimously voted.*

There will be 5 members of the screening committee: Ellen Allen (BOS rep.), School Supt. Matt Keegan, Town Counsel Bob Galvin, a former AB member, and a member of the Personnel Board – either Bob Kustka or Jane Stout. There was discussion regarding some of these candidates, which will be continued at the next meeting.

The potential group list of Town officials, employees and residents to be interviewed by the Collins Center was distributed for review, and discussion of BOS choices took place. The BOS will approve the final choices. The option to include a former BOS member was discussed, as well as the wisdom of including a subordinate perspective to the Town Administrator position. The concept of including a "critic" was discussed and discarded for this process. *The list of screening questions interview candidates is attached to these minutes*

### **9:37PM NEW BUSINESS**

**1. Municipal Allocation Agreement with Schools**

Pete gave an overview of the current method of how non-budget items are reported for Employee Retirement Contributions. It makes more sense to take the lump sum pension received and divide it equitably. Per Pete, it does draw comparison attention in school audits, since no 2 communities handle it the same way. (See the handout attached to these minutes for more detail) The collaborative process agreed on between the Finance Director and the schools will save time when the reports are generated next year. Gregg stated that having this agreement in place is a good thing.

*9:39PM Motion: made by Jason, that the town approve the cost allocation, and empower Ellen Allen to sign the agreement on behalf of the BOS. Seconded and unanimously voted.*

Ellen requested extra copies of the agreement, which were given to her by BOS members.

**2. Road Race Request – Ragner Relay Cape Cod Road Race, May 8, 2015, 7AM to 8PM**

The race will be re-routed from Grove Street to Washington Street (route 53) and Main Street. The police have no issues with this change of route.

*9:43PM Motion: Jason Brown moved that the Board approve a request from the Ragner Relay Cape Cod Road Race, subject to Police and Fire Department requests (departments to provide details). Seconded and unanimously voted.*

**3. North River Theatre One Day License Request – February 7, 2015**

*9:44PM Motion: Jason Brown moved that the Board approve a request from The North River Theater, Inc. for a one day license to sell All Alcohol for a live theater performance at the North River Theater, Inc. 513 River Street Norwell on February 7, 2015 between the hours of 7:00PM to 11:00PM. Seconded and unanimously voted.*

### **9:45PM ANNOUNCEMENTS:**

The Advisory Board nominating committee will meet on January 22<sup>nd</sup> at 6:30PM to consider applications for the open seat on the AB. They are still accepting nominations.

The Library Board will meet on January 24<sup>th</sup> at 10:30AM to discuss new furniture for the Children's Room.

A MEMA grant of \$6000 was approved for Emergency Operations Center improvements, in the form of a generic tent for use on location as needed.

**9:46PM ADJOURNMENT** – *Motion was made to adjourn. Seconded and unanimously voted.*

**EXECUTIVE SESSION** –

*MOTION: Jason Brown moved the Board enter into Executive Session for the purpose of discussing Personal Contracts and Pending Litigation, not returning to open session. Seconded and unanimously voted.*

Chairman Ellen Allen explained that to discuss these issues in an open meeting may have a detrimental effect on the Town's bargaining or litigating position. Ellen Allen polled the Board. Allen voted yes, DeCoste voted yes, McBride voted yes, Brown voted yes and Garner voted yes.



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Board of Selectmen