

**Norwell Board of Selectmen
Meeting Minutes
November 2, 2016**

TOWN OF NORWELL
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Open Session

Mr. Brown opened the meeting at 7:33pm, and introduced Gregg McBride, Ellen Allen, Alison Demong, Peter Smellie and Town Administrator Peter Morin. Mr. Brown stated that the board had been meeting since 7pm in Executive Session to discuss a personal contract and potential litigation.

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

Citizen Comments - none

Selectmen's Report

The Tick Walk and Talk held at the Norris Reservation last Saturday was a big success. Dr. Mather, the Lyme Disease/Tick information program representative from URI, explained the tick life cycle and told everyone to be careful, check for ticks and use permethrin spray as directed to prevent tick bites.

There are two more days of early voting, please come and vote!
24% of the Town's vote is in, not including absentee ballots.

Town Administrator's Report

Mr. Morin gave a quick update: since the Town has become a green community, electric purchases are down by \$22K this quarter, KWH down by 62K. The installation of LED lighting in Town Hall has had a positive impact.

Susan Curtin – New Director for the Council On Aging (COA)

The board congratulated Ms. Curtin on her promotion. She is looking forward to the job and is very pleased to be selected. Mr. Morin gave kudos to Human Resource Director Barbara Childs on a very strong pool of candidates. Ms. Childs stated that there was a great deal of interest in this position, and Ms. Curtin met every qualification for the job.

There is now an open position at the COA; 2 of the 3 open positions have been filled. Ms. Curtin's former position will be posted later this week.

All congratulated her and gave examples of her expertise and involvement in this organization.

Petition to make Henry's Lane a public way

Mr. Brown asked Mr. Morin to give the background and reasons for this application, along with impending actions for the Town.

Mr. Morin summarized the status and history of this development and private road as follows:

The situation was brought to his attention by the Planning Board- who stated that there is a long standing oversight on the part of the Town to hold the contractor accountable for completing the work on this road. The Treasurer's office is trying to verify the bank information for the account opened to hold the completion funds for this project. He explained to all what "surety" is. Once the cash in the account is verified, the Town will be able to move forward with next steps to complete this project. The Town's agreement with the contractor should have been more formal, and Mr. Morin is still researching the legal steps that took place. Work remains to be done for compliance with the municipal completion codes, but this should not impede the acceptance of the legal work to get this road accepted as a public way. Mr. Morin has a list of the steps needed to make this happen and will work with the street's residents. The residents' petition has been certified by the Town Clerk and will be held in file until the Warrant is opened. There may be additional

signatures that will need certification, but the Town will work with the residents. The punch list (created by John Chessia and the Town Planner) that was obtained by the residents specifies that \$27K would be needed to fix the remaining street issues. Copies of this report were given to the board. Mr. Brown asked why this has been an issue for so long; the board conjectured that perhaps it was postponed during the recession, which was not uncommon. Per Mr. McBride, this is a "forcing issue by the contractor wanting his money back". Up to the present, no one was pushing to do this completion work. Now the street's residents would like to get this done. Per Ms. Allen, hopefully the bank will cooperate and allow the Town to get this project moving.

Mr. McBride stated that the street's residents would like to know what will happen this winter re: snow plowing. Historically, if a road acceptance is pending the Town would put it on the plow list and pay for the plowing. Mr. Brown asked about liability for the Town by doing this. Questions were asked and answered by Mr. Morin and the board about doing the completion work and project oversight. Per Mr. Morin, this is typically orchestrated by the Planning Board and could be done internally, or contracted out.

Treasurer Darleen Sullivan stated that the Town petitioned the bank (Town Counsel Bob Galvin was asked by the Planning Board and Mr. Morin to do this-Done October 27th). Best practices say to put the road on the plow list. The board would like to wait to confirm that the money is actually in the bank before voting to plow the road. Ms. Sullivan will follow up with Mr. Morin and Mr. Galvin to make sure it is taken care of. Mr. Galvin will be attending the BOS meeting on November 16th on another matter, so he will comment on this topic at that time. Mr. Morin and Ms. Sullivan will work together to get this project completed.

Highway Surveyor /Tree and Grounds Supervisor Job Description

Mr. Brown gave the background for this agenda item and the steps taken to obtain this draft description. This is a very long draft. The board asked for Highway Surveyor/Tree and Grounds Supervisor Glenn Ferguson's input:

1. Job title – not really accurate
2. He has talked to the Accounting Dept. about combining the two jobs into one; for one person it would make things easier to have one job title and description. The positions can't be changed right now as they are elected positions; but the change would probably give Mr. Ferguson more flexibility in line item spending.
3. Delete streetlight control, since National Grid owns them.
4. Take out recycling oversight, the person in this job should be coordinating with the Board of Health (BOH) on recycling
5. The job description is too long, and should be tightened up, too much redundancy in the verbiage.
6. There should be a job description that defines these elected positions and enables him to perform the duties necessary to the Town.

NOTE: this discussion started with a ballot question to change this position from elected to appointed. Since it remains an elected position, the job requirements are not needed; only "job responsibilities" for the elected position. Discussion ensued about items to be included in this job description.

Mr. Ferguson thinks there should be job parameters, stating: "this is non-binding, but here is a definition of the job".

He gave examples of items that need clarification. He and Ms. Childs (HR Director) could work together create a Shorter and more accurate list of duties that have been reviewed. There should be clarity about the job duties.

All agreed to let Ms. Childs and Mr. Ferguson make this a working document that figures out the process for Town procedures and responsibilities.

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Main Street Update from the Highway Surveyor

Mr. Brown asked Mr. Ferguson to address the numerous complaints about the paving on Main Street. Why isn't it done yet? ETA?

Mr. Ferguson gave a list of steps that needed to be completed before paving could take place. He is working with 3 or 4 contractors instead of one, which makes coordination difficult. Some of the completion steps were unforeseen. He started the paving today, eastbound should be done by tomorrow; westbound starts on Friday. There are scheduling conflicts, but he is working through them. There is some weekend work going on as well. Paving should hopefully be done by Monday. Main St. will not be worked on Tuesday, Election day. The road hazards will hopefully be done by Monday, unless it rains. The final phase is the sidewalk.

Dangerous Intersections

1. Chief Ross was present to participate in this discussion. Chief Ross gave out a review of crash data by intersection for the board to review. The data provided only includes serious accidents and/or those over \$1000 in damage.

2. **Grove and Prospect** – Per Mr. Ferguson, the queueing on Grove St. is related to the school buses. He is not sure how to solve this. Mr. Brown would like to plan on a review of the accident rates at the one-year anniversary of the 4-way stop signs compared to the prior year, with the expectation of a better outcome. This is a very high volume road, regardless of the buses. The stop sign delays are a small price to pay for the good improvements here. Chief Ross stated that the traffic flows really well and has had a calming influence on the speed of the traffic. There has been only one accident, and the person wasn't looking at the traffic. Mr. McBride added an additional intersection at Grove/Lincoln/Norwell Ave. to the future work list.

3. **Forest Street**

Mr. Ferguson stated his concerns about Forest Street/Circuit Street, stating that he would like a 3 way stop there to calm traffic. Mr. Brown would like to see a more formal evaluation process to address intersection trouble spots in a specific order. All discussed how to organize and address the offending spots, suggesting such steps as a prioritized list from Chief Ross which could be shared with Mr. Ferguson. He could create a work plan to address them in groups or as single items. The board talked about the continuous high level of concern about traffic calming in the Town. Ms. Demong reminded all that the BOS can now address speed limits in the Town. Maybe the Traffic Committee could spend a few meetings discussing this issue. Ms. Allen would like to ask if a few people could be involved and translate their findings into a cohesive report with recommendations to take to Town Meeting.

Chief Ross has applied for four solar signs to display speed limits with flashers. Mr. Ferguson also stated that a timer and a camera can be added to these signs as desired.

The reorganized Traffic Committee, which is a small group composed of Mr. Ferguson, Chief Ross, Chief Reardon, Mr. McBride and Ellen Moshier, will meet to prioritize dangerous intersections in order of importance.

Chief Reardon commented as both the Fire Chief and a Main Street resident; he suggested that all drivers need to slow down!! He cautioned that "all that it takes is just a few seconds for an accident to occur".

Motion; made by Ellen Allen, seconded by Peter Smellie, to change the committee membership of the Traffic Study Committee to the following; Police Chief, Fire Chief, Highway Surveyor, one BOS representative and 1 at-large member, currently Ellen Moshier. The committee will look at ways to make the roads of Norwell safer, and study dangerous intersections to make safety recommendations". Unanimously voted.

Term length will be 3 years for the at-large member. Mr. Morin will find out how to change the Town's speed limits; new state law allows them to be lowered to 25 miles per hour, but the Town's road speeds are in the bylaws and would currently require a Town Meeting bylaw change.

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Complete Streets Committee Update

Ms. Demong gave an update on the committee's activities. A grant was received to hire a consultant to help identify ideas for improvements to road safety. All are invited to a committee meeting next Thursday at 6pm at Town Hall to comment and contribute ideas for new projects. The Town will be eligible to apply for another grant in May 2017, when the state will be awarding up to \$400K in grants to implement the ideas put forward. Most residents have suggested sidewalks, which is in line with the consultant's suggestions to move pedestrian traffic.

Town Treasurer Contract

Mr. Morin is pleased to report that the Town has come to an agreement with Treasurer Darleen Sullivan for a 3-year contract. He highlighted Ms. Sullivan's financial and interpersonal skills that help everyone in the Town feel better about paying their bills! She takes pride in her office staff and their performance, especially their excellent customer skills. She also ensures that there is empathy as well as understanding of the bills being paid by residents.

Ms. Sullivan and the Town have come to an agreement on salary and terms for the next 3 years, and Mr. Morin would like the board to make a motion to approve the new contract between the Town and the Treasurer Darleen Sullivan.

Motion; made by Ellen Allen, seconded by Peter Smellie, to approve the 3-year contract between Treasurer Darleen Sullivan and the Town of Norwell. Unanimously voted

Ms. Sullivan thanked the board and Mr. Morin for their kind words and added that she has really loved working with the Town and its residents. All gave her kudos for a job well done and wished her continued success.

Upcoming Meetings

There is no BOS meeting next week. The next BOS meeting will be held on November 16th.

Future Agendas

Henry's Way – Next steps

Jacobs Farmhouse with Town Counsel – next meeting

Public records law – January 4th meeting

Group release of Executive Session minutes – next meeting

Library Grant application – December meeting

NHA – 27 Assinippi group home and CPC application

Finance review and update with auditors

Electronic Voting – Bill Coffey and Pat Anderson – December 14th meeting

Setting the Tax Rate – November 30th meeting

Adjournment

Motion; made by Ellen Allen, seconded by Peter Smellie, to adjourn at 9:03pm. Unanimously voted


Jason Brown, Chair

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