

**Norwell Board of Selectmen
Meeting Minutes
December 21, 2016**

TOWN OF NORWELL
TOWN CLERK

Present:

Jason Brown, Ellen Allen, Peter Smellie, Peter Morin. Alison Demong joined the meeting in progress.

Guests: Town Counsel Bob Galvin, Town Clerk Pat Anderson

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Open Session

The meeting was called to order at 7:01pm by Chair Jason Brown.

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

Unanimously voted

Minutes Approval

Motion; made by Ellen Allen, seconded by Peter Smellie, to approve the 11/30/16 Executive Session minutes as written. Unanimously voted

Motion; made by Ellen Allen, seconded by Peter Smellie, to approve the 11/30/16 and 12/7/16 Open Session minutes as written. Unanimously voted

Town Counsel Bob Galvin and Town Clerk Pat Anderson were present to discuss the incorporation of the charter into the existing Town bylaws so that General Code can codify the charter changes and update the bylaws. If there is a conflict/discrepancy, the charter will prevail. Discussion ensued about the charter and bylaws. Attorney Galvin is looking for a draft document from General Code. Mr. Brown asked Ms. Anderson to be the contact with Sally Turner, Lois Barbour and General Code for next steps; the goal is to give General Code the finished product with charter changes inserted into the bylaws. Per Mr. Morin, this work is within the scope of the General Code contract. He and Ms. Anderson will talk to General Code after meeting with Ms. Turner and Ms. Barbour. The Warrant Article bylaw changes will be part of the consent agenda at Town Meeting.

Public Records Access Law Changes

Attorney Galvin highlighted the changes to this law in his memo included in the BOS documentation package.

Highlights include:

The appointment of a Town Records Access Officer (RAO). The default appointment is the Town Clerk, but the BOS has the right to appoint additional PRA officers as well.

For Norwell, Attorney Galvin recommended a primary PRA contact, perhaps Mr. Morin, with Police, Fire and School departments each having a designated PRO.

Questions were asked and answered about particular information which is confidential. Ms. Anderson will probably be the person reporting to the state at year-end.

Attorney Galvin offered to do further training for RAOs. Once the departments have chosen RAOs they will be appointed by the BOS. The Secretary of State's office will be notified ASAP once the appointments are made. A page will be created on the Town website for RAO contact information and procedures. All Town boards will go through the Town RAO. A backup RAO will be required if the primary RAO is absent as well as an alternate within each department. All RAOs will get a records log to complete with each request, which will be reported to the state at year end. Discussion ensued about best methods to organize the information for clean records at year end.

More questions were asked about the mechanics of the request procedures and tracking software availability. Mr. Morin and Ms. Anderson will review the available software packages and purchase the one that best fits the Town's needs.

Request timeframes, appropriate website information, RAO duties and request exemptions were discussed by the group.

At 7:35pm the meeting was moved to the Osborn Room.

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

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Chair Jason Brown welcomed all to the meeting and listed the minutes approved earlier in the meeting. He updated everyone on the discussion of public records and the appointment of RAOs in the Town.

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Citizen Comments – None

Board of Selectmen Report – None

Town Administrator's Report

Next week WATD will be announcing the three major issues and/or achievements in Norwell for calendar 2016 and have asked for BOS input.

Officer Recognition and 4 Letters of Commendation

Chief Ross presented letters of commendation to four officers who were involved in two separate critical events in the Town, which involving life-saving actions;

Officer Nathan Morena

Officer Daniel Dooley

Officer Jeffrey Johnson

Officer Craig Simpson

The officers were congratulated by all for their heroic actions. Chief Ross took the opportunity to commend all of his department employees for their dedication and hard work.

Change of Corporate Name Structure – Asaka Japanese Restaurant

Motion; made by Ellen Allen, seconded by Peter Smellie, to approve the change of corporate structure from New Good Fortune, LLC to New Good Fortune, Inc. Unanimously voted

7:45pm – Public Hearing – Subway, Common Victualler License

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

Unanimously voted

Mr. Smellie read the notice of public hearing.

This is a change of ownership request for a CV license renewal at 6 Grove Street, as the new owner information had not been previously recorded.

Motion; made by Ellen Allen, seconded by Peter Smellie, to approve a Common Victualler license for Subway, 6 Grove Street, Norwell, MA, 02061, expiring 12/31/17. Unanimously voted

Motion; made by Ellen Allen, seconded by Peter Smellie, to close the public hearing at 7:48pm.

Unanimously voted

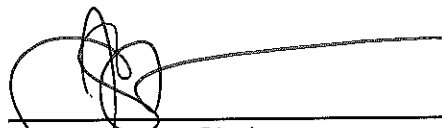
Upcoming meetings

The next BOS meeting will be January 4, 2017. The appointment of public records access officers will be added to the agenda.

The Board wished everyone Happy Holidays and voted to adjourn.

Motion; made by Ellen Allen, seconded by Peter Smellie, to adjourn at 7:55pm.

Unanimously voted



Jason Brown, Chair