

**Norwell Board of Selectmen
Meeting Minutes
August 24, 2016**

TOWN OF NORWELL
TOWN CLERK

2016 OCT 20 AM 9:52

RECEIVED

Mr. Brown opened the meeting at 7:36pm, and introduced Ellen Allen, Gregg McBride, Alison Demong, Peter Smellie and Town Administrator Peter Morin. Mr. Brown said that the board had been in Open Session discussing various matters before the board. Executive Session Minutes from 8/10/16 were also approved by the board.

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

Citizen Comments

None

Selectmen's report

Mr. Brown advised all that the water use is lower, but there are still severe water conditions in the area. PLEASE stop watering your lawns!! The Water Department is trying their best to conserve. Please help. The board appreciates everyone's patience re: the paving of several major roads in the Town; the work is almost done. There are still some areas yet to be completed in the next several weeks. Mr. Brown thanked Highway Supervisor Glenn Ferguson for his hard work, adding that the roads will be in good shape for the start of the new school year. Mr. McBride also commended Mr. Ferguson for taking on all of these projects when the cost of asphalt is low, with additional thanks to the previous Highway Supervisor Paul Foulsham for all his diligent prep work. Mr. Ferguson is scheduled to be on the agenda of the September 14th BOS meeting to discuss current and future projects for the Highway/Tree and Grounds Department.

Town Administrator's Report

Mr Morin recapped the status of the Capital Improvement Plan in progress. The Town is working with the Abrams group, courtesy of a grant received earlier this year. All departments, with the exception of Highway/Tree and Grounds met with Abrams to discuss the 10-year Capital Improvement needs. Highway/Tree and Grounds will meet with Abrams the near future before the final report is written. Resources to fund the needs are yet to be reviewed. Mr. Morin expects the end product by the 3rd or 4th week of September.

Put out to several eng. Firms The road survey RFP letter was sent out to several engineering firms. A copy of the letter is available for the board. Mr. Morin has received proposals from several different groups to update the survey on an annual basis for low money. Now is a good time to do this study as the bulk of the paving has been done. (note: there is still a lot that remains to be done) The study process will provide a grading system that categorizes each road, and a repair analysis for all roadways in the Town. A subsequent "tweak" to the capital plan may be needed since it won't be completed before the road survey is finished. Per Mr. Morin, while historical spending will be a "plug number", the survey analysis will show the actual road maintenance cost over the last several years.

7:45pm Brian Greenberg, Capital Budget Committee or Historical Commission Applicant

Mr. Greenberg gave a summary of his background and reasons for wishing to join either the CBC or the NHC. He would prefer the CBC because of its interaction with the operating budget process for the Town. All thanked Mr. Greenberg for applying. There were no questions from the board.

7:50 Linda Martin-Dyer, Capital Budget Committee Applicant

Ms. Martin-Dyer gave a summary of her background and reasons for applying for the Capital Budget Committee. All thanked her for applying and agreed that this committee would be a good fit. Mr. McBride commented that the Town's capital needs always exceed available finances, and one of the jobs is sorting through the needs of the town vs. the available resources.

Motion; made by Ellen Allen, seconded by Gregg McBride, to appoint Mr. Greenberg to complete the term of Kevin Burns on the Capital Budget Committee, expiring June 30, 2017. Unanimously voted

Mr. Brown invited Mr. Greenberg to re-up next year to serve a complete term.

Motion; made by Ellen Allen, seconded by Gregg McBride, to appoint Linda Martin-Dyer to the Capital Budget Committee for a 3-year term expiring June 30, 2019. Unanimously voted

Historical Commission Applicant

Motion; made by Ellen Allen, seconded by Gregg McBride, to appoint Janet Watson to the Norwell Historical Commission for a 3 year term expiring June 30, 2019.

The BOS office will let Ms. Watson know about her appointment and update the two committee chairs about their new members.

Appointment of Animal Control Officer (ACO)

The Town has partnered with Cohasset and Hull to job share a new Animal Control Officer, Brian Willard. Norwell will pay 20% of the annual salary of the ACO. Officer Willard is currently a dispatcher in the Weymouth police office, and was the unanimous choice of all three towns. He was interviewed by all three police chiefs.

Motion; made by Ellen Allen, seconded by Gregg McBride, to accept Brian Willard for the position of Animal Control Officer for a term expiring June 30, 2017. Unanimously voted

Motion; made by Ellen Allen, seconded by Gregg McBride, to appoint Brian Willard as Inspector of Animals for the Town for a term expiring April 30, 2017. Unanimously voted

Motion; made by Ellen Allen, seconded by Gregg McBride, to authorize the Town Administrator to sign documents thereto appointing Mr. Willard as ACO. Unanimously voted

Motion; made by Ellen Allen, seconded by Gregg McBride, to allow the Chair of the BOS to sign documents on behalf of the board, appointing Mr. Willard as Inspector of Animals. Unanimously voted

BOS Task Tracking Systems

Mr. Morin gave an overview of IBM Connections, which is a web-based software package. It allows for document sharing, tracking of workflow, and real-time updates on projects and initiatives. He contacted an IBM rep for a demo to review the product, and perhaps use on a trial basis. The board asked about using the software with regard to the Open Meeting Law.

Mr. Morin asked a colleague in the town of Hanover about that issue; the users need to be "self-policing" and use the software only for sharing information. The use of the software would probably be more efficient in sharing information and would put the BOS ahead of its current position. The software is available on a trial basis. Per Mr. Morin, the Town could purchase tablets for BOS use; the cost is within the budget. This would help the move to a paperless environment. If Mr. Morin likes the demo package, he will set up a webinar for the board.

Mr. McBride suggested putting a date on the current spreadsheet to help track the changes.

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Town Administrator – Final Review

Mr. Brown stated that the board will do Mr. Morin's review although two members of the BOS are not present at this meeting. All agree that Mr. Morin has done an excellent job. Ms. Demong sent comments stating that Mr. Morin has really integrated himself into the Town government environment and gotten to know its employees, as well as learning the processes that are unique to Norwell.

The board will review both great achievements and areas for improvements.

They would like to work on the follow-up of work flow information, adding that there is a tendency for both the BOS and the Town Administrator to have their own priorities, and hopefully they will intersect with common goals. Mr. Brown understands that Mr. Morin is juggling the Town's departments and employees with the demands of the board.

All would like to compliment Mr. Morin on two things; knowledge and wisdom. The application of these tools takes a degree of finesse, and it is of key importance to know when to you each one.

Mr. Brown: an area for improvement is the implementation of the tracking system

Ms. Allen: managing personnel is a huge part of this job, as the Town government is really a "group of businesses". She gave Mr. Morin kudos for all of his personnel management and his good job on the FY2017 budget, adding that the final grade will be next year's free cash number! She also stated that the board gained a great deal of confidence in Mr. Morin's knowledge and wisdom.

The board highlighted strategic new areas of business in the Town put forward by Mr. Morin; the license for Mass Medi Spa, the Kearsarge Energy program, and the billboard Article, even though the Town didn't approve that particular project. All are great revenue producers.

All were impressed with Mr. Morin's handling of issues that popped up, such as the sidewalks campaign. Ms. Allen stated that she is confident that Mr. Morin will speak up if there is too much on his plate.

Mr. McBride: first of all, kudos for facing the challenges of a five member board. He urged Mr. Morin not to volunteer for so many things – there is just too much to do! Manage and attend to the important things and priorities. He also reminded Mr. Morin that he needs to tell the board when limits are reached.

In conclusion, all expressed their appreciation for a job well done and thanked Mr. Morin.

Mr. Morin in turn thanked the board for their kind words and stated that he is looking forward to the upcoming year.

AFC Fees Schedule – Discussion

Discussion ensued regarding an upcoming soccer camp that would be charged a fee for use of the fields; Norwell Youth Soccer camp. The group is looking to waive this fee entirely. However, the camp is run by an outside group on behalf of Norwell Youth Soccer, a long-standing group in the Town. The consensus of the board is that they are clearly a Group 3 category and should be charged. The fees would go towards maintenance of the grass fields. JB asked for examples of each category, EA thinks they are exactly what group 3 defines. AFC and board developed this fee schedule. All think they are a group 3. PM will look into this further, but group 4 or 5 would cost more for the group. JB would like more clarification. To be determined.

Next meeting September 7th, board will go back to weekly meetings.

Adjourn – EA, Gm, Unan. 8:22.



Jason Brown, Chair