

**Norwell Board of Selectmen
Meeting Minutes
October 26, 2016**

TOWN OF NORWELL
TOWN CLERK

2016 NOV 17 AM 10:20

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Mr. Brown opened the meeting at 7:40pm, and introduced Ellen Allen, Alison Demong, Peter Smellie and Town Administrator Peter Morin. Mr. Brown stated that the board had been meeting since 7pm on administrative matters and had approved some open meeting minutes.

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

Citizen Comments

Selectmen's report

Calling all kids! The Norwell Fire Department is inviting all kids in the Town to a Halloween event at 300 Washington street from 12-3Pm on Monday, October 31st! Dress up in costume and come for treats!

Mr. Brown reminded all to come to Town Hall and take advantage of the opportunity to vote early. 8% of the Town has voted already. The early voting hours are posted on the doors of Town Hall and also on the Town website.

The Tick Walk and Talk event that was rescheduled is being held this Saturday, October 29th at Norris Reservation. All are welcome.

Town Administrator's Report

The Town Clerk has reminded all that the Town Hall is open from 8am-2pm this Saturday, October 29th, for early voting.

Request for change of date for trick or treating to Saturday, October 29th.

Mr. Brown gave a quick recap of the request made by a group of middle school students for this date change.

He put this item on tonight's agenda to allow for deliberation by the board. The board requested feedback from Chief Ross, who was not in favor of this change for a variety of reasons. Mr. Brown expressed his regrets to the students, but added that it was not a good idea. This change could produce a number of problems; and it's difficult to get the word out. Safety concerns are the foremost reason for leaving this activity on Monday, October 31st. Driving on a Saturday night with inexperienced drivers and the addition of trick or treaters would create unsafe conditions for both drivers and pedestrians. Mr. Brown thanked the students for coming in; adding that the board owed it to them to consider the question. Their decision was based on concern for public safety.

Building Department Update

New building inspector Tom Barry introduced himself and gave a quick summary of his activities since being hired by the Town in September. Prior to coming to Norwell, he worked for the city of Braintree. He noted that a fair number of new permits are coming in, from sheds to a new development. He has inquired into other towns' permit automation options. He attended a district inspectors' meeting. Ms. Demong asked about a tie-in to People GIS. Mr. Barry discussed his research with surrounding towns about this option, and stated that another vendor has been the product of choice. Ms. Demong asked Mr. Morin about the status of the purchase of People GIS; he is waiting for the Water Dept. to sign off on the purchase. The Town is buying the basic program and an additional module that will be part of the road study. He will look at the People GIS building permit component, as well as the vendor that Mr. Barry mentioned.

Questions were asked and answered by Mr. Barry about the department and future plans. Mr. Brown stated that the board appointed a Bylaw Review Committee to overhaul the Town's bylaw structure, and may contact Mr. Barry for his input. Mr. Morin stated that Mr. Barry has been working hard to assist people with building projects in the Town while doing an exemplary job. He will serve the residents well, and has had very productive meetings and interaction with the ZBA and other department heads.

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David Sutton – Jacobs Farm Management Plan

Mr. Brown asked Mr. Sutton for an update on the current status of projects at the farm. Mr. Sutton gave He is working on an RFP for the roof of the main house. He has re-keyed the main house for the same master and sub-master keys as Town Hall and other Town buildings. Mr. Morin asked Mr. Sutton to continue to provide regular updates for the board, with Mr. Sutton in agreement. Ms. Allen asked about timing for a management plan. Per Ms. Demong, the plan needs more input from other boards for recommendations to move forward. All thanked Mr. Sutton for coming in.

IT Best Practices Review

As part of the financial audit by Melanson and Heath, this year's questions included data security issues such as offsite storage location, length of storage time and level of security. This is all done primarily through Soft Right. The Town's practices are sound; data stored in multiple places and access could be rapid if needed. Mr. Morin gave an example of a practice run; and concluded that the offsite storage and records redundancy is good protection in the case of a significant catastrophic event. The Town's records could be restored in a day or two. Mr. Morin has looked at the state's policy on data control as well as other state's best practices. He will cut and paste his findings together to create a Town policy in the new year while keeping the best portions of the current policy.

Next meeting

November 2nd - Highway Department, Police and Fire Chiefs to discuss dangerous intersections
Complete Streets update


Upcoming meetings

Follow up on electronic voting with both Town Moderator and Town Clerk
Ms. Allen would like to reconstitute the Traffic Study Committee to discuss speed limits in Town
Clear Gov software comments
Setting the Tax Rate
BOS Agenda item tracking – Mr. Morin to follow up

The suggestion was made to consider combining the agendas for some BOS meetings to allow the board the option of not meeting every week.

Adjournment

Motion; made by Ms. Allen, seconded by Peter Smellie, to adjourn at 8:05pm. Unanimously voted



Jason Brown, Chair