

**Norwell Board of Selectmen
Open Meeting Minutes
July 26, 2017**

2017 OCT -5 AM 11:18

Present: Jason Brown, Ellen Allen, Alison Demong, Gregg McBride, Peter Smellie, Peter Morin

Open Session

The meeting was called to order by Chair Jason Brown.

Motion; made by Alison Demong, seconded by Peter Smellie, to approve the agenda as written, continuing the Executive Session immediately following the adjournment of the Open Session. Unanimously voted

Citizen comments – none

BOS – none

Town Administrator's Report - none

Facility Manager Job Description

Human Resources Director Barbara Childs was present to discuss this position and recapped the information that she provided to the board. She included a salary comparison and job descriptions for comparable positions in the towns surrounding Norwell. Mr. Brown reminded all that this is a fairly new position that was shared with the schools until this spring. The current FY18 budget of \$73K will be adequate for this fiscal year because no one will be hired until about 20% of the year is past. All discussed the parameters of the job, which would include maintenance of the Police and Fire Department buildings. All discussed the mechanics of separating the shared cost of this position with the schools. Mr. Morin and Superintendent Matt Keegan will work through this budget issue.

Ms. Demong would like to define the buildings to be covered by this position in the description. Discussion ensued about specific job requirements and salary parameters.

The board delegated finalizing and posting this job description to Mr. Morin and Ms. Childs.

Motion; made by Alison Demong, seconded by Peter Smellie, to direct Peter Morin and Barbara Childs to finalize the description and post this job opening. Unanimously voted

Review of SSRECC

Maureen Shirkus, Executive Director, gave a presentation summarizing the current operations of SSRECC. Questions from the board included asking if Norwell had remained standalone, would the State have given grants to the Town. Per Ms. Shirkus, the State leans towards regional centers, adding that they are both more effective and cost efficient. Mr. Morin directed all to the estimated cost of having these services in house for personnel, which would be \$726K, not including capital costs. Norwell's share of payroll costs for SSRECC total \$456K this year. Costs are starting to moderate as of this year with not such a steep level of growth. The Town is paying a fair price for what it receives on a personnel basis. On a capital basis this is a bargain, especially if grants are factored in. Capital requirements would have been in the millions. Per Chiefs Ross and Reardon, this regional approach is much better and more cost effective. SSRECC has petitioned the State to receive the regional cell phone calls for the four surrounding towns. Questions were asked and answered about cell calls, which will increase the incentive grant if the bid is accepted. Per Ms. Shirkus, the group is ready to expand and has the infrastructure in place to move forward.

Chief Reardon commended Ms. Shirkus for the outstanding job she has done running this team, giving examples of a set of recent overnight emergency calls which were expertly handled by the center. All commended Ms. Shirkus for a job well done.

Grant Award Announcement for the Library

Library Board member Jeanne Ivas and Librarian Judy McConarty were present to talk about the grant award. Both gave an overview of the grant award of \$6.3 million, which is provisional. The board congratulated the group and Ms. Allen, who assisted. A Special Town Meeting will need to be scheduled. Questions were asked and answered about this grant and its "expiration" date. Per Mr. Morin, a date will need to be identified at the next BOS meeting and in time to initiate a referendum for an override prior to the January 12 grant expiration date. Mr. McBride asked about the total project costs, which would be \$15.4M. All discussed "eligible and non-eligible" costs (certain costs are not grant eligible). The Town will need to vote on the total cost of the library. The grant will be paid to the Town by reimbursing project costs at 20% of the grant per year for a total of 5 payments from the State.

Next steps; fundraising via a capital campaign with goal of \$1M over 3-5 years. An estimated tax number will be needed for residents to know what an anticipated override would cost. Jamie Crystal-Lowry is present to recruit volunteers for the fundraising campaign. The last component to consider is the Town's contribution; Mr. Morin stated that there are funding options; a limited amount of town reserves, potential to do an override, and possible under levy debt capacity. All of these options will need to be reviewed at a future meeting. There is a trust fund of \$310K that can be used. Ms. Ivas discussed timing of the receipt of funds from the State. Mr. Brown added that this will move quickly. The board will discuss financing and Special Town Meeting dates at the August 23rd BOS meeting.

Strawberry Fair – Change of Hours

Motion; made by Alison Demong, seconded by Peter Smellie, to expand the hours of operation and allow the serving of alcohol from 9am to 9PM Monday through Saturday, 10am to 9pm on Sundays. Unanimously voted

Resignation of Frank Nagle from Cemetery Committee

Motion; made by Alison Demong, seconded by Peter Smellie, to accept with regret the resignation of Frank Nagle from the Cemetery Committee. Unanimously voted

Resignation of Jerry Kehoe from the Athletic Fields Committee

Motion; made by Alison Demong, seconded by Peter Smellie, to accept with regret the resignation of Jerry Kehoe from the Athletic Fields Committee. Unanimously voted

Cemetery Committee Applicant – Chad Forman

Motion; made by Alison Demong, seconded by Peter Smellie, to appoint Chad Forman to the Cemetery Committee for a term ending June 30, 2020. Unanimously voted

Jacobs Farmhouse – West Barn fee schedule

Ms. Demong gave all the background of issues with use and fees charged for this building. It is now available to residents who would like to rent the space for events for a small fee. The NHC generated this fee schedule, with the intent to put any funds received back into the property. The fee schedule has been reviewed and approved by Town Counsel and is posted on the Town website, along with an application form with instructions.

Motion; made by Alison Demong, seconded by Peter Smellie, to approve the fee schedule as presented in the attached schedule. Unanimously voted

Execute Fire, Police and Deputy Police Chief contracts

Mr. Morin gave a quick overview of the three year contracts; the Deputy Police Chief had the most modifications in order to ensure typical gap between the deputy chief and sergeants. Police and Fire Chiefs are basically the same compensation packages as the last few years, and fall in the middle of the range for comparable communities. The board gave kudos to these employees who do an excellent job.

Mr. Morin recommended that contracts be approved. These individuals all work as a team which is rare. He also noted that the board is required to approve these contracts in Open Session, but they were previously reviewed and discussed by the BOS in Executive Session.

Motion; made by Alison Demong, seconded by Peter Smellie, to approve the contract of Police Chief Ross. Unanimously voted

Motion; made by Alison Demong, seconded by Peter Smellie, to approve the contract of Deputy Police Chief Brzuszek. Unanimously voted

Motion; made by Alison Demong, seconded by Peter Smellie, to approve the contract of Fire Chief Reardon. Unanimously voted

Technology policy approval

Mr. Morin gave a quick overview of this policy, which is the result of the acquisition of the new Samsung tablets acquired for certain Town employees with Word licenses and other uses, which will allow for interaction between the departments. He gave a list of sample activities of departmental interaction which would need rules in place for their use. BOS comments and edits will be incorporated in the final draft, which will be accepted at the meeting in two weeks.

Board of Selectmen Goals

Mr. Brown would like to schedule this conversation for the next meeting, August 9th. He asked the board to review, make comments and update for relevance all of the goals, in addition to adding new goals.

Future Meeting Agendas

August 9th:

BOS Goals

Fire Department Contract

Executive Session – Land acquisition

August 23rd

Library funding

Town Administrator Review

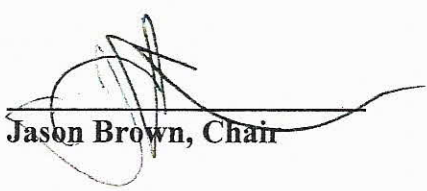
September 6th:

Traffic Committee/Police Chief/Fire Chief/Highway Surveyor

MAPC

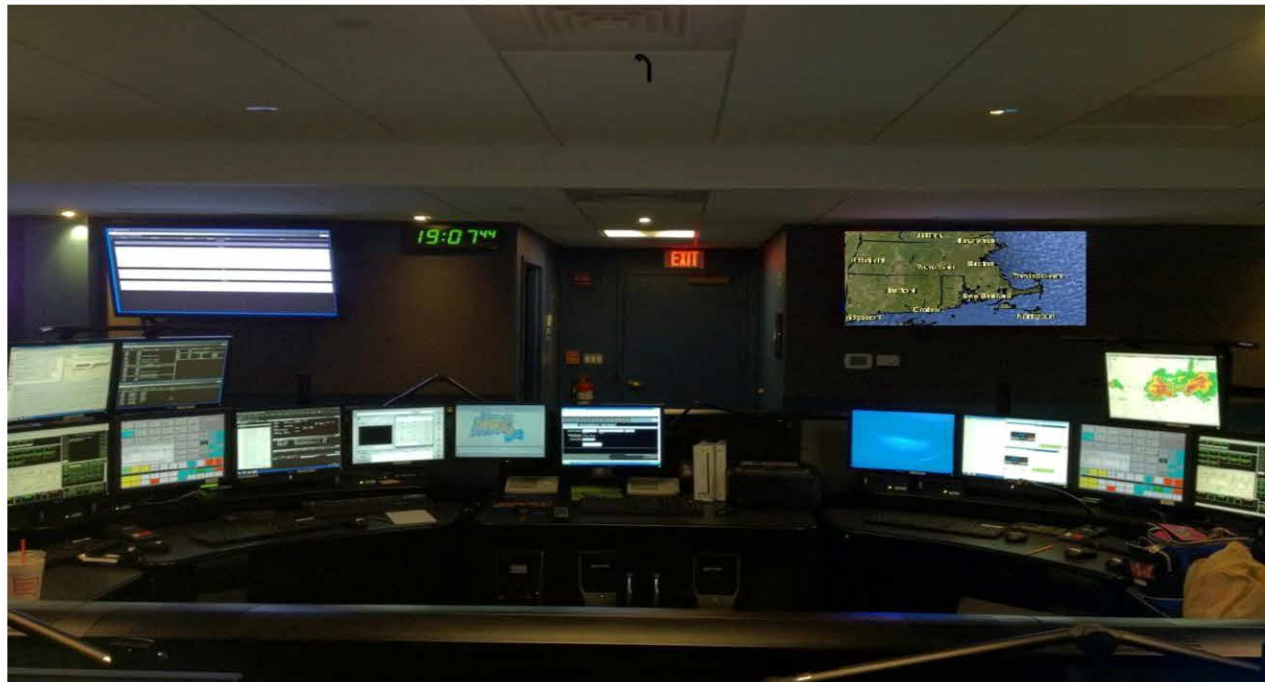
Motion; made by Alison Demong, seconded by Peter Smellie, to adjourn to Executive Session for the purpose of discussing a potential land acquisition, not returning to Open Session, at 9:07pm. Unanimously voted

Mr. Brown polled the board; Allen voting yes, McBride voting yes, Smellie voting yes, Brown voting yes.


Jason Brown, Chair

South Shore Regional Emergency Communications Center Hingham Massachusetts

est. 2012



South Shore Regional Emergency Communications Center

- Maureen Shirkus, Executive Director
- Laurie Croke, Assistant Executive Director
 - Six Supervisors
 - Fifteen Dispatchers

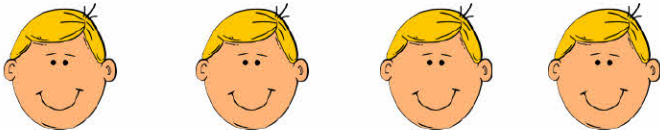
South Shore Regional Emergency Communications Center



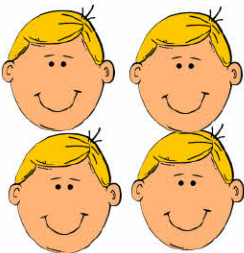
South Shore Regional Emergency Communications Center

- Serving the towns of
 - Cohasset
 - Hingham
 - Hull
 - Norwell

Town
Administrators/Managers



Law
Enforcement
Operations



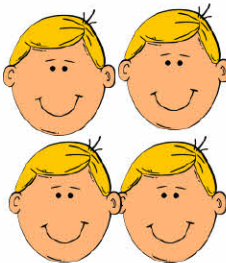
Executive
Director



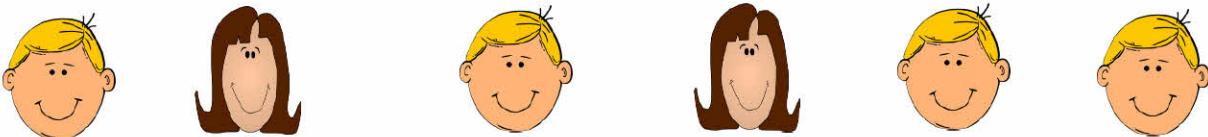
Assistant
Executive
Director



Fire
Operations



Six Supervisors



Fifteen Dispatchers



9-1-1 Call Volume

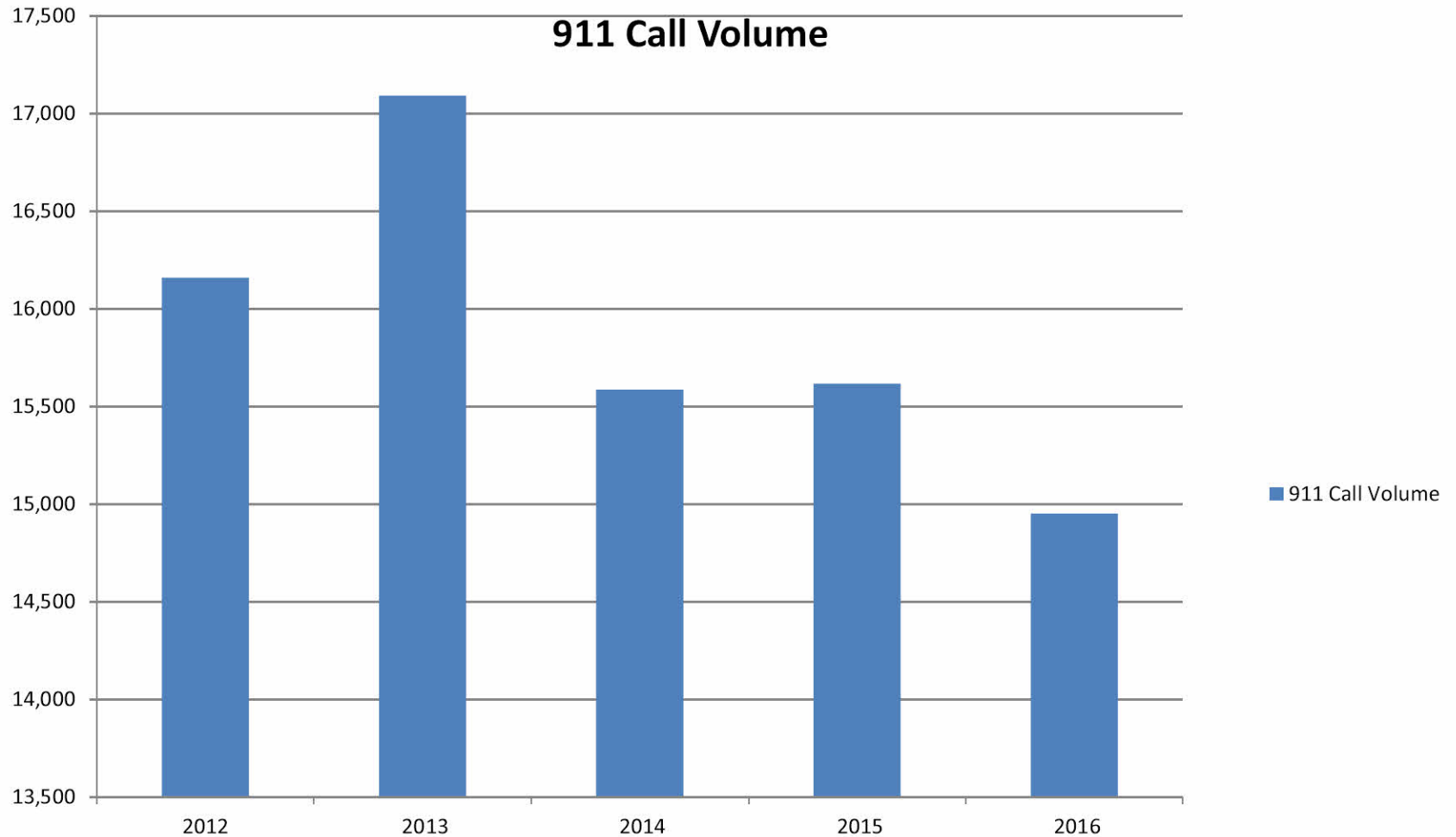
- An estimated 240 million calls are made to 9-1-1 in the U.S. each year.
- According to the FCC, one-third are wireless calls; in many communities, it's one-half or more of all 9-1-1 calls.

Total 911 System Calls Received for 2016

- Wireline calls: 6568
- Wireless Calls: 5563
- Admin. Lines: 2820

Total: 14,957

911 Call Volume



Cellular 911 Calls

- Currently are routed to State Police 911 dispatchers in Framingham or Middleboro.
- Transferred to local PSAP.
- Devices are portable and not associated with a fixed location.
- **Cellular 911 calls direct to Local PSAP's.**
- **Being rerouted in Boston.**
- **Will be coming to our dispatch center in the near future.**

South Shore Regional Emergency Communications Center

- Combined Police, Fire & EMS dispatch facility
- Presently serve police and fire departments for 4 towns
- 911 PSAP for all 4 towns
- Common point of contact for the public
- Point of contact for outside agencies

South Shore Regional Emergency Communications Center

Emergency Medical Dispatch - EMD

Must be EMD Certified

The SSRECC reviews 10% of our monthly EMD/911 calls which averages out to 39 incidents per month.

- A printed copy of the incident
- A printed copy of the 911 call metrics via the 911 Magic computer
- A printed copy of the QA review form
- A saved audio file for each incident

The current average percentage rate is at approximately 84.06% out of 100%.

The Professional Public Safety Telecommunicator

- Public safety communications is a profession
- Requires unique training and commitment
- Characterized by professionalism and sense of duty



Daily Operations

- Telecommunicators spread out over 3 shifts a day
- Staff with both supervisors and dispatchers
- 911 answering
- Radio dispatch
- Business phone lines
- Log entry

Funding

Municipality

State 911 Department

Cohasset

Support and Incentive

Hingham

Training/EMD Grant

Hull

Norwell

South Shore Regional Emergency Communications Center

- State 911 Department Grant Programs
 - Training/EMD Grant
 - Support and Incentive Grant
 - Development Grant
 - Fund Capital Projects for all four (4) towns
 - Funded construction of SSRECC

South Shore Regional Emergency Communications Center

State 911 Development Grant Programs

Development Grants – 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 and 2017

- Future Grants
 - FY 2018 Development Grant Application submitted – \$1,319,729.60 Requested – Awaiting confirmation of award

Over \$7 million in Development Grant funds

South Shore

Regional Emergency Communications Center

2011 Development Grant – Awarded \$1,978,750

- Fire Station Alerting
- RECC Server & Hardware
- Document Management System
- VoIP Telephone System
- Technology Consultant
- MIS Consultant
- Owner's Project Manager
- Dispatch Consoles
- OPM Consultant
- MDT's

South Shore Regional Emergency Communications Center

2011 Development Grant (con't.)

- Air Cards
- Air Card 1st year Operation
- UHF Portable Radio
- UHF Mobile Radio
- Wall Mount Monitors
- Fiber Optic Cohasset & Norwell
- Office Furniture
- Security Systems

South Shore Regional Emergency Communications Center

2012 Development Grant – Awarded \$837,699

- 64 Channel Recording System
- PD/FD microwave/network
- Radio System Enhancements
- CCTV Monitoring for Dark Stations
 - Cohasset and Norwell

South Shore Regional Emergency Communications Center

2013 Development Grant – Awarded \$241,006

- Project management Services
- Transition Expenses
- CCTV, VoIP for Dark Stations

South Shore Regional Emergency Communications Center

2014 Development Grant – Awarded \$306,517

- Project Management Services
- Norwell Safe Haven and Security
- Radio Control Stations-Police and Fire Dispatch

South Shore Regional Emergency Communications Center

2015 Development Grant – Awarded \$689,973

- Professional Services
- Project Management
- Comm-Tract Phase 1 and 2
- Fiber Optic Terminals
- Automatic Vehicle Location Systems

South Shore Regional Emergency Communications Center

2016 Development Grant – Awarded \$423,760

- Portable Radios –
 - Hingham Fire Department
 - Cohasset Fire Department
- Professional Services

South Shore Regional Emergency Communications Center

2017 Development Grant – Awarded \$352,081

- Tri-Tech/IMC Project
 - Computer Aided Dispatch (CAD)

South Shore Regional Emergency Communications Center

Costs absorbed by SSRECC

- Radio system maintenance

- Leased Verizon circuits

- Aircards for MDT's

- Fiber loop maintenance

- MDT maintenance

South Shore Regional Emergency Communications Center

Questions ?