

**Norwell Board of Selectmen  
Remote Open Session  
9/2/20**

TOWN OF NORWELL  
TOWN CLERK  
2020 SEP 22 PM 2:12

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**Present:** Ellen Allen, Jason Brown, Alison Demong, Bruce Graham, Peter Morin  
Darleen Sullivan, Donna Mangan

**Open Session**

The meeting was continued by Chair Ellen Allen at 7:00pm. She announced that all votes will be roll call votes as the meeting participants are using remote access software. The meeting was recorded and the audio file will be available on the Town website. Ms. Allen noted that this meeting will be conducted pursuant to the Executive Order dated March 12, 2020 suspending certain provisions of the Open Meeting Law, Gen. L. c. 30A §20 et seq. and 940 CMR 29.01 et seq.

**Approval of Agenda**

*Motion; made by Jason Brown, seconded by Bruce Graham, to approve the agenda for September 2, 2020 as presented. Unanimously voted by roll call vote*

**BOS Reports**

Mr. Brown congratulated the Finance team for earning the CAFR again this year. Finance Director Donna Mangan thanked the whole team for their hard work. She reported that the Town will now have, in addition to the annual financial audit, a single audit to review the federal funding received through the CARES Act.

**Town Administrator's Report**

Mr. Morin reported that an agreement is close with Forte Architecture for the design of the highway barn project. Ms. Allen will be in touch with Mr. Ferguson to schedule an update for the board on this component of the project, which will hopefully be completed by the end of next March/early April. At that point a decision will be made on the timing for financing the next phases of the project. The board briefly discussed insurance options for this work.

An agreement was reached on the tentative contract for the Fire Chief, which will be forwarded to the BOS for review.

Mr. Morin discussed local receipts as compared to the prior 5 years (2017-2021). He is pleased to report that the Town is not in "hazardous waters", but is right in the middle of this range, which is \$210K to \$304K. The FY21 July local receipts are \$253.9K, which represents about 7-8% of the total yearly revenue. August data will be available in a couple of weeks.

**Discussion/Action Items**

**Police Chief Search Committee Selection and Vote**

Mr. Morin updated the board on his recommendations for a search committee composed of 5 individuals; Selectman Jason Brown, retired Fire Chief Andy Reardon, Scituate Town Administrator Jim Boudreau, Personnel Board member Jane Stout and himself. Each member

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has served on a search committee before and is familiar with the Town. Human Resources Director Barbara Childs will do the support and administrative work. The committee will determine the role of the consultants, hire the consultants, approve the advertising and interview the applicants. They will then recommend their choices to the BOS. Three quotes from consulting firms will probably be needed for a projected cost range of about \$10-\$20K. A larger search would require the Town to use the procurement process. All discussed a national vs. a local/regional search (recommended by Mr. Morin). Questions were asked and answered about the procedures and funding options. Ms. Allen thanked the committee volunteers for helping with this search, adding that the Town is fortunate to have such an excellent team.

*Motion; made by Jason Brown, seconded by Bruce Graham, to approve the Police Chief Search Committee and its role in the hiring process. Unanimously voted by roll call vote.*

#### **Stabilization policy update and discussion**

Ms. Allen gave the background for this update discussion. The Town's policy needs to reflect the current climate of Town spending and unusual circumstances. The board discussed the wording of this amended policy draft. Ms. Allen will circulate the updated draft to the board prior to the BOS vote at the next meeting.

#### **Auditor appointment policy and discussion**

This discussion topic has come up in the past about a policy to address the periodic change of financial auditors. Mr. Morin added that a normalized turnover in auditors makes good sense and removes unnecessary anticipation for future year audit engagements. A fresh perspective is always a good idea and a 3-4 year change would be good. There are a number of firms to approach in addition to Melanson Heath. The board, Ms. Mangan and Ms. Sullivan discussed pros and cons of change vs. keeping the same firm. Mr. Morin suggested changing the audit team without changing the firm before amending the written policy. There is one more year on the current contract with Melanson Heath, through the FY21 audit. Changing the team will give the board time to explore turning over the leadership of the audit and also provide a different set of eyes without a huge turnover. Mr. Morin and Ms. Mangan will discuss next steps. No BOS vote is necessary at this point.

#### **Approval of Meeting Minutes – 8/19/20 Executive and Open Session Minutes**

*Motion; made by Jason Brown, seconded by Bruce Graham, to approve the minutes for the 8/19/20 Executive Session and Open Meeting minutes as presented and amended. By roll call vote; Brown abstained as he was absent from the meeting, Graham yes, Demong yes, Allen yes. Motion carried*

#### **Future Meeting Agendas**

The board discussed future meeting agenda items. The board will continue to meet every other week for the foreseeable future. The next scheduled meeting will be 9/16/20.

#### **Adjournment**

*Motion; made by Jason Brown, seconded by Alison Demong, to adjourn at 8:06pm. Unanimously voted by roll call vote.*



**Ellen Allen, Chair**