

**Norwell Board of Selectmen
Open Meeting Minutes
2/13/19**

TOWN OF NORWELL
TOWN CLERK
2019 MAR -7 AM 9:36

RECEIVED

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

The meeting was called to order by Chair Ellen Allen at 7:05pm.

All discussed the proposed Information Technology (IT) MOA with the Schools provided by Mr. Morin. This school department is currently providing IT support to Town Hall departments without an agreement in place. This MOA would cover services through 6/30/19 with provisions for extensions and possible price increases thereafter. The MOA defines the services covered/not covered, specified and potential additional charges, etc. The board would like the Town Administrator to look at options for outside tech support since this agreement is like a third party contract, not in the spirit of cooperation between two parts of town government. It was noted that the Town provides much support to the Schools without requiring formal MOAs or any payments. Mr. Morin asked that the board sign the agreement and give him until the 6/30/19 renewal date to look at other IT support options. Mr. Morin will follow up with Supt. Keegan about these frustrations of Board.

Motion; made by Gregg McBride, seconded by Alison Demong, to sign the MOA for IT services under duress, Allen, McBride, Demong, Brown voting yes, Rull voting no. The motion carried.

Mr. Brown and Mr. Rull will return their tablets. The BOS office will readdress this electronic information issue on a future agenda.

Approval of Minutes

Motion; made by Gregg McBride, seconded by Alison Demong, to approve the Open meeting minutes for 1/2/19 and 1/9/19. Unanimously voted

Norwell Grange Hall Update

The sale of the Grange and the Preservation Restriction Agreement (PRA) have been completed. The PRA has been reviewed by the Mass Historical Commission and it will be held by the Town after it is signed. The board will execute the waiver of the option to purchase the building.

Motion; made by Gregg McBride, seconded by Alison Demong, to approve the waiver of the option to purchase the property at 142 Main Street, known as the Norwell Grange, subject to the approval and execution of the PRA by Norwell Community Hall, LLC. Unanimously voted

Motion; made by Gregg McBride, seconded by Alison Demong, to sign when available, the PRA between the Town of Norwell and The Norwell Community Hall, LLC. Unanimously voted

Ellen M. will follow up with Town Counsel tomorrow to get the final copy of this.

Future Meeting Agendas discussion

All discussed the proposed Town Hall move to Sparrell and the resolution of this issue, which will be discussed as an agenda item at the 3/13/19 meeting. The proposed move appears to be a very tight fit with no future room to grow.

Open Session at 7:30pm

The meeting was called to order by Chair Ellen Allen at 7:33pm. She reminded all that the meeting is televised and recorded. All rose to recite the pledge of allegiance.

Approval of Agenda

Motion; made by Gregg McBride, seconded by Alison Demong, to approve the agenda as written. Unanimously voted

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Citizen Comments – None

Selectmen Reports

The BOS executed the waiver of the right of first refusal to purchase the Grange Hall at 142 Main Street. The building is being sold to Norwell Community Hall, LLC.

Ms. Allen congratulated Ms. Demong on behalf of the board for her appointment to an MMA committee on environmental issues.

Reminder; nomination papers are available in the Town Clerk's office if you are interested in running for office.

The town of Hanover ZBA voted in favor of two variances for the developer of the Hanover Mall. These will allow the apartments to be 4 stories instead of 3 and built more rapidly than normally permitted. Mr. Brown inquired if there is an appeal process, which is not known at this time. The developers will also need to get approvals from the Norwell Conservation Commission and ZBA for other aspects of the project.

Library Building Committee Update

Committee Chair Scott Brodsky and OPM Rick Pomroy and architect Chris Genter were present to update the board on the library project. Mr. Genter's Powerpoint presentation highlighted the building's design elements and important dates in the project timeline: library move to temporary location-4/15/19, construction start-6/4/19, grand opening-8/31/20. Questions were asked and answered about project details such as moving companies, the subcontractor bid and hiring process, and the site plan highlights. Mr. Rull asked if there would be opportunities to create revenue by leasing out space in the new building. The board also asked questions about the security measures to be incorporated into the building design.

Ms. Allen noted that the Board of Library Commissioners has been very involved in the building design. All gave kudos to the architects for their design work.

All Are Welcome Committee - Resignations and Appointments

Motion; made by Gregg McBride, seconded by Alison Demong, to accept with regret the resignations of Molly McKittrick and Avanti Seymour from the All Are Welcome Committee. Unanimously voted

Applicant Jamila Kielhorn and Jennifer Coyle each gave a background summary and reasons for applying to this committee.

Motion; made by Gregg McBride, seconded by Alison Demong, to appoint Jamila Kielhorn to the All Are Welcome Committee for the duration. Unanimously voted

Motion; made by Gregg McBride, seconded by Alison Demong, to appoint Jennifer Coyle to the All Are Welcome Committee for the duration. Unanimously voted

Town Accountant/Finance Director Donna Mangan

Review of FY18 Compliance with Financial Policies

Ms. Mangan reported that FY19 YTD revenues and expenses are on target. Interest collections are up for tax liens and interest rates are rebounding, so the Town is benefitting from more favorable rates from the banks. All discussed timing of future revenue line items. Revenue was in good shape through December of this year.

YTD expenditures are at about 50% through December, with the exception of Workers Comp, Emergency Management (Fire Dept.) and the Accounting Dept. (the audit, which is a large portion of the Accounting budget, takes place in the first half of the year).

Workers Comp premiums increased due to a mid-year audit census of Town workers. Mr. Morin reported that he worked with MIIA to waive any property and casualty increase for this year.

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Ms. Mangan reviewed and discussed a Powerpoint presentation with the Board about compliance with Financial Policies for FY2018. Highlights included the following:

1. Reserve Fund was slightly below target and will therefore be increased to \$280K in the FY20 operating budget
2. Stabilization Fund discussion noted that the Town has been adding to the Capital Stabilization fund, leaving the General Stabilization fund flat. The latter is now 3.53% of the General Fund operating budget, which is within the policy range of 3-5%. However, the operating budget continues to grow, so the Board feels funds should be added to the General Stabilization Fund at May Town Meeting. The Fund is intended to be used only for an emergency or extraordinary situation. Periodic spending of the other Stabilization Funds (Capital, Special Education and Athletic Fields) is intended.
3. Free Cash, certified by DOR as \$2,062,544 as of 7/1/18, is 4.07% of the General Fund budget, comfortably within the goal of 3-5%.
4. Overlay Reserve/Surplus was not used as a funding source last year. Questions were asked about the Town Administrator working together with the Assessors to review and oversee this fund. Mr. Morin does not foresee using Overlay Surplus at Town Meeting this year, but perhaps some could be put towards a capital use or the Capital Stabilization Fund.
5. Debt Management Policy: the adherence by the Town to this sound policy supports the continued AAA bond rating by the Town.
6. Capital Improvement Plan: the Board and Ms. Mangan noted the receipt of a Community Compact Grant a few years ago had covered the cost of creating a town wide Capital Improvement Plan.
7. Debt Service: Costs remain within policy at not greater than 10% of the Town's net budget, and not less than 2%. The board discussed the challenges and goals for debt service management for funding the CIP.

Note: a complete copy of the Powerpoint presentation and financial statements is on file in the BOS office.

Road Race Applications

Callie's Miracle Run – April 27, 2019

Motion; made by Gregg McBride, seconded by Alison Demong, to approve Callie's Miracle Run on 4/27/19, subject to the conditions outlined by the Police, Fire, and Highway departments as directed in their email paperwork. Unanimously voted

The Ragnar/Cape Cod Relay race application will be reviewed at the next BOS meeting.

Accept ZBA Resignation – Thomas Harrison

Motion; made by Gregg McBride, seconded by Alison Demong, to accept with regret the resignation of Thomas Harrison from the Zoning Board of Appeals. Unanimously voted
Ms. Allen read the letter of resignation from Mr. Harrison, which gave kudos to ZBA Chair Lois Barbour for her generous service to the Town. The Board also spoke about Ms. Barbour's exemplary leadership on the ZBA.

Adjournment

Motion; made by Gregg McBride, seconded by Alison Demong, to adjourn at 9:10pm.

Unanimously voted

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Next BOS meeting – 2/27/19

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Ellen H. Allen

Ellen Allen, Chair