

**Town of Norwell  
Select Board  
Open Meeting Minutes  
8/31/22**

TOWN OF NORWELL  
TOWN CLERK

2022 SEP 15 AM 9:46

**Present:** Bruce Graham, Ellen Allen, Pete Smellie, Peter Morin

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

Mr. Graham called the meeting to order at 7pm.

**Meeting Minutes Approval – 8/17/22:** Open and Executive Session Minutes

*Motion; made by Ellen Allen, seconded by Pete Smellie, to approve the Open Session meeting minutes from 8/17/22. Unanimously voted*

*Motion; made by Ellen Allen, seconded by Pete Smellie, to approve the Executive Session meeting minutes for 8/17/22. Unanimously voted*

**Select Board Reports - None**

**Town Administrator Reports**

Mr. Morin thanked the Police Department for hosting the terrific barbecue at the Council on Aging yesterday. It was very well attended and everyone had a great time.

**Citizen Comments - None**

**Introduce new Treasurer Collector – Mary Beth Carter**

Ms. Sullivan introduced Ms. Carter, who was Treasurer in the town of Whitman for years. She comes highly recommended to the Town. Ms. Carter thanked everyone for their kind words and is happy to be here.

**Recognition and thank you for service – Capt. Kenneth Benting, Norwell Fire Department**

Chief Dave Kean, Deputy Chief Bill Milne and Fire Department personnel were present at the meeting to congratulate Capt. Ken Benting on his retirement and thank him for 38 years of service to the Town.

Mr. Graham read the resolution from the board congratulating Capt. Benting.

Rep. Dave DeCoste was also on hand to present a citation to Capt. Benting for his distinguished service. Rep. DeCoste also read the citation from State Sen. Patrick O'Connor, who was unable to attend.

Everyone offered best wishes with many thanks to Capt. Benting.

**CERT Team**

Mr. Morin welcomed CERT member Art Joseph, who is looking for volunteers to join the team. CERT volunteers come out when the Town needs them after storms and other events. The team is recruiting a new class of volunteers. Chief Kean is helping with a series of October training classes. For more information and the application please visit the Town's website. This regional training will include other towns; Rockland, Hingham, Hanover and Cohasset will hopefully participate to create a larger pool of volunteers. There are currently 18 members on the roster, and the team is looking for as many people as would like to help.

A MEMA grant application will be submitted to cover the cost of adding new volunteers. Recommended skills include problem solving and some physical ability. The 40 hours of training includes self-care, first aid, CPR, search and rescue, triage with first responders, storm sections/shelters, etc. Please volunteer!

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### **Commission on Disabilities – Kevin Houston**

Mr. Houston was present to give a summary of his background and reason for applying.

*Motion; made by Ellen Allen, seconded by Pete Smellie, to appoint Mr. Houston to the Commission on Disabilities for a term ending 6/30/25. Unanimously voted*

### **Norwell Library Award**

Library Director Rachel Breen was present to talk about this award. The library and children's librarian were featured in a Patriot Ledger article. The new library was also voted one of the top ten libraries in MA. Ms. Breen thanked the board of trustees and the volunteers at the library for their hard work. She noted that patrons seem to love the new building and new services. More meetings are being held in the meeting rooms. The number of library visitors and users increased significantly over the last year. 931 new library cards were issued for a total of 5100 members. The trustees and staff are working on a 5 year strategic plan. The board congratulated Ms. Breen on a job well done and complimented the new structure. Ms. Allen added that the top ten award is a significant honor; all of the libraries in the state were considered.

### **Police Department Contract**

Mr. Morin reviewed contract highlights for all:

- 3 year contract – 7/1/22 to 6/30/25
- Wages and salary scale overhaul
- Cleaning and clothing allowance adjustment and incentives
- Union agreement to work in conjunction with Town and State House to remove Civil Service
- Police union is the last covered by Civil Service in the Town. Many other towns are taking the same route. Mr. Morin commended the union for their cooperative efforts.
- Clean slate and fresh start with Chief Lee. This has been a win/win. This contract will continue the improvements and work of the department, creating additional community support.
- Department will pursue accreditation. Will use arbitration and mediation in addition to protection and due process, which is more expedient.
- Hiring process will be changed, no more Civil Service list by statute. Together, the department and Town will create a hiring practice that works (perhaps credit for military service or Town residency)
- Will consider other aspects not reflected in the Civil Service exam such as accounting skills, law degree, etc. to create specific criteria (Chief Lee had a good process in Hopkinton to use as a foundation)
- Board reviewed and discussed the contract in Executive Session.
- Ms. Allen complimented Mr. Morin on this significant achievement.

*Motion; made by Ellen Allen, seconded by Pete Smellie, to approve the memorandum of agreement for the Norwell Police Association, effective 7/1/22 to 6/30/25. Unanimously voted*

### **Contract Review and Approval (RFP)- Records management project -Darleen Sullivan**

Ms. Sullivan gave a summary of the project and its background. The Town has a great number of paper documents and stringent requirements for retention. This project will provide a better organized solution to storage. There will still be physical records, but this is insurance as well as security for records. About 7 responses to the RFP were reviewed.

- Funding Sources: IT grant received 12/21, Town Meeting funding for a total of about \$90K

- Town has about 3M documents in Town Hall
- Cloud database will contain a retention code and road map.
- Project planning, then department head meeting to get buy-in and start work on the project
- Housekeeping/inventory organization is step one, then remaining documents will be digitized and stored. The hope is to have a more disciplined approach to storage, saving retrieval time and physical space
- Bid was awarded to Morgan Records. Contact: Jason DeLuca. Project timeline: 2 years
- Total Cost – approx.. \$160K (phases 1, 2 and 3)
- Norwell Historical Society might have interested in some older documents such as assessing records

*Motion; made by Ellen Allen, seconded by Pete Smellie, to approve the records management project as presented. Unanimously voted*

The agreement will be signed by the board this evening.

### **Open Space and Recreation Implementation Plan Committee**

This discussion will be postponed until the next Select Board meeting. Mr. Graham briefly summarized the topic; Marynel Wahl would like to appoint more committee members than approved seats. Per Town Counsel, it is appropriate for the Select Board to appoint Alternate members to the committee as requested by Ms. Wahl.

### **Future meetings**

9/14/22: Executive Session - 6:30 Exec Session, COA presentation, Committee Vacancies/invitation to apply, NHC maintenance and repair schedule. Ms. Allen will be out of town.

### **Adjournment - 8:10**

*Motion; made by Ellen Allen, seconded by Pete Smellie, to adjourn at 8:10pm. Unanimously voted*

Bruce W. Graham, Chair