



**TOWN OF NORWELL**  
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TOWN OF NORWELL  
TOWN CLERK  
2020 MAR 11 AM 9:19  
**RECEIVED**

**Norwell Advisory Board Meeting Minutes  
3/5/2020**

The Advisory Board was called to order by Chair Peter Smellie at 7:00 P.M. Also present were Town Administrator Peter Morin and Board Members Mark Cleveland, Susan Darnell, Jesse McSweeney, Karen Reynolds, Julie Sim, and Kate Steele. Unable to attend were Harry Solis and Rick Goulding.

**ADMINISTRATIVE MATTERS**

**Minutes** – None

**Bills** – None

**Reserve Fund Transfer Requests**

**SSERC**

Mr. Morin requested a transfer of \$9629 to pay for the fourth quarter assessment for the South Shore Emergency Regional Command Center. The actual assessment came in after the Board's vote on the FY 20 SSERC budget, and this amount represents the difference between the assessment and the estimate provided for budgeting purposes. SSERC provides dispatch and other services for Norwell and other area towns; assessments are based on town population and number of service calls.

*Motion made to transfer \$9629 from the Reserve Fund to the SSERC line. Seconded and passed 7-0-0.*

**Town Administrator Consultants**

Mr. Morin requested a transfer of \$15,000 to pay for the services of two consultants assisting him on various projects through the end of the fiscal year. These consultants are used as an alternative to hiring an assistant Town Administrator, which would cost between \$80,000–\$100,000 yearly.

*Motion made to transfer \$15,000 from the Reserve Fund to the Selectmen's line. Seconded and passed 7-0-0.*

**Correspondence/Notices** – None

**Action Items / Discussions** – None

## **FY 2021 BUDGET OVERVIEW**

All parties discussed the following budgetary requests.

### **Conservation Commission**

Conservation Agent Nancy Hemingway advised that her proposed budget was level-serviced, with contractual salary increases. In response to a question from Mr. McSweeney, Mr. Morin indicated that the "longevity" line item was a negotiated length-of-service stipend paid annually.

### **Conservation Commission Articles**

#### **Jacobs Pond Weed Treatment**

Ms. Hemingway advised that Jacobs Pond requires periodic treatments, currently provided by Solitude Lake Management, to prevent it from being overgrown with weeds. These treatments typically cost \$10,000 and are scheduled every other year.

This article requests a \$5,000 annual appropriation to pay for the next treatment in two years. Mr. Morin indicated this was preferable to the alternative of appropriating \$10,000 every other fiscal year. The treatments are not harmful to fish and other wildlife, and Ms. Hemingway notifies the Water Department when they are scheduled.

*Motion made to recommend the article entitled Jacobs Pond Weed Treatment. Seconded and passed 7-0-0.*

#### **Stony Brook Cottage Demolition**

This article requests \$47,500 in funds to demolish a previously donated rental cottage on Stony Brook Lane. The cottage is structurally unsound, and its asbestos siding presents a safety hazard. She has received an estimate from Green Environmental of \$20,000 for the asbestos remediation; the demolition work can be done by Trees & Grounds at a cost savings. They are proposing to install a small bench and a raptor nest once the cottage has been removed.

Ms. Hemingway noted that they had also requested funding for this project through a CPC grant; the article will be indefinitely postponed if the grant is approved. The matter was taken under advisement to allow Mr. Morin to research cost and funding sources.

### **Planning Department**

A level services budget is proposed, plus contractual salary increases. Town Planner Kenneth Kirkland indicated that he had used FY 20 funds to purchase updated legal reference materials for the Planning Office.

### **Planning Board Articles**

#### **MS4 Stormwater**

Mr. Kirkland advised that a task force including himself, Conservation Agent Nancy Hemingway, Highway Commissioner Glenn Ferguson, an area contractor, and an engineering consultant had prepared updates to the town stormwater bylaw to bring it into compliance with EPA MS4 requirements as well as address construction-phase erosion control issues. Under the revised bylaw, construction projects will be subject to differing levels of review based on total land disturbance/increase in impervious surface; very small projects will be exempt from review as well as larger projects which already involve stormwater review by a permitting agency.

Projects with 500 to 25,000 sq ft land disturbance or 500 to 5000 sq ft increase in impervious surface will be subject to an administrative review with the goal of a one week turnaround. Commercial/industrial developments, projects with higher potential pollutant loads, or those with greater than 25,000 sq ft land disturbance or 5000 sq ft increase in impervious surface will require a more formal Land Disturbance Permit. No engineered plans will be required at the "administrative review" level. It is proposed that the Conservation Commission be responsible for reviewing the non-exempt projects.

In response to a query from Mr. Smellie, Mr. Kirkland indicated that the bylaw would apply to 40B projects, but not retroactively. Ms. Darnell asked about pushback at public meetings regarding the regulatory burden of the bylaw. Mr. Kirkland stated that a contractor was added to the working group specifically to provide feedback on the effectiveness of similar regulations in nearby towns and ensure the bylaw achieved its objectives without being too onerous.

Mr. Kirkland noted that the stormwater regulations are currently part of the Zoning Bylaws. The working group would like to move the regulations to the general bylaw on the advice of Town Counsel Bob Galvin, but this may require an additional article or action at a subsequent town meeting. Mr. Morin will consult with Town Counsel as to this process.

Mr. Kirkland added that the article was originally submitted for consideration at the February 9 Special Town Meeting, but was postponed to May due to a printing error whereby the last segment of the bylaw was not included in the warrant.

The proposal was taken under advisement to allow Board members to read through the proposed changes and accompanying documentation.

#### FEMA Flood Map Updates

Mr. Kirkland advised that this article proposes edits to the existing Floodplain Protection bylaw so it references the updated FEMA Flood Insurance Rate Maps. The revisions are required so the Town can continue participating in the National Flood Insurance Program, and FEMA regulations require reference to the specific map numbers. The Planning Board voted to accept the revisions at its February 12 meeting. The proposal was taken under advisement and will be voted on Tuesday.

The Planning Board will be discussing the MAPC Accord Park zoning change and assisted living overlay district proposals at its March 11 meeting. The Advisory Board will review these articles after the Planning Board vote.

#### **Sealer of Weights and Measures**

A level-services budget is proposed. The Town shares the Sealer with Cohasset, with both towns contributing to salary. The Sealer has requested a change in fees, but Mr. Morin has requested additional supporting information. The Sealer measures the calibration accuracy of gas pumps and commercial scales, and responds to resident complaints. Affected businesses pay fees that accrue to the Town.

#### **MISCELLANEOUS**

Mr. Morin advised that an individual testing positive for COVID-19 had been treated at South Shore Medical Center. The staff that treated the individual were sent into a two-week self-quarantine. All parties discussed safety measures being taken in the schools and other Town

departments, including extra cleanings and postponement of overseas trips. The open meeting laws currently don't provide for the possibility of remote meetings.

The Board will be reviewing additional Town Meeting articles on Tuesday and the School Department budget and requests on Thursday.

**FUTURE MEETINGS**

March 10, 12, 17, 19, 24, 26, and 31; April 2.

**ADJOURNMENT**

*There being no further business, a motion was made to adjourn at 8:20 P.M. Seconded and passed 7-0-0.*

A handwritten signature in black ink, appearing to read 'Peter Smellie', is written over a horizontal line.

Peter Smellie, Chair