

**Norwell Board of Selectmen
Meeting Minutes
December 29, 2014**

Ellen Allen opened the meeting and introduced Jason Brown, Gregg McBride, David DeCoste, Tammie Garner and Town Administrator Jim Boudreau. *MOTION: Jason Brown moved the Board approve the agenda as written. Seconded and unanimously voted.*

6:00 Collins Institute – Town Administrator Search – Mary Aicardi of Collins Center for Public Management out of the McCormack School of Business at UMass Boston presented their recruitment services. She provided the Selectmen with a sample profile and a client list. The Collins approach to recruiting has 2 main components: Gaining an understanding of a Town's needs such as the challenges the Town will face and the personal qualities needed in a new Town Administrator. Documenting information gathered through interviews with several people in town will enable them to create a profile that the Board of Selectmen will ultimately vote. The profile becomes a marketing tool for the Town and for the position. The other main component is working with a Screening Committee to conduct preliminary interviews, conduct reference checks and background checks. Typically when a Screening Committee votes its recommendations of finalists, Collins' work is complete. The Screening Committee members can be drawn from School Personnel, Selectmen, Community Members, Business Members; however she recommends against having any direct reports to the TA on that committee.

A Scope of Services will be submitted to the Board of Selectmen before their next meeting and Ellen Allen will place it on the Agenda for January 10, 2015.

CITIZEN COMMENTS – None

7:05 Patricia Anderson – Annual Town Meeting and Town Election Dates – Pat Anderson had provided the Selectmen various options for dates for the Annual Town Meeting and Town Election. Special & Annual Town Meeting will be set for May 4th, 5th and 7th, 2015 and the Town Election for Saturday, May 16, 2015. Pat will begin working on the dates for when the nomination papers will be available—sometime in mid-February—and submit the Facility request to the School Dept. 9 Offices and 12 Candidates will be on ballot. *MOTION: Jason Brown moved that the Board of Selectmen set the Annual & Special Town Meeting dates for May 4th, 5th and 7th, 2015 and the Town Election for Saturday, May 16, 2015. Seconded and unanimously voted.*

NEW BUSINESS

IRS Mileage Rate for 2015 – The new IRS standard mileage rate has increased for 2015 to 57.5 cents per mile. *MOTION: Jason Brown moved that the Board of Selectmen use the new IRS Mileage reimbursement rate of 57.5 cents per mile for the Town for 2015. Seconded and unanimously approved.*

Harbormaster Appointment – *MOTION: Jason Brown moved the Board reappoint Ronald P. Mott as the Harbormaster for a term ending December 30, 2015. Seconded and unanimously voted.*

Bartending Service of New England One Day License Request – January 17, 2015
MOTION: Jason Brown moved that the Board approve a request from Bartending Service of New England, LLC for a one day license to sell All Alcohol for a Birthday Party to be held at the

Cushing Center on January 17, 2015 between the hours of 6:00PM to 10:00PM. Seconded and unanimously voted.

Summer Fest Request – Kristen Jervy and Kera Kirchner are requesting permission to host Norwell Summer Fest in partnership with Norwell Women's Club and Chamber of Commerce this summer in Norwell Town Center on June 13, 2015. They are seeking permission for a road closure starting at 10:00AM until 9:00PM. The Chiefs will spend more time working out the details. *MOTION: Jason Brown moved that the Board approve the Summer Fest, Norwell Women's Club and Chamber of Commerce request to hold Norwell Summer Fest with road closure in Norwell Town Center on June 13, 2015 between the hours of 10:00AM to 9:00PM subject to the restrictions and conditions set forth by the Police and Fire Chiefs. Seconded and unanimously voted.*

Contract Approval - Treasurer/Collector and Human Resource Director – Jim Boudreau explained that changes to their contracts are basically the same with both receiving salary adjustments of \$5K in FY15 and \$4K in FY16. This will narrow the gap between their current compensation and salaries of those in comparable positions in benchmark communities. HR Director salary for FY15 \$70,000 and FY16 \$74,000 and Treasurer/Collector salary for FY15 \$78,000 & FY16 \$82,000. Both Barbara Childs & Darleen Sullivan have done a wonderful job and work incredibly long hours. Ellen Allen explained that the Contracts have been discussed in Executive Sessions and are now ready to vote publicly.

MOTION: Jason Brown moved the Board of Selectmen approve the agreement of employment between the Town of Norwell and the Treasurer/Collector. Seconded and unanimously voted.

MOTION: Jason Brown moved the Board of Selectmen approve the agreement of employment between the Town of Norwell and the Human Resources Manager. Seconded and unanimously voted.

Interim Town Administrator Contract – Ellen Allen explained that she has gone through several rounds of reviewing and finalizing the Contract of Employment for the Interim Town Administrator with Barbara Childs, Paul Hodnett and Peter Hechenbleikner. *MOTION: Jason Brown moved that the Board approve the Contract of Employment between the Town of Norwell and the Interim Town Administrator as presented. Seconded and unanimously voted. Three copies were signed by the Board.*

Cemetery Building Committee Appointments – Cemetery Committee was in attendance to explain to the Board that there is no need to continue with this committee and the Selectmen agreed to dissolve. *MOTION: Jason Brown moved to dissolve the Cemetery Building Committee. Seconded and unanimously voted.*

ANNOUNCEMENTS:

- Ellen Allen read a Letter received from the Town of Hull Fire Chief thanking Chief Andy Reardon and members of the Norwell Fire Department for assistance in the December 16th, 2014 fire at 23 Standish Ave. in Hull.
- Ellen Allen announced this will be the Board's last meeting with Jim Boudreau after 16 years of service. She thanked him for all his contributions to the town.

ADJOURNMENT – Motion was made to adjourn. Seconded and unanimously voted.



Board of Selectmen