

**Norwell Board of Selectmen  
Meeting Minutes  
June 28, 2017**

2017 SEP -7 PM 12:00

**Present:** Jason Brown, Gregg McBride, Peter Smellie, Peter Morin, Alison Demong

**Open Session**

PM reviewed auditor quotes from Melanson Heath and Sullivan Powers for the board. The choice will be Melanson Heath because of their fine work on the CAFR project. Ms. Allen would like to have a change of personnel on the audit team. Discussion ensued about this, with Mr. Morin commenting that annual lower level team changes have been ongoing. The Town will now do a CAFR every year because it promotes public financial transparency. Mr. McBride would like an estimate of the Town's staff time to be expended for the CAFR portion of this year's audit. Mr. Morin anticipates using less time as the data analysis involves fewer fiscal years.

Mr. McBride discussed the repairs needed at the Jacobs Pond dam. He noted that the dams have been removed at Mill Pond and Tack Factory Pond. Peterson's dam behind the mall has also been removed, which allows the herring to swim further upstream, perhaps to Jacobs Pond. There may be funding available to provide a fish 'ladder'. But the application is due in 3 weeks. Norwell would be highly favored in the application process. Ms. Allen added that Army Corps of Engineers might do the work.

Ms. Allen would like to have the board revisit the BOS To Do list, and offered to track the progress of items on the list. Next steps will be discussed at an upcoming meeting.

**Open Session**

The meeting was called to order by Chair Jason Brown.

*Motion; made by Alison Demong, seconded by Peter Smellie, to approve the agenda as written.  
Unanimously voted*

**Citizen Comments** – none

**BOS** – none

**Town Administrator Report**

Mr. Morin announced that he and the Planning Board came to a unanimous decision to hire candidate Kenneth Kirkland, for the position of Town Planner. He gave a quick summary of Mr. Kirkland's background, adding that he came with great references and was the unanimous choice of the Planning Board. He will start work on Tuesday, July 18<sup>th</sup>.

**Conservation Commission Candidate**

Town resident Mark Cleveland introduced himself and gave an overview of his background for this board. His previous town involvement included work in the town of Duxbury for an issue on conservation land and dog walking.

Mr. McBride gave a brief overview of Con Com's role in Town government for Mr. Cleveland's benefit. All gave Mr. Cleveland a warm welcome and expressed appreciation for his offer to serve on a Town board. Discussion of whether to appoint Mr. Cleveland was deferred until later in the meeting.

**Facility Manager Job Description**

Human Resource Manager Barbara Childs was present to give an overview of the position's current job description. She is looking for input criteria from the board to help her write an

updated job description for this position. Questions were asked and answered by the board, who stressed that its objective is to upgrade this position while looking beyond just the maintenance functions of the job. All thought that current job description was too detailed and lengthy. One example of a proposed edit - "remove the school maintenance portion and keep the rest". Ms. Allen asked about the budgeted amount for this position; per Mr. Morin, the funding could be amended through the Reserve Fund or a transfer request at the Annual Town Meeting. The updated description needs to define what buildings are covered by this job. All discussed some essential additions to the list of duties for this job.

Ms. Childs handed out packets of sample Facilities Manager job descriptions to the board, who will review the material and discuss it on a future agenda. Mr. Morin is hoping that the new Facilities Manager will be able to address the backlog of projects that need RFP's. This should be a responsibility listed as part of the new position, in addition to both supervisory and hands on job responsibilities.

### **Auditor Appointment**

Mr. Morin announce the intent to rehire Melanson Heath as the Town's financial auditor with a three-year contract. Powers and Sullivan was also interviewed and asked to submit a quote. Mr. Morin has worked with both firms, who are highly qualified. The quotes were very competitive; Melanson Heath quoted \$38K for the first year and \$39.2K for two years. Powers and Sullivan quoted \$38K for the first year and \$40K for two years. Per Mr. Morin, as beneficial as it might be to have a fresh set of eyes doing the work, this is not the year to change auditors, mostly because Melanson Heath did the CAFR work and earned a government award for the Town. This award makes the job of going to rating calls and issuing bonds easier. Mr. Brown added that the earlier board discussion noted the level of yearly turnover in the lower level audit staff, which essentially provide the fresh set of eyes for transaction and data review during the audit. All discussed the additional CAFR work included in the upcoming years' audits. The smaller amount of additional work in these succeeding years for the CAFR makes it worth doing and cost effective. As noted above, it provides an enhanced level of financial transparency for the Town.

*Motion; made by Alison Demong, seconded by Peter Smellie, to support the Town Administrator's hire of the audit firm of Melanson Heath for a new 3-year contract. Unanimously voted*

### **Event Fees discussion**

Mr. Brown summarized the earlier discussion with Highway Surveyor Glenn Ferguson about an increased event fee to be charged by the Town. All agreed that the proposed fee will need to be reviewed with regard to fees charged by the surrounding towns. Ms. Allen would like to invite Mr. Ferguson to discuss the proposed fee amount at a future meeting, including a comparison analysis of *how many events Norwell has vs. other towns.*

### **Grange Hall Discussion**

Mr. Morin summarized the letter received from Denise Laiosa, director of the karate school at the Grange, who would like to purchase this building. The Town has the right of first refusal to purchase this property. Per Town Counsel, this can be waived by a vote of the BOS at a future meeting. Mr. Morin recommends inviting Ms. Laiosa to a future meeting to talk about her plan. Mr. Brown has had conversations with the American Legion, who initially expressed interest in this property, but they are still looking for Town funding support. He would like to hand it over to someone who could support the whole building without Town funding. All discussed buying and reselling to the karate school vs. waiving the option to purchase and letting the Grange sell to the karate school. If the Town buys the Grange, it would have to go through the procurement process. All discussed the pros and cons of both approaches, as well as a historical restriction. Next steps were discussed, including a continuation of this discussion on a future meeting agenda in July.

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### **2017 Committee Reappointments**

The Board reviewed the lengthy list of committee reappointments, as well as volunteers not re-upping for another term. All commented on the fact that the majority of the Town's committees have no vacancies, and thanked all of the volunteer board and committee members for donating their time and expertise to the Town!

*Motions; made by Alison Demong, seconded by Peter Smellie, to reappoint each committee member as indicated for their specific term on the attached Committee member list.*

*Unanimously voted. (the list of appointees is attached)*

Ms. Allen asked about the status of the Town Technology Committee. Mr. Morin thinks it would now make sense to reactivate this committee.

Mr. Brown opened the floor to discussion about Mr. Cleveland, who was interviewed earlier, and the 3 candidates seeking reappointment for the 3 seats on the Conservation Commission. Ms. Demong would like to offer 1 of the 3 seats to Mr. Cleveland. Ms. Allen concurred.

The board discussed the committee reappointments at length, and reminded all that they have the authority to appoint their choice of candidate. A lengthy discussion ensued about the strengths and weaknesses of each Con Com candidate. Mr. Osborne spoke on his own behalf.

*Motion; made by Alison Demong, seconded by Peter Smellie, to reappoint David Osborne to the Conservation Commission for a term ending 6/30/20. Vote: 3 yes, 2 no. Motion carried.*

*Motion; made by Alison Demong, seconded by Peter Smellie, to reappoint Justin Ivas and Bob Woodill to the Conservation Commission for terms ending 6/30/20. Unanimously voted.*

*Motion; made by Alison Demong, seconded by Peter Smellie, to appoint Judy Kelly and Maureen Melanson to the Senior Tax Relief Committee for terms expiring 6/30/20. Unanimously voted*

Further discussion ensued about reappointments.

*Motion; made by Alison Demong, seconded by Peter Smellie to adjourn at 9:12pm.*  
*Unanimously voted*

A handwritten signature in black ink, appearing to read 'Jason Brown', with a long horizontal line extending to the right.

Jason Brown, Chair