

**Norwell Board of Selectmen
Meeting Minutes
August 20, 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.

CITIZEN COMMENTS – None

7:35 Peter Kulka – CPC Applicant. Was on Smoking By-Law review board when first moved to town. Involved with the American Legion, started Legion baseball and basketball in Town. Kids are grown up and likes to help in the community.

One more applicant to interview. Will be September 3, 2014. Will make a decision after that.

7:40 Jill O'Loughlin – Senior Tax Relief/Library Town Hall Study Committee Applicant. 17 year resident. Wants to get involved and volunteer and help fill some committee vacancies.

Jason Brown moved that the Board appoint Jill O'Loughlin to the Senior Tax Relief Committee for a term to expire June 30, 2017. Unanimous.

Jason Brown moved that the Board appoint Jill O'Loughlin to the Town Hall/Library Study Committee for a term to expire June 30, 2015. Unanimous.

7:45 Maryellen Arapoff – COA Applicant. 20+ year resident in Town. Has volunteered at the COA delivering meals for the past several years. Really likes it.

Jason Brown moved that the Board appoint Maryellen Arapoff to the Council on Aging Board for a term to expire June 30, 2017. Unanimous.

Town Administrator Review:

Gregg McBride: People always have areas to improve. Gave mostly meets or exceeds. Overall, thinks he exceeds expectations. Budgeting is strong and willingness to take on tasks is great. Need a to-do list. Overall exceeds for the most part. Particular note 2015 budgeting that was seamless.

Jason Brown: Agrees with Gregg. In all the areas meets and exceeds expectations. Strength in budgeting. Found it challenging that each Board member interacts with TA on different levels on different issues. Makes it difficult to assess areas where you do not have a lot of input or expertise. Budget definitely exceeds expectations. TA updated Board on a weekly basis but would like a more formal document. Overall does a great job and is very easy to work with.

Tammie Garner: Very lucky to have Jim. Tremendous asset to the Town. Budget, leadership and support are very good. Did not appreciate extent of what he does and how well he performs before becoming a Selectman. Budget was seamless and made it look easy and it was not.

Needs to work a little more with personnel management, but does incredible work on contracts. Other personnel matters will move to HR . Getting Town Meeting approval for that position was an achievement, as was the new Facilities Manager. Want to see Jim push forward the Town Hall/Library Study Committee work. Excellent collaboration with School Superintendent.

David DeCoste: Some areas he did not rate as he did not feel he had enough information. Gave meets or exceeds expectations in most areas. Town has been excellent. Bonding and borrowing has been excellent. Some improvement would be good in methods of tasking and tracking goals. Suggests more staff meetings. Overall well done. Public meetings and Town Meetings and ability to deal diplomatically with some prickly individuals is impressive.

Gregg: amount of time Jim spends listening to people on a daily basis and dealing with their concerns is very good. He would not be able to do it.

Ellen Allen: Jim is a great TA. Knows a lot of other TA's and he compares favorably. He multi-tasks well and does not over step his bounds. Was an adjustment going to the five member board, but he made it smooth. Coordination and sharing with the Schools is great and important going forward. Has been a big year for special projects and that has taken up a lot of time. Has been very helpful on economic development, particularly on Porsche/Audi dealership renovations. Also did a great job on pursuing a medical marijuana facility.

New Business:

Jason Brown moved that the Board of Selectmen approve the "Fill the Boot" for MDA for the Norwell Fire Fighters Local 2700 for Saturday August 30, 2014 from 9:00 am – 3:00 pm at 300 Washington Street with a rain date of Sunday August 31. Seconded and unanimously voted.

Election Workers:

Jason Brown moved that the Board appoint the Democratic election workers for the 2014/2015 election season as shown on the attached. Seconded and unanimously voted.

Jason Brown moved that the Board appoint the Republican election workers for the 2014/2015 election season as shown on the attached. Seconded and unanimously voted.

Jason Brown moved that the Board appoint the Unenrolled election workers for the 2014/2015 election season as shown on the attached. Seconded and unanimously voted.

CPC Questionnaire & Applications:

(See attached). Ellen Allen had attended the CPC meeting last week and they had asked that the BOS submit their questionnaire to the Committee. Board agreed with what she had written.

Composition of Economic Development Committee:

Planning Board would like a member. Board thinks that it makes sense. Need 5 members, currently have 3. One of them is moving out of town.

Jason Brown moved that the Board change the composition of the Economic Development Committee to include a member of the Planning Board. Seconded and unanimously voted.

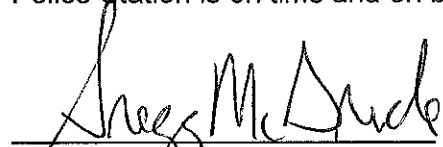
Board will ask Planning Board who their appointment is, but will consider Pat Campbell if he is not the Planning Board representative.

Announcements:

Legion Cook-out this Saturday.

Clipper Community Complex is substantially complete and will be turned over to the Town. First official game will be September 5 vs. Cohasset

Police Station is on time and on budget for completion in December.



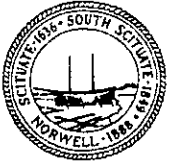
Greg McDuck

Board of Selectmen

Attachments:

1. Elections Workers
2. CPC Questionnaire
3. CPC Applicant

NB-2



TOWN OF NORWELL

P.O. BOX 295
345 MAIN STREET
NORWELL, MASSACHUSETTS 02061

OFFICE OF
Town Clerk
(781) 659-8072

TO: BOARD OF SELECTMEN
 Ellen Allen, Chair.
 Jason Brown, Vice-Chair.
 David DeCoste, Clerk
 Tammie Garner
 Gregg McBride

FROM: Patricia M. Anderson, Town Clerk

RE: 2014/2015 Election Worker List

DATE: August 5, 2014

Attached are the lists of Election Workers, Democrats, Republicans and Unenrolled, to be appointed by your Board annually.

On July 3, 2014 I sent each Town Committee Chairman a memo and a list of the present workers and asked them to review the names and suggest any additions. I am always looking for additional Election workers, however, I have not heard back from either Town Committee Chairman.

When these appointments/re-appointments have been made, kindly let me know for my records. They will all need to come in to the Town Clerks office to be sworn in.

Thank you,

Patricia M. Anderson
Norwell Town Clerk
Election Administrator

DEMOCRAT ELECTION WORKERS 2014/2015 ELECTIONS

Precinct One:

**Anne C. Bulger
Patricia Cummings
Mildred Donahue
Anne Fridgen
Judith Kelly
Marilyn Knowles
Mary Morin
Francis Nagle
Virginia Puliafico
Helene Quinn
Patricia A. Rice
Sharon Ouellet**

Precinct Two:

**Mary L. Cole
Elvoid B. Mayers
Maureen Murphy
Margaret Lynch**

Precinct Three:

**Priscilla Burgess
Patricia J. Dolan
Carolyn MacLellan
Catherine Rahman
Nancy Schultz**

Jennifer Williams

**REPUBLICAN ELECTION WORKERS
2014/2015**

PRECINCT ONE:

Barbara A. Vitale

PRECINCT TWO:

Kay K. Gordon

PRECINCT THREE:

**Lynne Rose
Roslyn Wiseman**

**Per MGL, Chapter 54 Section 11, to be an election worker residence in the
Commonwealth is required not the city or town.**

Jeanne G. Scothorne

UNENROLLED ELECTION WORKERS 2014/2015

PRECINCT ONE:

**Lynda J. Allen
Eleanor Bailey
Alice Brennan
John Carnes
Eleanor Larson
Eleanor McCann
Rosemarie Mesheau
Carole Murphy
Denise Nestor
Ellen Torrey**

PRECINCT TWO:

**Margaret M. Dixon
Judith Enright
John Holmes
Peter Kates
Dianne Malloy
Brenda Scally
Ann Staples
Mary Ellen Wetzel
Jean Valicenti
Cynthia Toomey**

PRECINCT THREE:

**Kathleen Belyea
Joyanne Bond
Anne Bussiere
Nancy Joseph**

**Ann McLeod
Judy Volpe
Paula Young**

August 3, 2014

To: Town of Norwell, All Departments and Committees
From: the Community Preservation Committee

The Community Preservation Committee is transitioning into more proactive planning, and we would like your help to better forecast spending and more effectively plan for CPA projects. All insights will be helpful and we appreciate your input. Please fill out the following questionnaire and return to Ellen McKenna in the CPC mailbox at Town Hall, or email a copy to emckenna@townofnorwell.net by August 31, 2014. Thank you.

Questionnaire

Name of Board/Organization: **Board of Selectmen**

Contact Person, phone number and email:

Jim Boudreau, 781-659-8000, jboudreau@townofnorwell.net

Are you currently working on any CPA projects right now, and if so, please list the project name(s). **Main St. path walks**

Planning to apply for CPA funds this upcoming fiscal year? If so, please describe the project in one sentence and provide a rough dollar estimate of the request. The application period will open on **August 1, 2014** and applications will be due **October 15, 2014** to be considered at the May 2015 Town Meeting.

The Board, based on a resident survey currently underway, may submit an application to fund path walks on Main St. from Town Center to the Hanover town line. A preliminary estimate of the cost is \$800,000 and an updated estimate should be available in February after the design and engineering has been completed.

Are there projects that you are considering for the next 2-3 years that might require CPA funds? If so please briefly describe each project (2 sentences) and provide a rough dollar estimate of the anticipated request.

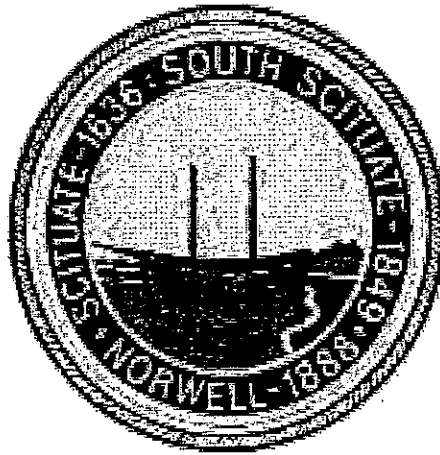
While nothing specific is being considered at this time, it is always possible that the Selectmen will propose or support another party's application. Land acquisitions and affordable housing are possible examples.

Are there long-range projects that you are considering in the future (3 years +)? Please describe, even if the project may seem too large/too expensive.

Same answer as to prior question.

Please include any additional feedback that you think might be helpful to the Community Preservation Committee.

TOWN OF NORWELL
COMMUNITY PRESERVATION
COMMITTEE



Application

**Submission deadline for the May 2015 Special and
Annual Town Meeting:**

October 15, 2014

TOWN OF NORWELL

COMMUNITY PRESERVATION

INTRODUCTION

Thank you for your interest in NORWELL'S COMMUNITY PRESERVATION ACT. We hope this document will provide a useful introduction and overview of the application process.

The Community Preservation Act, M.G.L. c. 44B, ("the CPA") allows Massachusetts cities and towns to raise monies through a surcharge of up to 3% of the real estate tax levy on real property. These funds may then be used to acquire, create and preserve open space; acquire and preserve historic resources; acquire, create, preserve and support community housing; and acquire, create and preserve land for recreational use.

Norwell voters approved the Community Preservation Act, M.G.L. c. 44B, at the 2002 Annual Town Meeting and at the March 2002 General election. Norwell elected to fund the CPA account through a 3% surcharge on all real estate property tax bills with two exemptions:

- Residential property owned and occupied by any person who qualifies for low-income housing, or low- or moderate-income senior housing.
- \$100,000 of taxable value of all residential real property.

The Town of Norwell Community Preservation Committee ("the CPC") reviews proposals for the use of these funds. In general, the CPC meets twice monthly on Thursday evenings at 7:00 PM in the Planning Board/Conservation office at Town Hall. Check with the Town Clerk for posted dates and times.

Within this application is a section titled, "Determining Project Eligibility". In this section, you will find the rules governing expenditures under the Community Preservation Act.

All applications are carefully reviewed before the CPC, who then votes with regard to which projects will be recommended to go before Town Meeting in the form of an Article placed into the Warrant.

The CPC recognizes that there may be certain situations which warrant deviating from the deadlines outlined in the application, but intends to adhere to the deadlines contained herein.

TOWN OF NORWELL

COMMUNITY PRESERVATION

REVIEW & RECOMMENDATION CRITERIA

Preference will be given to proposals that address as many of the following criteria as possible:

- The project leverages other public or private funds
- The project serves more than one CPA purpose
- The project designates a time sensitive opportunity which will be lost if not acted upon promptly
- The project is consistent with the Town of Norwell's Master Plan, Open Space and Recreational Plan, and Affordable Housing Production Plan
- The project enhances or utilizes currently owned town assets
- The project meets multiple needs and serves multiple populations
- The project is fully developed and does not need further definition
- The project displays practicality and feasibility, demonstrating that it can be implemented expeditiously and within budget
- The project is supported by relevant Town Boards and Committees

SUBMISSION

EACH INDIVIDUAL APPLICATION PACKAGE SHOULD BE FULLY COMPLETED.

PLEASE SUBMIT TEN (10) COPIES OF THE ENTIRE APPLICATION PACKAGE TO:

ATTN: ELLEN MCKENNA, ADMINISTRATOR
COMMUNITY PRESERVATION COMMITTEE
NORWELL TOWN HALL
345 MAIN STREET, NORWELL MA. 02061

Email: emckenna@townofnorwell.net
(781) 659-5801

SIGNED AND COMPLETED APPLICATIONS ARE DUE NOT LATER THAN OCTOBER 15, 2014 TO BE CONSIDERED FOR SPRING 2015 SPECIAL TOWN MEETING AND ANNUAL TOWN MEETING

APPLICATIONS RECEIVED AFTER OCTOBER 15, 2014 WILL NOT BE CONSIDERED FOR THE SPRING 2015 TOWN MEETING. THEY CAN BE RESUBMITTED IN THE FALL OF 2015 FOR THE SPRING 2016 TOWN MEETING.

**TOWN OF NORWELL
COMMUNITY PRESERVATION FUND**

APPLICATION

Deadline for Spring 2015 STM/ATM: October 15, 2014

GENERAL INFORMATION

Name of Applicant/Organization: _____

Name of Co-Applicant (if any) : _____

PLEASE NOTE: If the proposal involves town-owned land or a town-owned structure, either the applicant or the co-applicant must be the department, and/or committee in control of the property.

Contact Name: _____ Address: _____

Telephone Number: _____ Email: _____

Owner of Property (if different than applicant)

Contact Name: _____ Address: _____

Organization: _____ Telephone Number: _____

Property Owner Signature if not Town of Norwell: _____

PROJECT INFORMATION

Project Name: _____

Brief Description: _____

Project Location/Address: _____
(street address or map and lot number)

Amount of Funding Requested: \$ _____ When required: _____

Is Your Project Allowable?

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: Open Space, Recreation, Community Housing, and Historic Preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding.

Definitions:

OPEN SPACE: Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grassland, fields, forest land, fresh and salt water marshes, and other wetlands, ocean, river, stream, lake and ponds frontage, beach, dunes, other coastal land, land to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

HISTORIC RESOURCES: Building, structure, vessel, or real property listed on the state register of historic places or determined by the local historic commission to be significant to the history, archeology, architecture or the culture of the town.

RECREATION/PARK LAND: Land for active or passive recreational use including but not limited to, the use for land for community gardens, trails and non-commercial youth and adult sports, and the use of land as parks, playgrounds or athletic fields.

COMMUNITY HOUSING: Housing for moderate and low income individuals and families, including moderate and low income seniors. Moderate income is less than 100%, and low income is less than 80% AMI of US HUD area Median Wide Income.

Projects are only eligible for CPA funding if they fit in a green box below.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (new 7/8/2012)	Yes, if acquired or created with CPA funds

Chart adapted from "Community Preservation Fund Budgeting and Finance Issues", Massachusetts Department of Revenue, October 2005. It has been updated to reflect changes made by the 2012 CPA legislation.

CPA Request category(ies): (check all that apply)

Open Space _____ Historical _____ Recreation _____ Community Housing _____

Number of acres in parcel: _____ If Housing, Number of housing units proposed: _____

Name of Project: _____

- **Detailed Description of Project:** (Including an estimated budget and timeline):

- **Describe any time constraints** _____

- **Goals: What are the goals of the proposed project:** _____

- **Summarize how this request benefits the Town of Norwell and meets the goals of the Community Preservation Act:** _____

Timeline For Permits and Approvals

What permits and approvals are required? Have they been obtained or have you filed for them?

Name of Permit	Not filed (Y/N)	Filed (Date)	Obtained (Date)

- **Have you met with any other Town Boards or committees? If so, what were the outcomes of those meetings?** _____

- What non-financial support is necessary, and how will this be provided?

Funding/Budget

- Describe the proposed funding for this project. Identify other sources from whom you are seeking funds, and whether those funds are secured. Identify any funds you or your organizations are willing to provide.

Sources of Funds other than CPA	Amount	Funding Requested (Y/N)	Funding Secured* (Y/N)

**If your application is still outstanding, when do you expect to hear a decision?*

Other Comments

Provide any other information you think the CPC should be aware of in evaluating your request for funding.

SIGNATURES:

APPLICANT: _____ **Signature:** _____

(If a Committee- signature of Committee Chair)

(If a Department- Head of Department)

OWNER: _____ **Signature:** _____

(If Different than applicant)

CO-APPLICANT: _____ **Signature:** _____

For Community Preservation Committee Use

This request received by Norwell CPC on _____

Copies provided to CPC Members on _____

CPC Contact: _____ Telephone Number: _____

Is sufficient detail provided to consider the request? ____ If not, sponsor informed on

Additional information required: _____

Committee Votes

Votes:	Yes/No	Votes: Yes/No/Abstain	Date	Sponsor Informed (date, by whom and how)
Meets CPA criteria				
Accepted for consideration				
Recommend to Town Meeting				

Other: _____

