

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

Ellen Allen opened the meeting and introduced Jason Brown, Gregg McBride, David DeCoste, Tammie Garner and Town Administrator Jim Boudreau.

Agenda Amended to: moved NB#3 after the Public Hearing and add NB#5 One Day Liquor License Request. *MOTION: Jason Brown moved the Board approve the agenda as amended. Seconded and unanimously voted.*

CITIZEN COMMENTS – None

APPROVAL OF MINUTES

The following minutes were approved during the 7:00 portion of meeting: July 10, 2013 (open), September 4, 2013 (PH), January 8, 2014 (open), March 2, 2014 (open), March 26, 2014 (open), July 9, 2014 (Open and Executive).

MOTION: Jason Brown moved to approve the following minutes: July 10, 2013, January 8, 2014, March 2, 2014, all open and July 9, 2014 (Open and Executive). Seconded and unanimously voted.

7:35 Public Hearing – Clapp Brook – Continued to December 17, 2014

MOTION made to open Public Hearing. Seconded and unanimously voted.

David DeCoste read the Legal Notice into the Minutes

MOTION: Jason Brown moved that the Board continue the Public Hearing for Clapp Brook Road to December 17, 2014 at 7:35PM. Seconded and unanimously voted.

MOTION was made and seconded to close the Public Hearing. Seconded and unanimously voted.

Accept EDC Resignation Member Len Cubellis – *MOTION: Jason Brown moved to accept the resignation of Len Cubellis from the Economic Development Committee with regret and thanks for service. Seconded and unanimously voted.*

7:40 Susan Solis – EDC applicant – Susan briefed the Board of Selectmen on why she is interested in serving on the Economic Development Committee. *MOTION: Jason Brown moved to appoint Susan Solis to the Economic Development Committee to a Term Expiring June 30, 2016. Seconded and unanimously voted.*

7:45 Barbara Childs – Human Resources Update – Barbara Childs updated the Board on tasks she has done this past year. Town: Hiring process consulting Department Head re: positions, advertising, resume review, interviews, assessment testing, background checks, employment offer & onboarding. Since June 2013 has recruited and filled 13 positions, currently interviewing or in final hiring stages for 3 positions and will begin the process of recruiting for 4 positions in the next few weeks. School: works with Superintendent to review leaves/uniformity with Town policies, conducts Substitute Teacher Onboarding at Central Office, Town Representative at New Teacher/Mentor Events (September & June), Assists with

Employee Relations, Reviews Norwell School Committee personnel policies with Executive Director of Instructional Services. Other areas of work: Employee Relations at Town Hall, training and development for Department Heads & Staff, Unemployment, Workers' Compensation, Labor Laws and Personnel Board.

8:00 David Sutton – Facilities Manager Update – David Sutton briefed the Board on Town owned Buildings projects/tasks he has worked on the past year: worked with DECTAM Corp. on Police Station Lead removal, Library windows & doors, Town Wide Facilities Audit, Cushing Septic System, generator replacement at the Highway Dept. Yard, mold remediation work at Norwell Public Library, Jacobs Farm House East & West Barn Roof, Replacement of 7 indirect fire make up air units on High School roof, replacement of air conditioning condenser for vault at Town Hall, repairs to Middle School Septic System, repairs to High School Septic System, roof leak repairs at all School buildings & Public Library. Attends bi-weekly progress meetings about new Police Station, is Secretary for the Town Hall/Library Study Committee, has taken 1st class for Massachusetts Certified Purchasing & Procurement Officer with 2 other classes scheduled for Sept. & Nov., met with Contractors and received estimates for new carpeting & card access alarm system in Town Hall, assumed on-call duties for Norwell Schools as of June 2014, manages a staff of 1 maintenance worker and works alongside School custodial manager to learn how all the school facilities & maintenance operates. David is waiting for the Facilities Audit to assess and set priorities, he has a rough idea but the audit will tell whole story. Jim told the Board that a School employee/licensed plumber has been assigned to David and it has been a tremendous savings not to hire an outside plumber to help with plumbing issues. The Board discussed looking into having a rep. from the PMBC serve on the Town Hall/Library Study Committee and David DeCoste will place on the PBMC agenda for next meeting.

OLD BUSINESS

40B Forum – Ellen Allen talked about an outline and potential outside speakers for this. Overview of history, specifics of law, mechanics (Town Counsel), Why is it good (someone from DHCD or CHAPA), Why is it bad (John Witten), Norwell's experience (Jim or Gregg), Selectmen Strategy: AHPP, safe harbor, control our own destiny, CHT/CPC and examples of suburban communities that have succeeded in fending off unfriendly 40B's (Easton Selectmen Colleen Corona and/or other speakers).

NEW BUSINESS

Request to Use Town Common for Live Nativity Scene – Ellen Allen explained that New Hope Chapel is requesting to use the Norwell Town Common for a Live Nativity Scene on Sunday December 14, 2014 from Noon till 3:00 PM. *MOTION: Jason Brown moved to permit the New Hope Chapel of Norwell to host a Live Nativity Scene on Sunday, December 14, 2014 from approximately Noon to 3:00PM. Seconded and unanimously voted.*

The Silent Chef One Day License Request – November 28, 2014 – *MOTION: Jason Brown moved that the Board approve a request from The Silent Chef for a one day license to sell All Alcohol for Norwell High School Reunion at the Cushing Center on November 28, 2014 between the hours of 7:00PM to 11:00PM. Seconded and unanimously voted.*

Board of Registrars Appointments – The Town Democratic Committee is required to submit 3 candidates for the Selectmen to interview and select from, with 2 being conflicted on other Town Boards. This will be on next week's agenda.

One Day License Requests from Not Your Average Joe's – October 30, 2014 – MOTION:

Jason Brown moved that the Board approve a request from Not Your Average Joe's for a one day license to serve All Alcoholic Beverages for the Cultural Tour of the South Shore held at the Company Theatre, 30 Accord Park Drive, Norwell on October 30, 2014 between the hours of 5:00PM and 8:00PM. Seconded and unanimously voted.

UPCOMING MEETINGS:

Nov. 5th Board of Health PAYT discussions (pending confirmation)

Nov. 5th Board of Registrars

Nov. 19th Board of Health & Chief Reardon (preparedness for an Ebola or similar event)

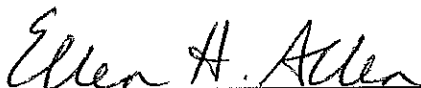
OPEB Trust Document in next few weeks

Dec. 3rd Energy Committee

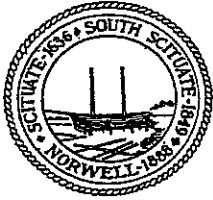
ANNOUNCEMENTS:

Norwell Police Department Safety Advisement. Please be advised that on Sunday November 2, 2014 a road race will be held in Norwell. Please expect traffic delays and temporary road blocks.

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



Board of Selectmen



10/29/14
BOS minutes
attachment

Town of Norwell
Human Resources Update
Selectmen's Meeting, October 29, 2014

Employee Resignations

- Voluntary Exit Interview form

School

- Work with Superintendent to review leaves /uniformity with Town policies
- Conduct Substitute Teacher Onboarding at Central Office
- Town Representative at New Teacher/Mentor Events (September & June)
- Assist with Employee Relations matters upon request
- Consult with School employees on benefit & leave policies in conjunction with Treasurer
- Review Norwell School Committee personnel policies with Executive Director Instructional Design

Employee Relations – Town Hall

- Employee Investigations / Conflict Resolution / Team Building
- Promotion of confidential EAP program
- Accessing MIA grants for training

Training & Development for Department Heads & Staff

- Stress Management Seminar Offered to all Employees (December 2013)
- Management 101 Seminar for Department Heads (September 2014)
- Performance Feedback Seminar for Department Heads (scheduled for February 2014)
- Plans for future training & computer training opportunities

Unemployment

- Review of any questionable unemployment claims
- Consult with UTMC (Unemployment Tax Management Corporation)
- Meeting UTMC Acct Rep with School on Unemployment; termination/resignation letter wording
- Draft DUA responses for protested claims in consultation with UTMC

Workers' Compensation

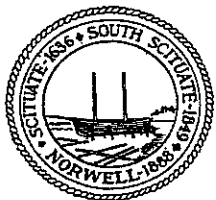
- Change in WC procedures
- Educating claimant; employee WC form
- Liaison with MIA/AON Claims Adjuster for all claims

Labor Laws

- Stay up-to-date on employment laws at state and federal levels
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Personnel Board

- With PB in conjunction with major hiring: Facilities Manager & Recreation Director
- Department Requests for review & recommendation of classification & wages to BOS, Advisory Board, Town Meeting
- Personnel Plan to be reviewed language & policies for 2014 – 2015



Town of Norwell
 Human Resources Update
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Positions Recruited Since June of 2013

<u>Department</u>	<u>Position</u>	<u>Hire Month</u>	<u>Year</u>
Board of Health	Administrative Secretary	June	2013
Water	Administrative Secretary	July	2013
Library	Circulation Assistant	July	2013
Water	Temporary Summer Help (2 positions)	July	2013
Fire	Firefighter/Paramedic	August	2013
Treasurer/Collector	PT Treasurer/Collector Clerk	September	2013
Town Administrator / School	Facilities Manager	November	2013
Water	Meter Reader/Installer/Clerk	January	2014
Library	Technical Services Director	April	2014
Recreation	Recreation Superintendent	June	2014
Water	Temporary Summer Help (2 positions)	June	2014
Tree & Grounds	Temporary Summer Laborer	June	2014
Library	Shelfer	August	2014
Treasurer/Collector	PT Treasurer/Collector Clerk	August	2014
Highway/Tree & Grounds	PT Administrative Clerk	September	2014
Treasurer/Collector	PT Payroll Administrator	October	2014
Library	Substitute Librarian	October	2014

Positions Currently in Interview Stage or Final Reference Check Stage

<u>Department</u>	<u>Position</u>	<u>Estimated Hire Month</u>	<u>Year</u>
Library	Adult Services Librarian	November	2014
Accounting	Accounts Payable Administrator	November	2014
Council on Aging	PT On Call Van Driver	November	2014

Upcoming Positions

<u>Department</u>	<u>Position</u>	<u>Recruiting & Hiring</u>	<u>Year</u>
Library Tree & Grounds	Adult Services Librarian	November	2014
Police	PT Police Clerk	November	2014
Council on Aging	PT Van Driver (Scheduled Days)	November	2014
School	Custodian	Nov - Dec.	Jan 2015

Hiring Process

- Consulting: Dept. Head re: position description, expectations & timeline
- Advertising: Papers, Monster.com, Town Website, Cable, School Guidance Depts.
- Resume Review: 1) initial applicant contact, pre-qualification, missing information 2) Dept. Head
- Interviews: Interview Questionnaire, Set-up/Confirm appointments, Evaluate Candidates
- Assessment Testing: Kinexa/IBM Assessment Software for MS Office Suite & Typing Test
- Driving Record History as part of interview process for positions that require driving during work
- Background checks: Formal Reference Checks, CORI, Drug Screens, Physicals, Other as req.
- Employment Offer & Onboarding
- Work with Treasurer for new employees; review checklist of required employment/benefit forms.

10/29/14
BOS minutes
attachment

year one work summary

Tasks performed

- Police Station Lead removal - remove all lead tainted materials from police station (40 river street) firing range and surrounding areas. Performed by DECTAM Corporation
- Library Windows and Doors - Replace damaged window glass in Library windows (26) with new Low E energy efficient glass and (3) damaged doors that no longer properly work. Work being performed by Suburban Glass and Mirror
- Town Wide Facilities Audit - Go through town and school buildings giving an assessment of their current conditions and a timeline of future repairs that will be needed, in order of urgency. With an estimated cost. Bid has closed, bids currently being reviewed by PBMC
- Cushing Center Septic System - Replace septic system at Cushing center before parking lot is paved in spring of 2015. went out to bid and all bids were rejected. to be rebid for as soon as the ground thaws this upcoming spring
- Replacement of generator at the main building in the Highway Department yard. Performed by South Shore Generator
- Mold remediation work performed at Norwell Public Library. Mold was suspected in the staff eating area. work was performed by New England Surface Materials
- Jacobs Farm House East and West Barn Roof re-shingling - Working with Norwell Historical Society, Historic New England and BF Architects to have a historically accurate roof placed on the East and West Barns of The Jacobs Farm House
- Replacement of 7 indirect fire make up air units on the roof of Norwell High School - Working with Garcia, Garcia, and DeSousa engineering
- Replacement of air conditioning condenser for vault at town hall performed by Healthy Air Solutions, Inc.
- Repairs to Norwell Middle School Septic System - Performed by Bridgewater Pump
- Repairs to Norwell High School Septic system - Performed by Bridgewater Pump
- Roof leak repairs to all Norwell School buildings and Norwell Public Library - Performed by Marsen Roofing
- By weekly Progress meetings about the New Norwell Police Station
- Secretary for the Town Hall/ Library committee
- Taken First of three MCPPO (Massachusetts Certified Purchasing and Procurement Officer) classes offered by the Commonwealth Other two are scheduled for September and November
- Met with Contractors and received estimates for new carpeting and card access alarm system (3 each) in Norwell Town Hall
- Assumed on-call duties for Norwell Schools as of June 1, 2014
- Manage a staff of one maintenance worker, Tim Godin who is a licensed plumber
- Working alongside Mike Jenkins- Custodial; Manager at the schools to learn how the schools facilities and maintenance operate