

**Norwell Board of Selectmen
Meeting Minutes
February 4, 2015**

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

CITIZEN COMMENTS – None

Senior Work Program Status – Barbara Childs, Human Resources Director

Barbara Childs gave an update on the Senior Work-Off program. Funding comes from the Overlay Fund, and the amount for FY2016 is \$46,000. There were 55 applicants for 46 work slots. The letter given to the BOS explains the priority selection process in tiers. (see attached letter) All applications went to Barbara Gingras, Town Assessor, for tax data verification. The work-off amount approved for FY2016 is \$1000 per household, up from \$750 in FY2015. Some board members expressed concern that the process didn't allow all applicants to participate, and discussed how the overlay amount is determined as well as options for more equitable choices for this program. The board thanked Childs for her hard work, and would like to revisit this issue again in future years.

Composition of the Community Preservation Committee

The BOS has an Article in the 2015 Annual Town Meeting warrant to change the composition of the Community Preservation Committee. The proposed Article needs a specific board seat type at this point (At-Large, BOS rep., etc.) Ellen Allen gave an overview of the current composition of the CPC, which now includes a member who is a representative of the Board of Assessors. Former CPC Chair Alison Demong wrote an email to the BOS asking them to changing this BOA seat, and opined that a BOS representative, or another At Large member, would add strategic guidance to the CPC funding decisions. Gregg McBride, who also sat on the CPC, discussed his experiences while on the board, and gave his recommendation on changing the BOA seat. Jason Brown stated that the Town Charter recently adopted specifically called for separation of powers, and used the Advisory Board as an example. The CPC is currently the 'go-to' money board, and as such a BOS member would have too much influence. He is in favor of another At Large member. He also suggested a Community Housing Trust member as another option. Discussion ensued about the differences between the Norwell Housing Authority and the Community Housing Trust; NHA is more state oriented, and CHT is more Town focused. The pros and cons of a former BOS member or former AB member were discussed. (the CPC is currently chaired by a former BOS member).

Fred Levin, a current CPC board member representing the NHA, stated that the BOS should only appoint CPC members, but not serve on that board, as it is a conflict of interest in his opinion.

Ms. Allen conducted a straw poll; 4 in favor of changing the BOA seat, 1 against.

The consensus of the board is to make the CPC seat an At Large position.

8:25pm *Motion: Made by Jason Brown, seconded by David DeCoste, to propose an Article to change the BOA seat on the CPC to an "At Large" position. Motion carried; 4-1, DeCoste dissenting.*

APPOINTMENTS:

8:26pm James Kelliher – Historical Commission and Committee on Disabilities applicant. Mr. Kelliher is an architect and 28 year resident of Norwell. His historic background is the reason for applying to be on the NHC. Ms. Allen stated that the COD needs an architect, and Mr. Kelliher would be much appreciated.

8:29pm *Motion: Made by Jason Brown, seconded by David DeCoste; to appoint Mr. Kelliher to the Norwell Historical Commission to complete Wendy Bawabe's term ending 6/30/15, and then to be reappointed for his own term. Mr. Kelliher will contact the BOS regarding appointment to the COD, with his term ending 6/30/17.*

8:30pm Library Town Hall Study Committee Update

The Library Study Committee introduced themselves to the BOS and the audience, and gave a Powerpoint presentation regarding their findings. The options to be considered for a new library include combining the Town Hall and Library into one building. Two locations are being considered, the current Town Hall at 345 Main Street and the current library at 64 South Street. There are other locations being considered for single building sites for both the library and Town Hall. The study includes a graph with the pros and cons of all the site and building options. The committee would like permission to send out a survey to all residents, both regular mail and using Survey Monkey. In order to prevent double counting responses, the response must have an address listed so that results reflect not more than the registered number of voters. Another concern was raised about the need for a choice of "\$0 additional tax dollars" on the survey. How to phrase the tax question was discussed by the BOS and the committee. The board suggested that the committee work with the Assessor to determine the cost per household when budget numbers become available. The Friends of NPL have formed a fundraising committee that held a private fundraiser to kick off this campaign at the end of January, and have hired a professional fundraiser. They plan to have a presentation at the Annual Town Meeting in May. The survey results won't be available in time for the Warrant, so they will submit three Article options and withdraw one or more based on the survey results. One of the Articles will request Architectural and Engineering funding of \$250,000. The committee will try to have the finance questions answered in an April timeframe. Pete Hechenbleikner will help draft a single Article for the Warrant. The survey will go out next week, and will accept responses for three weeks. Other possible locations in town were discussed. Ellen Allen asked about the associated costs of this project, which will be forthcoming.

NEW BUSINESS

1. Request for Best Buddies Bike Ride – May 30, 2015

9:27pm *MOTION: Made by Jason Brown, seconded by David DeCoste, that the Board approve a request from Best Buddies Challenge to hold a Benefit Bicycle Race that will pass through the Town of Norwell on Saturday, May 31, 2014 from Mt. Blue Street to Neal Gate Street, subject to the satisfaction of the Police Chief and Fire Chief. Unanimously voted.*

2. Charge for Town Administrator Screening

9:30pm Ms. Allen gave the board time to read the memo (see attached)

Motion: Made by Jason Brown, seconded by David DeCoste, that the board approve the Town Administrator Screening Committee charge. Unanimous approval

3. Selectmen Warrant Articles

9:32pm The proposed BOS Articles are:

- a. Secret Ballot Article wording - Town Counsel is working on it
- b. CPC Change in board composition Article
- c. Update to the Signage bylaw – Tim Fitzgerald is out for 10 days, and board discussed options for a better bylaw. Pete Hechenbleikner stated that the change would not be a small process, and it might be better to start now and continue this to the ATM in 2016. For now, maybe draft a letter to the Planning Board to request a Signage bylaw proposal for ATM 2016, and set aside the Article this year.

- d. Funding for Review of Town bylaws – Per Mr. Hechenbleikner, since this is an extensive process, it would make sense to get all stakeholders involved; PB, ZBA, general bylaw components, and include the signage bylaw in the whole review. Also consider setting this aside for next year.
- e. Stretch Code for Green Committees
- f. Article designating proceeds from the sale of the Fire House property on Washington Street to fund a new salt shed for the Highway Department. Mr. McBride stated that there are still issues at the Highway Department that need to be brought into compliance in addition to the purchase of a salt shed; elimination of the ditch, downstream sediment, controls to prevent recurrence, and various space problems. He proposed a broader based Article; "Improvements and remedial actions at the Highway Department depot". Ms. Allen and Mr. Hechenbleikner will check with Scituate to get information on a cheaper shed alternative.
- g. Boilerplate Articles
- h. Circuit Street/Barrel Lane excess property – disposal.

UPCOMING MEETINGS:

The Pathwalk proposal will be discussed next week before the CPC meeting on Thursday. Next week's BOS meeting has a large agenda.

ANNOUNCEMENTS:

Thank you notes to the town personnel who helped in the recent storms were read. Specifically mentioned were Susan Curtin at the COA, Paul Foulsham, the Water Department, and the Fire Department.

EXECUTIVE SESSION –

9:50pm MOTION: Made by Jason Brown, seconded by David DeCoste, that the Board enter into Executive Session for the purpose of discussing personal contracts, not returning to open session. Unanimously voted.

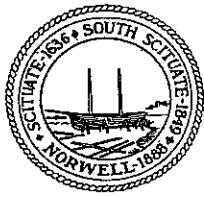
Chairman Ellen Allen explained that to discuss this in an open meeting may have a detrimental effect on the Town's bargaining or litigating position. Ellen Allen polled the Board. DeCoste voted yes, McBride voted yes, Brown voted yes, Allen voted yes and Garner voted yes.



Board of Selectmen

Attachments:

- 1. Senior Work Program letter
- 2. Memo re: Charge for Town Administrator Screening
- 3. Library Study Committee presentation



OFFICE OF HUMAN RESOURCES

TOWN OF NORWELL

345 Main Street, Norwell, MA 02061
TEL: 781-659-8060 FAX: 781-659-7795
EMAIL: bchilds@townofnorwell.net

January 22, 2015

Dear Senior Work Program Applicant,

Thank you for your application and interest in the Fiscal Year 2016 Senior Real Estate Tax Work-Off Program for the Town of Norwell.

As explained at the December 3, 2014 orientation meeting, the number of available slots for each fiscal year is determined based upon the amount of money available to use from the Town's Overlay fund. Fiscal Year '16, the sum of \$46,000 was approved by voters at the May 2014 Town Meeting. The maximum gross tax credit amount may not exceed \$1,000. Based on these numbers, the maximum number of program participants may therefore not exceed 46 for FY'16.

The purpose of this memo is to let all interested individuals know that we have received more applications than the number of available program slots for FY '16. This means that a tiered priority selection process will take place in order to determine eligible program participants.

The Tiered Priority Selection Process

Tier 1

The first priority status (Tier 1) will be assigned to all applicants who have 1) provided financial proof to the Assistant Assessor that their income from all sources meets the current Circuit Breaker income guidelines and 2) have the necessary skills/qualifications that meet the Town's and School's stated needs. The current Circuit Breaker total income* guidelines are:

\$56,000	Single filer not head of household
\$70,000	Head of Household
\$84,000	Married Couple

*"Total income" includes some types of non-taxable income, such as social security, retirement, pensions and annuities, cash public assistance, tax-exempt interest and dividends, and certain other income.

Qualified Tier 1 applicants will receive a Senior Work Assignment in FY '16 unless the number of confirmed Tier 1 applicants exceeds the number of available slots (46). In this occurrence, a program lottery will be held for Tier 1 applicants.

IMPORTANT: Procedure for Becoming Tier 1 Certified (Must Provide Proof by 2/2/15)

If you are interested in receiving a first priority status, please bring a copy of last year's State and/or Federal tax filing(s) to Barbara Gingras in the Assessor's Office **no later than the end of business day on Monday, February 2, 2015**. Please note that your financial information will remain secure; Barbara Gingras is the only employee who will review your financial information. The Assistant Assessor notifies Human Resources only with the name of the individual and certifies Tier 1 status. Your financial information will remain secure; it will not be shared with anyone except the Assistant Assessor. Anyone who qualifies for Tier 1 is highly encouraged to provide their financial

documentation by the February 2nd deadline. If you are eligible for Tier 1, but do not provide documentation on or before this date, your application will not be able to be considered as a Tier 1 status and your application will be considered either Tier 2 or Tier 3 and subject to a placement lottery.

Tier 2

The **second priority placement status** (Tier 2) is assigned to those eligible applicants who 1) have the necessary skills/qualifications that meet the Town's and School's stated needs and 2) who live in households where no one has ever participated in the program. Note: If one spouse has already been a program participant but their spouse has never participated, that spouse is not eligible for Tier 2 status. The reason is because the household has received a tax credit in the past.

If there are more Tier 2 applicants than the total number of placement slots available after Tier 1 has been determined for a Fiscal Year, a program lottery will be held for all Tier 2 applicants.

Tier 3

The **third priority placement status** (Tier 3) is assigned to all other eligible applicants who have the necessary skills/qualifications that meet the Town's and School's stated needs.

If there are more Tier 3 applicants than placement slots available for a Fiscal year, a program lottery will be held for all Tier 3 applicants to fill the remaining number of program slots (after Tier 1 and Tier 2 applicants have been determined).

Lottery for Senior Real Estate Tax Work-Off Program Slots – Wednesday, February 4, 2015

It is currently anticipated that a lottery will be held for Tier 3 applicants. The actual number of available slots for Tier 3 applicants, if any, will be confirmed on Tuesday, February 3, 2015.

We are currently planning on a lottery of Tier 3 applicants to take place on Wednesday, February 4, 2015. This will take place at the Senior Center. Applicants will be notified by telephone on February 3rd if the lottery is cancelled (all available program slots are filled by Tier 1 and Tier 2 applicants). Every applicant will be assigned a unique number. If your number is drawn, your application will be accepted as part of the FY'16 Senior Work program. You are welcome to attend but your attendance is not required. Every applicant will receive a letter to confirm their status in the program or will be notified if their number was not drawn. If your number is chosen, details will be provided in the letter about the anticipated start times of program assignments and program administration details.

Please do not hesitate to call either myself (781) 659-8060 or Dee Dee Obert, Outreach Coordinator at (781) 659 – 7878 if you have any questions about the different Tiers or the anticipated lottery date.

Your interest and enthusiasm for the Town of Norwell's Senior Real Estate Tax Work-Off Program is much appreciated. The Town of Norwell is looking forward to another successful program year!

Sincerely,

Barbara R. Childs

Barbara Childs
Human Resources Manager

C: Rosemary O'Connor, Director of Council on Aging
Dee Dee Obert, Outreach Coordinator



Board of Selectmen
345 Main St., Norwell, MA 02061
PH: 781-659-80000 FAX: 781-659-7795

TOWN ADMINISTRATOR SCREENING COMMITTEE CHARGE

1. The Screening Committee shall work collaboratively with the staff of the Collins Center for Public Management at UMASS Boston along the lines described in the Scope of Services.
2. The Screening Committee, with the assistance of the Collins Center, shall recommend approximately three to five candidates to the Board of Selectmen as finalists for the position of Town Administrator. The recommendations shall be unranked and the finalists should be fully vetted before the Screening Committee makes its recommendation.
3. In carrying out its work the Screening Committee will utilize the Profile approved by the Board of Selectmen to guide its work as well as the professional advice of the Collins Center staff.
4. To the extent permitted by law, the Screening Committee shall maintain the names and any information about candidates in strict confidence until it votes its recommendations.
5. It is the intention of the Board of Selectmen for the Screening Committee to function as a governmental body as that term is defined in the Massachusetts Open Meeting Law.
6. The Screening Committee will have Barbara Childs serve as its Ex-Officio Clerk.
7. The Town Administrator Screening Committee will consist of the following five members:
Ellen Allen, Robert Galvin, Matthew Keegan, Ralph Rivkind, Jane Stout

DRAFT COPY

Draft to be Reviewed by Board of Selectmen on 2-4-15

Norwell Town Hall & Library

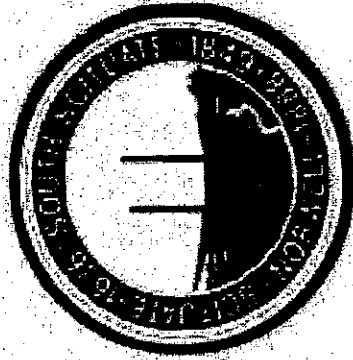
Decision 2015

Update to BOS
03 February 2015



Norwell Public Library

Branch out - at your library!



Topics

- Recent Accomplishments
 - Library building program status
 - Initial Down-select results
 - Cushing parking lot opportunity
 - West St title search status
- Voter survey Authorization to Proceed
 - Need email lists
- Funding
 - Private fundraising kickoff
 - Capital Improvement Program
- Warrant Strategy
- Next Steps

Viabile Options

- Library and Town Hall as combined building project
 1. 345 Main
 2. 64 South

- Library and Town Hall as separate building projects
 - Library
 1. 64 South
 2. 345 Main
 3. West-Dover-River

 - Town Hall
 1. 345 Main
 2. 673 Main
 3. 64 South

Viable Options

64 40 44 Hitch-
Osborne Sparrell Cushing South River West cock

	Osborne	Sparrell	Cushing	South	River	West	cock	footprint	parking	septic	traffic/access	pedestrian safety	conservation	zoning	possession	legal	mission impact	Scores	Ranking	
All Osborne	Library																		33	1
	Town Hall	x																		
		rec																		
All Sparrell	Library																			
	Town Hall	x																		
		x																		
All Cushing	Library																			
	Town Hall																			
		rec																		
All South St	Library																			
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All River St	Library																			
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Hitchcock	Library																			
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		rec																		
Osborne	Library																			
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64 South	Library																			
	Town Hall																			
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40 River	Library																			
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44 West	Library																			
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Hitchcock	Library																			
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40 River	Library																			
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		x																		
44 West	Library																			
	Town Hall																			
		x																		
Hitchcock	Library																			
	Town Hall																			
		x																		

No issues or added expense
 Minor concern and/or added expense
 2 Moderate concern and/or added expense
 Major concern and/or added expense
 Hard show stopper

Voter Survey

- 1) Which building project do you prefer? Check one.
Library and Town Hall combined in one building on the same site _____
Library and Town Hall on separate sites _____
- 2) If Library and Town Hall are combined into one building, which location would you prefer? Check one.
Current Town Hall site _____ Current Library site _____ Other _____ (List preference)
- 3) If projects are separate, in which location would you prefer Norwell Public Library? Rank 1-3
Current Library site _____ Current Town Hall site _____ Norwell Center _____
- 4) If projects are separate, in which location would you prefer Norwell Town Hall? Rank 1-3
Current Library site _____ Current Town Hall site _____ Cushing Center _____
- 5) How much additional property tax are you willing to pay for a building project to address needs of Norwell Public Library, Norwell Town Hall or both? Check one.
Less than \$300/year _____ Less than \$200/year _____ Less than \$100/year _____

- USPS survey mailed to all households
- More extensive survey on-line via SurveyMonkey

Request authority to proceed with survey
Request emails from voter registrations, town hall web site

Funding

- Private fundraising kickoff held on 01/31
- Attendees:
 - Norwell Public Library Foundation – Lead
 - Friends of the Norwell Public Library
 - Library Staff
- Objective:
 - \$1M minimum
 - Professional fundraiser engaged
 - Commitment, strategy and plan to present at ATM
- Capital Improvement Program
 - No shortage of creative funding ideas...
 - What's the long term strategy?

Warrant Strategy: Projects

Option 1:

Article: Library project

Article: Town Hall project

- Survey results will advise, BUT won't be ready in time for warrant closing.
- Recommendation:
 - submit all three
 - withdraw one or more based on survey results

Option 2:

Article: Library + Town Hall project

Next Steps

- Execute voter survey
- Town forum to present results
- Total Cost of Ownership analysis
- Need Facility Survey results
- Engage architect
- Conceptual design(s), cost estimate

Resident survey draft 3

1. How frequently do you visit Norwell Town Hall? **Check one.**

1-5 times per week _____ 1-5 times per month _____
1-5 times per quarter _____ 1-5 times per year _____ Never _____

2. For what purposes do you visit Norwell Town Hall? **Check all that apply for 2014 use.**

Pay bills _____ Attend meetings _____ Obtain permits _____
Seek information _____ Attend recreation program _____ Work _____
Obtain dog license _____ Veteran's services _____ Food Pantry drop off _____
Voting-related services _____ Other (please list) _____

3. At what time of day are you most likely to visit Town Hall? (Check all that apply.)

Morning _____ **Afternoon** _____ **Evening** _____

4. Do you prefer a combined library and town hall in one building? _____

5. If you answered **yes** to question 4, in which location would you prefer to see a combined library and town hall? **Check one.**

345 Main St. (current town hall site) _____ **64 South St.** (current library site) _____
Other _____ (Please list a preferred site) _____

6. If building projects were separate, in which location would you prefer to see Norwell Town Hall located? **Check one.**

345 Main St. (current town hall site) _____ **64 South St.** (current library site) _____
Cushing Center _____ **Other** _____ (Please list a preferred site)

7. If building projects were separate, in which location would you prefer to see Norwell Public Library located? **Check one.**

345 Main St. (current town hall site) _____ **64 South St.** (current library site) _____
Norwell Center _____ **Other** _____ (Please list a preferred site)

8. Rank the possible building projects from most preferred (1) to least preferred (4).

Library only _____
Town Hall only _____
Library and Town Hall combined _____
None of the above _____

1) Which building project do you prefer? **Check one.**

Library and Town Hall combined in one building on the same site _____

Library and Town Hall on separate sites _____

2) If Library and Town Hall are combined into one building, which location would you prefer? **Check one.**

Current Town Hall site _____ Current Library site _____ Other _____ (List preference)

3) If projects are separate, in which location would you prefer Norwell Public Library? **Rank 1-3**

Current Library site _____ Current Town Hall site _____ Norwell Center _____

4) If projects are separate, in which location would you prefer Norwell Town Hall? **Rank 1-3**

Current Library site _____ Current Town Hall site _____ Cushing Center _____

5) How much additional property tax are you willing to pay for a building project to address needs of Norwell Public Library, Norwell Town Hall or both? **Check one.**

Less than \$300/year _____

Less than \$200/year _____

Less than \$100/year _____