

**Norwell Board of Selectmen
Meeting Minutes
May 27, 2015**

Gregg McBride opened the meeting and introduced Jason Brown, Ellen Allen, Alison Demong, Peter Smellie and Interim Town Administrator Peter Hechenbleikner. *MOTION: Ellen Allen moved the Board approve the agenda as written. Seconded by Peter Smellie and unanimously voted.*

Discussion/Action Items

5a) Police Chief Ted Ross gave an overview of the recent robbery of nine vehicles parked in owners' driveways on Captain Vinal way. Poor street lighting was cited by the residents as partly to blame, and they have requested additional streetlights. New lights can be installed at no cost and rented for \$10-15 per month.

Motion: Made by Ellen Allen, seconded by Peter Smellie, to approve the addition of two streetlights in the areas of 55 Captain Vinal Way and 31 Captain Vinal Way, as recommended by Police Chief Ted Ross. Unanimously voted.

Next Steps: Mr. Hechenbleikner will leave a note for Peter Morin about instituting a streetlight policy.

Reports

a) Citizen Comments – None

b) Selectmen's Reports and Announcements –

Peter Smellie announced an opening on the Energy Committee, as he will be resigning due to his appointment to the BOS.

Announcements-

The Water Department has issued a water ban as of May 27th, similar to prior years and other town. (see attached)

c) Town Administrator's Report –

Pete Hechenbleikner has no report this week, and tomorrow is his last work day. The BOS will thank him formally at the end of the meeting.

d) Upcoming Meetings

Per Mr. McBride, the BOS meetings will stay on their current schedule until the end of June, as fiscal year end is a busy time with many administrative activities.

Discussion/Action Items, cont'd.

5b) Andrea Warren – Recreation Committee applicant. Ms. Warren has four young children and would like to be involved in this committee, as the Recreation Program has activities choices for all ages. She summarized her reasons for applying and her contribution goals.

Motion: made by Ellen Allen, seconded by Peter Smellie, to appoint Ms. Warren to the Recreation Committee for the remainder of Patricia Richardson's term of office (ending 6/30/15), then reappoint her for a three year term ending 6/30/18. The board requested that Ms. Warren be sworn in as soon as possible, and then be sworn in again for the full three year term after July 1, 2015.

5c) Ms. Allen gave a summary of the agreement with the Mayflower Health Group, and stated that it is now ready to be approved. The changes and edits are mostly housekeeping items. The

final version will be sent to Mayflower for their signature. Mr. Hechenbleikner stated that the period of withdrawal notice is now 6 months.

Motion: Made by Ellen Allen, seconded by Peter Smellie, to approve the agreement with Mayflower Health Group. Unanimously voted.

5d) Ms. Allen stated that the new Town Administrator Peter Morin should be the Mayflower Health Group representative, as he will make valuable contacts and get important information updates.

Motion: made by Ellen Allen, seconded by Peter Smellie, to appoint Peter Morin as the Norwell representative to the Mayflower Health Group, with Darlene Sullivan as the alternate. Unanimously voted.

5e) Approval of disclosures-Recreation employees who are also School employees

Employees who work for both organizations cannot work more than 500 hours for the Recreation Commission as it is a conflict of interest. Each employee on the list (see attached list) should sign a disclosure form in January of each year to cover the year. This disclosure is needed primarily due to the summer Recreation program. The Recreation Commission is expanding their programs and services to include more year round activities in which these employees will be involved.

Motion: made by Ellen Allen, seconded by Peter Smellie, to accept the disclosure forms of all employees on list for the remainder of the calendar year ending 12/31/15. Unanimously voted.

f) The South Shore Natural Science Center would like permission for two signs advertising their Farmer's Market, conducted each Friday from June 12th to October 9th. The board discussed potential traffic conflicts, especially with the scheduled road construction project on Main Street.

Motion: made by Ellen Allen, seconded by Peter Smellie, that the board allow the South Shore Natural Science Center to place 2 signs in designated locations; one at the corner of Jacobs Lane and Route 123 (Main Street) and one at the corner of Jacobs Lane and Prospect Street, advertising their Farmer's Market, to be held each Friday from June 12th through October 9th (leaving actual sign placement flexible pending approval by the zoning officer) (see attached letter). Unanimously voted

Motion: made by Ellen Allen, seconded by Peter Smellie, that the board approve the request from the South Shore Natural Science Center to place orange cones on Jacobs lane in the manner requested each Friday from June 12th through October 9th from 1:30 – 7:00pm. Unanimously voted

Motion, made by Ellen Allen, seconded by Peter Smellie, that the board allow the placement of 2 signs in designated locations three weeks in advance; one at the corner of Jacobs Lane and Route 123 (Main Street) and one at the corner of Jacobs Lane and Prospect Street, advertising South Shore Natural Science Center's annual Corn Festival, to be held on September 12th and 13th (leaving actual sign placement flexible pending approval by the zoning officer). Unanimously voted

g) Presentation of Capital Improvement Plan templates – Mr. Hechenbleikner handed out copies of his template to the board, and stated the need for the Town to have a Capital Improvement Program. He gave an overview of the mechanics of the template and the project. A template layout of 10 years is optimum and would encourage short term debt of 10 years or less. (See attached spreadsheet.) Mr. Hechenbleikner gave a summary of the Town's prior years' spending. Definition of Capital Project : useful life of 10 years, amount of \$10,000 or more. The template has no CPC expenditures since it has a separate budget. The board asked about and discussed a comparison to the debt ratio of other towns, as well as an appropriate ratio for a town with Norwell's high tax rate. The template should always be a conservative model, never spending money that you don't have! Mr. Brown stated that the template should be shared with the Capital Budget Committee, which will give them greater insight into the town's revenue and spending and help their decision making process. Per Ms. Allen, the

spreadsheet is all of the capital spending and public works. Per Mr. Hechenbleikner, use discipline to work this model, which will help the Town grow out of debt and spend more in cash. Look at the whole picture of capital spending to help develop priorities. Mr. Hechenbleikner gave kudos to Darlene Sullivan and Donna Mangan for their financial help with the template information. Per Mr. Hechenbleikner, the Town Administrator must be the lynchpin for the capital spending information. Ms. Sullivan stated that the template could be used by the Town Administrator for "what if" spending scenarios. Some previously funded Articles which are not needed could fund the increase in debt service for 2017 and 2018. Donna Mangan thanked Mr. Hechenbleikner for contributions to the Finance Department and assistance to her.

5h) Norwell Public Schools – Scope of Services Revisions

The School Department will manage the Town Hall's and COA's technology services for 1 year. This will provide a cost savings of roughly \$20,000. Ideally, this will be the start of an agreement that could expand to other departments over time. Incoming Town Administrator Peter Morin supports this idea. A few edits are suggested which will be included in the final copy. Per Mr. McBride, this is a major step forward in efficiencies in technology for the town. This topic is on the School Committee's agenda for June 1st.

Motion; made by Ellen Allen, seconded by Peter Smellie, to approve the memorandum for Agreement of Technology Services between the School Department and the Town in substantially the form presented. Unanimously voted.

6. Licenses and Permits

a) Permit for William Raveis Ride and Walk request

Motion; Made by Ellen Allen, seconded by Peter Smellie, to approve the William Raveis Ride and Walk Request for Saturday, August 22 from 7am to 11am, per the following provisions:

1. Conditions stated by Paul Foulsham in his attached letter, 2. Conditions stated by Chief Ross to hire police details for the race site locations, no alteration of the race route, and organizers must contact the Police Department in advance to coordinate and provide contact information, as stated in his attached letter, 3. Race organizers must coordinate provision of Emergency Medical support with the Fire Chief Reardon. Unanimously voted.

7. Correspondence - PEG Grant Report

See the report (attached) for financial specifics. The report provides Cable Fund balances. Each vender has three cable channels, and vendors pay the town a fee per customer. There are dedicated accounts with a percentage of subscriber fees in order to support such programming as televising public meetings and events of interest, etc. Mr. McBride stated that the Cable Committee will need to be reconvened and an action plan developed to upgrade the cable programs and equipment and explore the possibility of a studio.

Observations of interim Town Administrator (attached memo)

Mr. McBride invited Mr. Hechenbleikner to share his observations and thanked him for his excellent service. Per Mr. Hechenbleikner:

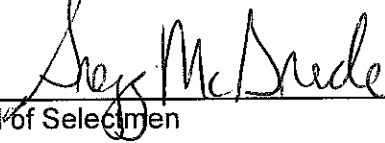
Jim Boudreau left the budget almost completed upon his departure, and Mr. Hechenbleikner thanked him. The BOS are hardworking and have a collegial relationship, especially with the Town Administrator. There are a lot of agenda items that could be delegated that are not necessary to address in the BOS meetings, such as races, license renewals (not liquor licenses), etc. The board should consider giving BOS executive secretary Lynda Allen a civic function permit template to use in the future. Town Hall should have a "shredding day" in the summer. Mr. Hechenbleikner's memo contains a detailed and thoughtful list of suggestions by function and department.

Ms. Allen thanked Mr. Hechenbleikner for his hard work and positive changes made in the five months that he spent in Norwell, and Mr. McBride stated that he will be very much missed by

the Town. Ms Allen presented Mr. Hechenbleikner with a framed set of "fish rights" as a memento of his days in Norwell, with the thanks of the board and the whole town.

9:25

ADJOURNMENT – Motion; made by Ellen Allen, seconded by Peter Smellie, to adjourn.
Unanimously voted.



Board of Selectmen

Attachments:

1. Water ban
2. Disclosure list of School/Recreation Employees
3. Capital Improvement Plan Template
4. William Raveis Ride and Walk condition letters from Chief Ross, Chief Reardon and Mr. Foulsham
5. PEG grant report
6. Mr. Hechenbleikner's memo

To DO List:

1. Institute a Streetlight Policy