

Norwell Board of Selectmen
Meeting Minutes
October 21, 2015

TOWN OF NORWELL
TOWN CLERK

2015 OCT 29 AM 9:41

RECEIVED

Mr. McBride opened the meeting, and introduced Jason Brown, Ellen Allen, Alison Demong, Peter Smellie and Town Administrator Peter Morin. *MOTION: Ms. Allen moved the board approve the agenda as written. Seconded by Peter Smellie and unanimously voted.*

REPORTS

Citizen Comments - None

Selectmen's Reports – None

Town Administrator's Report –

Mr. Morin asked that the board appoint the Town Administrator to represent the Town for a grievance by the police union against the Town. Motion made, seconded and unanimously voted.

Cultural council Appointment

Anna D'entremont, Cultural Council applicant

Motion: made by Ellen Allen, seconded by Peter Smellie, to appoint Anna D'entremont to the Cultural Council for a term expiring June 30, 2017. Unanimously voted

The North and South River Watershed and the Water Department were awarded the Barbara McPherson award for excellent care and maintenance of the North River. All are invited to the award ceremony at the Science Center.

Commission on Disabilities

Susan Curtin-Chair, Jim Kelliher, and Laurie Galvin represented the committee, and stated that the meeting was a good opportunity to introduce themselves and expand on the roles and responsibilities of the committee. They spoke about past and current initiatives and upcoming needs.

Ms. Curtin gave an overview of the range of disabilities, both short term and long term. She also talked about participation limitations and gave examples of disabilities. The Commission was established in 1987. She read the mission statement for the Commission, and stated that the group needs a clear understanding of their roles and responsibilities. ADA compliance for the town is a major task for the board. ADA compliance is a requirement; building codes, employment, recreational facilities, business conducted in the town, access to public buildings (library, school, etc.), transportation services, ability to vote at elections and attendance at Town meetings are all affected.

Past initiatives – Ms. Curtin gave an overview of past initiatives to meet ADA goals.

The Commission will provide education on an ongoing basis and bring updates to Town Boards and Departments. ADA compliant transportation will be a future goal. Jim Kelliher stated that the MA disability law sets the parameters very clearly to achieve the building code items. For MA law CMR 521, the building must be constructed to comply with the law. The law also makes it easy for the public to file a complaint; for ex. the Cole School playground and the sidewalk on Route 53. The ADA covers playgrounds more than MA law CMR 521.

ADA Complaints – the Cole School playground complaint came up as a result of the playground being installed 10 years ago; it lacks ADA ability to get to the playground and basketball court. There must be an accessible pathway leading to all public function areas. Ten years ago surface requirements were different from those today. The current surface is not acceptable unless the wood chips are raked and rolled weekly. As a result, the Town now must pay “change order prices” to get the new surface installed in the playground, as opposed to the lower price to surface the area before equipment is installed. It will be 18 months to get the new surface and equipment installed at Cole School. The Vinal School plan will include the up-front price for the new surface.

Mr. Kelliher reviewed the plans to move the Sgt. Samuel Stetson House and build the septic system. The building was originally to be set up too high for an ADA ramp. He made changes to the site plan which will relocate the parking. As a result there is now no need for a ramp. Mr. McBride explained the background for the SSS house and noted that it was only initially conservation efforts that drove the plan, but now there will be a better plan which allows access to the building by all.

Mr. Brown expressed concern about the fact that the Cole School complaint got to such a high level before the BOS were aware of it. He asked that in the future, please have the COD get involved at an early level. Per Mr. Kelliher, the COD now has a new approach to dealing with ADA issues. Ms. Demong asked about the 18 month timeframe to complete the Cole School playground with regard to “when the clock starts ticking (August of 2015)”.

Ms. Curtin gave a summary of the Transition Report from 1993, which was filed with the state, but really was overlooked after 1995. The report reviews a lot of ADA issues. There were 11 or 12 buildings that were not accessible, but the count is currently down to about 4. There is still work to be done on several issues.

Needs and Next steps:

1. Supporting community needs and facilities’ compliance. Don’t know needs of residents in town.
2. The COD would like to get BOS approval for a survey to find out ADA needs; perhaps as an insert in the census.
3. Education – as volunteers, the COD’s time is limited, but the need is real. Training could be made available to Town Hall employees and perhaps residents. BOS support is needed.
4. Norwellcod@gmail.com to contact committee
5. Will help guide people, but needs to be a partnership with other Town boards and Departments. The group would like to come back with some suggestions, and Mr. McBride would like them to return to do some training and get to a higher awareness level.

Mr. McBride asked what the purpose of the survey would be; Ms. Curtin stated that it can’t ask for personal information, but could maybe identify age groups and issues.

Ms. Allen stated that the PBMC needs to have a connection with this committee, and the BOS might ask for a PBMC member to sit on this board for better communication. Training should reach a broad audience.

Senior Work Program Update

Rosemary O’Connor, Barbara Childs, Barbara Gingras

This is a dual purpose program, to assist and support Town Departments, and identify opportunities to offer service in exchange for tax relief for residents 60 years of age and older. The program has been quite successful. It matches seniors with available program jobs in Town Departments. Ms. Childs gave an overview of the Senior Tax Work Program, with the goal of

providing a transparent process. Ms. Gingras stated that, in comparison to several area towns, Norwell has the highest set-aside allowed of the towns, \$50,000. She gave an overview of the requirements to participate in the program. There were 15 communities surveyed on the South Shore. The program is for 107 hours of work at \$9 per hour, for a total of \$1000. Seniors may be eligible for other tax credit programs. Ms. Childs gave an overview of the application process. Only Ms. Gingras sees the confidential information. After communicating the application level to Ms. Childs, she then shreds the documents. The Lottery is set up and done at the COA. There are a total of 50 slots, and Ms. O'Connor does the match up process. The group gave a summary of program statistics (work completed, drop outs, etc.).

Another challenge is that there are so many slots, but not so many viable jobs to fill the need. The group is surveying Department heads for job needs right now, and seeing a slight decrease in job availability. The work slots can't be a replacement for a union position; the program can supplement but doesn't replace. Training time availability is an issue. Timing is also an issue, as the program goes from January to November. The popularity of certain work slots is also an issue. In Gingras's opinion, FY15 was somewhat cumbersome; the lottery created difficulty and stressed the program to the point where some people lost interest. The program broke the available slots down into smaller dollar increments in the past and it got everybody involved. Ms. Childs needs BOS direction; should the program divide so that every applicant gets a piece? How does the program get structured to make this fair and transparent? The Town would still have to opt for a way to make it work when there are more applicants than slots. Ms. Childs gave an overview of the plan for the benefit of viewers and newcomers. Level 3 is really the pool where the lottery has the biggest impact. Mr. McBride remembered some seniors who advocated a greater dollar amount for fewer people. Ms. Gingras stated that it is not the funding that is an issue, but the participants that are not placed. Ms. Gingras gave a summary of the overlay from which the funding comes, and Ms. Allen stated that a Town Meeting Article approves specific amount for this program. There will no longer be a Town Meeting Article going forward. The program amount will be determined by the Assessors, making it more flexible and based on job availability. Mr. Morin stated that there is a target number, and it can be adjusted based on the program. Mr. McBride stated that the town is capped out in this program, and the controlling factors is the number of available jobs which benefit the Town. The participants work between November and March, and earn their exemption once the work is complete. Some volunteers work their hours and are then subsequently employed by the Town. Mr. Morin stated that when the program hours run out, the Departments want to hire and pay them, which could potentially create an unemployment pay issue. This is a Town problem and is the BOS' business if the person works for the town, as tax abatement is treated as earned income. The problem lies in the state law more than in this program. Mr. Morin gave kudos to the program, but likes the prudence in bringing up these issues to get ahead of any problems. There are multiple risks to hiring a work-off person to work for the Town. Discussion of qualifications and program merits ensued. The program jobs must always benefit the town and NOT be work that could be done by a union employee. Further discussion of the program structure and future plans ensued, as well as the benefit of the program and the necessity for means testing. Ms. Childs stated that most jobs are at a very basic level of experience. Ms. Demong recommended that the program stick with Levels for one more year and see what happens. Mr. Morin recommended that the program keep people involved through contact, but there should be a benefit to the Town, not just "make work" jobs. Ms. Allen stated the Senior Tax Relief Committee should interact with the BOA.

Athletic Fee Increase

Mr. Morin gave an overview of the memo sent by Supt. Keegan detailing the amendment for the fees, and asked for BOS feedback on the fee schedule. He also gave the reason for the fees increase, stating that the additional revenue will be used for turf maintenance and replacement.

It is important to keep track of the income to make sure that it's at a pace that will fund the replacement costs.

The CCC will charge different fees for different groups as detailed in the fee structure information sheet (attached).

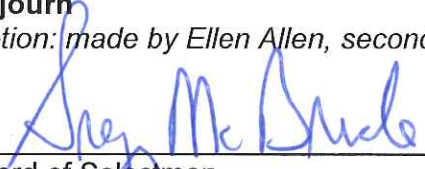
Both current and proposed fees are reasonable, per Mr. Morin. CCC stabilization forecast – cumulative income of \$1million over 15 years, with ability to fund turf replacement at about 10 years. A lesser amount will be charged for local groups than outside groups. The CCC is currently getting a disproportionate benefit from non-local groups due to the use mix of the fields. The board discussed the structure and timing of fee increases, adding that will be done in a way that it won't cause "sticker shock". Per Ms. Demong, the BOS may need to take another look at this in five years. Lighting is far more costly, and the increased fees will help cover more of the costs. If the BOS has no objections, Mr. Morin will vote in favor of the increase. Ms. McBride asked if all were comfortable with the increase (yes). Mr. Morin will try to offload the majority of costs to outside groups.

Pathwalk Peer Review Update

Several BOS members attended the Con Com meeting. The hired consultants didn't address the questions, and Con Com will deal with this. There is no action required on the part of the BOS.

Adjourn

Motion: made by Ellen Allen, seconded by Peter Smellie, to adjourn. Unanimously voted.



Board of Selectmen

Attachments:

Updated Fee Schedule for the Clipper Community Complex

4d



NORWELL PUBLIC SCHOOLS

5.6

NORWELL, MASSACHUSETTS 02061

Office of the
Superintendent
322 Main Street
Telephone (781) 659-8800
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DRAFT

MEMORANDUM

TO: Peter Morin, Town Administrator
FROM: Matthew A. Keegan, Superintendent
RE: **Clipper Community Complex (CCC), Memorandum of Understanding
Fee Changes**
DATE: August 25, 2015

We have completed one full year of usage at the Clipper Community Complex (CCC). During this first year we have billed \$41,825 to the CCC stabilization fund to replace the turf fields (see attached). Based upon comparisons to other facilities and costs incurred, we want to make some rate adjustments (see attached). The objective is to raise approximately \$600,000 to replace both turf fields in about ten years and to respray the track every 5 years for approximately \$130,000. Attached please see a forecast based upon year one actuals that will be updated and shared on a yearly basis. This basic forecast will allow us to make changes based upon actuals in order to meet our goals over time.

On page 2 section C of the Intra-Municipal Agreement it states, "KF - E may be altered or amended from time to time by agreement of the District Superintendent/Principal on behalf of the District and the Town Administrator on behalf of the Town or their respective designees."

In order to allow user groups to be aware of fee changes in a timely manner, the following changes and timelines are recommended.

As of February 1, 2016:

Rental Fee: Exhibit 3 KF-E (page 3)

The following are recommendations for increases in the rental fees for the CCC. Essentially we are looking to increase the hourly rate by \$25 an hour for groups 4 and 5 starting on February 1, 2016 for the spring season.

SENIOR WORK PROGRAM STUDY - FY 2016

TOWN	ANNUAL FUND AMOUNT	MAXIMUM PAY	TOTAL WORKING HOURS	NUMBER OF SENIORS IN THE PROGRAM	INCOME/ASSET OR OTHER REQUIREMENTS	WAGE	AGE REQUIREMENT
NORWELL	\$50,000.00	\$1,000	111	47-52	5 YR RESIDENT/TIERED GROUPS	MIN. WAGE	60+
SCITUATE	\$10,000.00	\$1,000	111	10	NONE	MIN. WAGE	60+
HINGHAM	\$40,000.00	\$1,000	125	40	UP TO CIRCUIT BREAKER	MIN. WAGE	60+
ROCKLAND	\$5,000.00	\$500	62.5	10	\$35,000 SINGLE/\$45,000 MARRIED	MIN. WAGE	60+
HANOVER	\$12,000.00	\$1,000	99	UP TO 12	INCOME, RESIDENT & SKILLS	\$10/HR	60+
MARSHFIELD	\$40,000.00	\$1,000	111	35-40	1?, IF PERSON MEETS THEIR BILLS	MIN. WAGE	60+
COHASSET *	HAS NOT ADOPTED THIS PROGRAM						
DUXBURY	\$35,000.00	\$1,000/PROPERTY	100	41 APPLICANTS	5 YR MA. RESIDENT, OWN OR DOMICILE HOME	MIN. WAGE	65+
PEMBROKE	\$5,000.00	\$500	62.5	10	1 TIME ONLY & \$55,00 OR LESS INCOME	MIN. WAGE	60+
HANSON **							
KINGSTON	\$21,750.00	\$750	94	29 POSITIONS	IF MORE THAN 1 APPLICANT FOR JOB- LOWER INCOME GETS JOB	MIN. WAGE	60+
HALIFAX	\$1,500 (ADOPTED 2015)	\$750	94	2	SR EXEMPTION LIST	MIN. WAGE	60+
W. BRIDGEWATER	\$26,000.00	\$750	83	35	RESIDENT	MIN. WAGE	60+
MIDDLEBORO	\$15,000.00	\$1,000 OR LESS- DIVIDED BY # OF WORKERS	94	20	5 YR. RESIDENT, OWNER & OCCUPIED	MIN. WAGE	60+
BRAINTREE	\$30,000.00	\$750	94	24	NONE	MIN. WAGE	60+

** NO RESPONSE

* 2015 INFORMATION

Title	Group	Change Date	Old Fee	New Fee
Turf Field	Group 4	February 1, 2016	\$100/Hour	\$125/Hour
Turf Field	Group 5	February 1, 2016	\$125/Hour	\$150/Hour
Turf Camps and Clinics	Group 4	February 1, 2016	\$50 + \$75/Hour	\$50 + \$100/Hour
Turf Camps and Clinics	Group 5	February 1, 2016	\$100 + \$75/Hour	\$100 + \$100/Hour
Turf Special Events	Group 4	February 1, 2016	\$250 + \$75/Hour	\$250 + \$100/Hour
Turf Special Events	Group 5	February 1, 2016	\$500 + \$75/Hour	\$500 + \$100/Hour

As of August 1, 2016:

Lights Fee: Exhibit 3 KF-E (page 2)
 Currently the light fee for any usage of lights is \$10 per hour for groups 2-5. After examining the National Grid bills it has become clear that the lights are costing approximately \$20 per hour. It is my recommendation that the light fee be increased to \$20 per hour for groups 2-5.

Rental Fee: Exhibit 3 KF-E (page 3)
 The following are recommendations for increases in the rental fees for the CCC. Essentially we are looking to increase the hourly rate by \$5 an hour for groups 1 and 2 and up to \$25 for group 3 starting on August 1, 2016 for the next fall season.

Title	Group	Change Date	Old Fee	New Fee
Turf Field	Group 1	August 1, 2016	\$15/Hour	\$20/Hour
Turf Field	Group 2	August 1, 2016	\$15/Hour	\$20/Hour
Turf Field	Group 3	August 1, 2016	\$15/Hour	\$20/Hour
Turf Camps and Clinics	Group 1	August 1, 2016	\$15/Hour	\$20/Hour
Turf Camps and Clinics	Group 2	August 1, 2016	\$15/Hour	\$20/Hour
Turf Camps and Clinics	Group 3	August 1, 2016	\$75/Hour	\$100/Hour
Turf Special Events	Group 1	August 1, 2016	\$15/Hour	\$20/Hour
Turf Special Events	Group 2	August 1, 2016	\$15/Hour	\$20/Hour
Turf Special Events	Group 3	August 1, 2016	\$75/Hour	\$100/Hour

MAK/jea

STABILIZATION FUND CHARGES 8/1/14-7/30/15

GROUPS	Total	GROUPS
Athletic Field Stabilization Fund Fee	11298.75	1
Athletic Field Stabilization Fund Fee	30	2
Athletic Field Stabilization Fund Fee	3312.5	5
Athletic Field Stabilization Fund Fee	2187.5	5
Athletic Field Stabilization Fund Fee	3812.5	5
Athletic Field Stabilization Fund Fee	30	2
Athletic Field Stabilization Fund Fee	6000	5
Athletic Field Stabilization Fund Fee	2000	5
Athletic Field Stabilization Fund Fee	892.5	3
Athletic Field Stabilization Fund Fee	255	3
Athletic Field Stabilization Fund Fee	1200	3
Athletic Field Stabilization Fund Fee	450	2
Athletic Field Stabilization Fund Fee	712.5	3
Athletic Field Stabilization Fund Fee	120	3
Athletic Field Stabilization Fund Fee	1721.25	3
Athletic Field Stabilization Fund Fee	5366.25	3
Athletic Field Stabilization Fund Fee	2175	4
Athletic Field Stabilization Fund Fee	262.5	5
Grand Total	41826.25	
SUBTOTALS GROUPS 1-3	22,076.25	
SUBTOTALS GROUPS 4-5	19,750.00	
GRAND TOTAL TO STABILIZATION FUND	41,826.25	

TURF FIELD RENTAL FEES COMPARISON REPORT

8/13/15

TOWNS	GROUPS					5-FOR PROFITS / INDIVIDUALS / NON-LOCAL	
	1 - SCHOOL	2-TOWN REC/SCHL RELATED	3-LOCAL YOUTH & ADULT / CLUBS / NON-PROFITS	4-NON-PROFITS (non-Local)			
NORWELL	\$15	\$15	\$15	\$100	\$125	has a field stabilization fund	
COHASSET	\$0	\$5pp GF + \$5pp 5F	\$50/hr + \$10pp/season \$200 / dy	\$50/hr + \$10pp /season \$200 / dy	\$50/hr \$300/dy	has a field stabilization fund	
DUXBURY	\$0	\$55	\$55	\$55	\$165/HR		
HANOVER	\$0	\$0	\$250 1/2 dy (up tpp 4hrs); \$500 full dy (over 4 hrs) incl Boosters	\$500 1/2 dy (1-4hrs); \$1000 full dy (4+ hrs)	\$500 1/2 dy (1-4hrs); \$1000 full dy (4+ hrs)		
MARSHFIELD	\$0	\$0	\$10/hr	\$10/hr	\$10/hr	may have a new schedule - no confirmation yet	
SCITUATE	\$0	\$0	\$5per youth / season; \$10 per adult / season	\$5per youth/yr; \$10 per adult/yr	\$125	will not rent to non-Scituate groups (50% residents)	
WEYMOUTH	\$0	\$0	\$80/hr	\$80/hr	\$150/hr		

CCC Stabilization Forecast

Year	1	2	3	4	5
4,5	\$125	\$125	\$150	\$150	\$175
1,2,3	\$15	\$15	\$20	\$20	\$25
1,2,3	\$22,000	\$22,000	\$29,333	\$29,333	\$36,667
4,5	\$19,750	\$19,750	\$23,700	\$23,700	\$27,650
Year income	\$41,750	\$41,750	\$53,033	\$53,033	\$64,317
Cum income	\$41,750	\$83,500	\$136,533	\$189,567	\$253,883

Year	6	7	8	9	10
4,5	\$175	\$200	\$200	\$225	\$225
1,2,3	\$25	\$30	\$30	\$35	\$35
1,2,3	\$36,667	\$44,000	\$44,000	\$51,333	\$51,333
4,5	\$27,650	\$31,600	\$31,600	\$35,550	\$35,550
Year income	\$64,317	\$75,600	\$75,600	\$86,883	\$86,883
Cum income	\$318,200	\$393,800	\$469,400	\$556,283	\$643,167

Year	11	12	13	14	15
4,5	\$225	\$225	\$225	\$225	\$225
1,2,3	\$35	\$35	\$35	\$35	\$35
1,2,3	\$51,333	\$51,333	\$51,333	\$51,333	\$51,333
4,5	\$35,550	\$35,550	\$35,550	\$35,550	\$35,550
Year income	\$86,883	\$86,883	\$86,883	\$86,883	\$86,883
Cum income	\$730,050	\$816,933	\$903,817	\$990,700	\$1,077,583

Cost right now

1 Field <275

Track respray <130