

**Norwell Board of Selectmen  
Meeting Minutes  
February 6, 2013**

Gregg McBride opened the meeting and introduced Ellen Allen, David DeCoste and Town Administrator Jim Boudreau. Agenda amended to delete: Old Business #3. 42 Main Street and New Business #1. *MOTION was made to approve the agenda as amended. Seconded and unanimously voted.*

**CITIZEN COMMENTS** – None

**APPROVAL OF MINUTES** – None

**7:35 Cemetery Committee Update** – Present: Chairman Gert Daneau introduced Joshua Bowes with Merrill Associates and Landscape & Architect designer Misty Silverbrook of Silver Tec. Mr. Bows briefed the Selectmen and presented the Phase I design, layout and plans for the new Cemetery located off Stetson Shrine. Misty presented the Landscape design, and explained that the stone walls, historic layering of the site and well used paths will be maintained. Phase I should last approximately 20 years based on the information available to the Cemetery Committee. Question: What is the cost for project and Joshua explained that the engineering cost estimate for project is \$2.6M to include oversight for the project, soft costs associated with permits for, soft costs. Question: Will all sections of Phase I need to be repeated in other phases. Mr. Bows replied that some of the new features should last the life of the cemetery. Question: What is the source of funding and what is the ball park balance and Donna Mangan stated that the approximate balance is \$300,000.

**8:00 Dan Sherman, OPEB** – Dan Sherman of Sherman Actuarial Services, LLC prepared an actuarial valuation of the Town's post-retirement benefits program as of June 30, 2012. The purpose of valuation was to analyze the current funded position of the Town's post-retirement benefits program, determine level of contributions necessary to assure sound funding. The valuation report contains information required by the Governmental Accounting Standards Board "GASB". Good news as of 2 years ago the Town has begun pre-funding obligations with a current balance of \$545,000 as of June 30<sup>th</sup> with additional funds added in July. GASB requires that validation be done every 2 years. Dan Sherman and the Board discussed OPEB funding and trust agreement.

**OLD BUSINESS**

**Debt Policy** – Donna Mangan presented to the Selectmen that a Debt Management Policy will:

- help ensure that government maintains a sound debt position and credit quality is protected
- ensure high quality debt management decisions
- impose order and discipline in the debt issuance process
- promote consistency and continuity in the decision making process
- demonstrate a commitment to long-term financial planning objectives
- policies which direct debt management decisions are viewed positively by the rating agencies, investment community and taxpayers.

The Board then reviewed and made minor changes to the Debt Management Policy. The Board thanked Donna Mangan. David DeCoste recommend that Donna Mangan make the changes, post to web as a draft for citizens to be able to look at before the Selectmen voted to approve. Ellen Allen proposed it be posted on the following Monday and taken down Wednesday.

**Goals & Policies** – Ellen Allen discussed changes and improvements to the Norwell Board of Selectmen 2013 Goals to include 3 main topics:

- Maintain/enhance strong financial position
- Promote communications with residents and local businesses
- Building a stronger community.

**Selectmen Articles** – Jim Boudreau briefed the Selectmen on the following possible articles for the Annual Town Meeting:

- Police Station – a decision will be made to move forward at this Town Meeting or hold off to a future, possibly a Special Town Meeting;
- Water Department Land for Fire Station – a land trade, if needed, would require 2 articles
- Flag Protocol – According to Town Counsel, the proposed article is legal. The Board discussed whether the Selectmen should sponsor or have the American Legion file by petition. A decision needs to be made to give them time to get signatures.
- Reduction in CPA surcharge – The Chair asked whether the Board should submit an article. Jim explained if Board files to reduce the CPA surcharge to 1%, then Town Meeting cannot increase to 2%, however if it is filed at 2% then Town Meeting can reduce to 1%. There are currently 2 articles to eliminate and/or reduce the surcharge. The Board was generally in agreement to have the question filed as a Citizen's Petition. The question will be taken up again at a later date.
- Artificial turf stabilization fund – If a field is constructed, there will need to be funds set aside for maintenance and future replacement of the turf when it wears out.

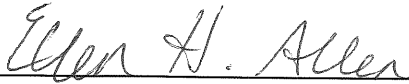
## **NEW BUSINESS**

**Pilgrim Lodging/Rehoboth License Renewal** – Gregg McBride explained that license had been held until the status had been resolved. Jim Boudreau explained that a joint meeting with the Fire Chief, Police Chief was held to determine whether the current license was the proper license for the facility and it was determined that it was. *MOTION: Ellen Allen moved that the Board approve the Lodging House License for the Pilgrim Lodging/ Rehoboth House, located at 405 Washington Street for the period ending December 31, 2013. Seconded by David DeCoste and unanimously voted.*

**Town Election Dates** – Gregg McBride explained that the State has approved a joint local and state election. The question was raised whether the joint election was a cost savings. Jim Boudreau explained that the only savings for a joint election would be on the Police Detail and Building usage. If they were held at the same time they were still be separate. David DeCoste inquired if the Town Clerk would have enough Election Workers to staff two elections on same day. *MOTION was made to keep the local Town Election on the currently scheduled date. Seconded and unanimously voted.*

**ANNOUNCEMENTS:** Jim updated the Board on a meeting with MEMA regarding the upcoming storm which is predicted to produce high winds, large amounts of snow and produce power outages for a significant amount of time.

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

  
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Board of Selectmen