

**Norwell Board of Selectmen
Meeting Minutes
September 4, 2013**

Ellen Allen opened the meeting and explained that the Board had been in Executive Session and will re-enter Executive Session following the open meeting to cover Jim Boudreau's upcoming contract. Ellen Allen then introduced Jason Brown, Gregg McBride, David DeCoste, Tammie Garner and Town Administrator Jim Boudreau. Agenda Amended to add under new business, Approval of Ballot Question for Special Election. *MOTION: Jason Brown moved the Board approve the agenda as amended. Seconded and unanimously voted.*

CITIZEN COMMENTS – None

7:35 Donna Mangan, Finance Director – Reserves Policy Update, SoftRight Contract – Ellen Allen explained the changes to the Reserve Policy. Jason Brown inquired if this policy should be reviewed by the Advisory Board. It was agreed that it should be. *MOTION was made to accept the revised Reserve Policy as presented. Seconded and unanimously voted.*

Donna Mangan presented the updates to the SoftRight Contract. The contract has been finalized and reviewed by attorney Galvin. Donna Mangan reviewed the contract implementation schedule. The total process should be complete by early February 2014. This does not include being on the 'cloud' by those dates. Jim Boudreau has a contract copy to be signed and approved by the Board and the Board would like to review it. This will be reviewed again at the next BOS meeting.

Approval of Ballot Question for Special Election – Ellen Allen read the proposed Ballot Question. Jim explained that this has been approved by counsel. “Shall the Town of Norwell be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to finance the design, construction, furnishing and equipping of renovations and/or an addition to the existing Fire Station located at 300 Washington Street to allow the property to also serve as a new Police Station, including all architectural, engineering, design, construction and professional fees, and any other costs incidental or related thereto”. *MOTION was made to approve the following Ballot Question for Article 2 of the Special Town Meeting held on October 19, 2013: “Shall the Town of Norwell be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to finance the design, construction, furnishing and equipping of renovations and/or an addition to the existing Fire Station located at 300 Washington Street to allow the property to also serve as a new Police Station, including all architectural, engineering, design, construction and professional fees, and any other costs incidental or related thereto. Seconded and unanimously voted.*

MBTA Advisory Board Designee Appointment – Jim Boudreau explained to the Board that his term has expired. The meetings occur during the day and are held locally. Jim attends depending on the agenda. *MOTION was made for the Board of Selectmen to appoint James Boudreau as the designee to the MBTA Advisory Board. Seconded and unanimously voted.*

7:45 Public Hearing, Gravel Removal, 18 South Street – see public hearing minutes

OLD BUSINESS

Town Employees Salary Publication – Ellen Allen explained that Selectman DeCoste had requested that this be posted on Town’s web site. Gregg explained that this is public

knowledge, but feels that if someone wants this information they should request a copy. David DeCoste requested that this be published in the annual report as it had in the past. Tammie Garner was unsure if there was a need to proactively publish this information. The information is available when it is requested and some School Committee members have concerns on publishing this information. Jason Brown expressed his surprise at the number of substitute teachers. Jason wanted to know if a single person may have been listed multiple times and if there were actually 112 substitute teachers. Ellen Allen does not support publishing salaries at this time because of the lack of man power. David DeCoste asked Jim if this is available for no cost and Jim Boudreau explained that there is a charge for a public record request. David asked if this could be sent as an excel file and Jim said absolutely not because it could be changed and published as an official document. Jim said the cost of providing this material electronically would amount to approximately a dollar. David DeCoste explained that since he was the only one on the Board in favor of this at the time, there was no point making a motion. Tammie Garner inquired how many requests have there been for this information and Jim explained that only once per year from the media.

STM Articles: Vote on Police Station – David DeCoste recommend that people support the police station construction Article 2 and that they also support the CPA surcharge reduction and zoning changes to mitigate tax increases associated with the cost of the new station. *MOTION: Jason Brown moved that the Board of Selectmen vote to support the police station in Article 2. Seconded and unanimously voted.*

Discussion Points re: STM – Ellen Allen explained that BOS members have scheduled time to attend and talk to the school parent population. She pointed out it was easy to present information at their meetings about the STM Articles. Jason Brown will check with the Library Trustees and Tammie Garner will do the same with the Council on Aging. Ellen Allen inquired when the tax calculation will be on the Town Web site. Jim Boudreau is working with Darleen Sullivan to do this. Ellen Allen would like one more reading of the Summary of Special Town Meeting Articles to be finalized during the next BOS meeting. This will then be published on the Town Web and a condensed version given to the news media. Jason Brown is concerned that many citizens remain unaware of the Special Fall Town Meeting. The Board discussed placing the electronic billboards around Town, periodically rotating their location. A WATD reporter explained to the Board, that if Selectmen contact the news department, this information can be played on the radio as well as posted on WATD web site at no cost.

Committee Liaison Reports – David DeCoste reported that he was at the Conservation Commission's meeting. Their executive session dealt with contracts and they later adjourned to discuss routine matters. The PBMC, Energy Committee and Conservation Commission are re-examining their mission statements. Tammie Garner gave an update on the Personnel Board which is actively working on reviewing 106 applicants for the Facilities Director. Ellen Allen explained that she gave the updated liaison list to Denise Nestor and will have her place the mission statements in the BOS in-box as they come in. Gregg McBride reported that the Community Housing Trust met with the Norwell Housing Authority and transferred 40B responsibilities to the Authority. The Community Housing Trust will have a poster board in the Hall at Special Town Meeting to inform residents on projects. Ellen Allen wanted to see if the Town Clerk has been informed and Gregg McBride stated that it is not necessary because the set-up will be before the location where residents check in.

NEW BUSINESS

Potential Public Discourse/Code of Conduct Policy – Ellen Allen explained that Jim Boudreau has provided a draft of Code of Civil Conduct to the BOS for discussion. The Board agrees that it should be brief. Ellen Allen stated the BOS retains the ability to remove members from a Committee or Board that the BOS Appoints. Tammie Garner explained that we should

be educating members appointed to Boards and Committees regarding missions and pertinent laws, so they can perform in an informed manner. This will be revisited after redrafted.

There was a discussions on how to catch up on the minutes. Each BOS member has one or more minute copies to revise. David DeCoste asked if Jim was able to keep recent BOS minutes current going forward. Jim stated changes in open meeting regulations require more detailed minutes and there is a lack of man power.

ADJOURN

MOTION: Jason Brown moved the Board of Selectmen enter into Executive Session for the purpose of discussing the Town Administrator Contract and not return to open session. Seconded and unanimously voted.

Chairman Ellen Allen explained that to discuss this in an open meeting may have a detrimental effect on the Town's position and that Mr. Boudreau will not be present. Ellen Allen polled the Board. Jason Brown voted yes, Gregg McBride voted yes, David DeCoste voted yes, Tammie Garner voted yes and Ellen Allen voted yes.



Board of Selectmen