

**Norwell Board of Selectmen
Meeting Minutes
May 22, 2013**

Ellen Allen opened the meeting and introduced Jason Brown, David DeCoste, Tammie Garner, Gregg McBride and Town Administrator Jim Boudreau. Agenda Amended to remove 7:50 appointment because Timothy O'Brien has withdrawn. *MOTION: Jason Brown moved the Board approve the agenda as amended. Seconded and unanimously voted.*

CITIZEN COMMENTS – None

APPROVAL OF MINUTES – January 16, 2013 open meeting and executive session
MOTION: Gregg McBride moved to approve the January 16, 2013 open meeting and executive session minutes. Seconded and approved by Allen, McBride and DeCoste.

Financial Management Software update presented by Donna Mangan, Finance Director – Donna Mangan introduced Assistant Town Account Nancy Dooley and explained that the Consultants for the project were not available this evening and went on to brief the Selectmen. In FY13 a Town Meeting article was approved for \$250,000 for a new cloud based fully integrated financial management software package following a study conducted by the Collins Center. The process began in October and for the past 6 months 14 employees, both Town and School, and our consultant have been working on interviewing 4 software vendors who responded to the Town's RFP. Process included reference checks, site visits, day long demonstrations, support program, reputation of vendor, RFP evaluations and cost for annual support. Final Vendor Selection Decision: 1. Lowest total 5-year cost, 2. Second highest evaluation score, 3. Fastest growing vendor in MA, 4. Proposed and willing to commit to a 12 month implementation schedule which is significantly less than the schedule proposed by other finalists (Tyler/MUNIS approx. 18 to 22 months) and 5. Town feels this system will be easiest to learn and use. (Vendor Evaluation Final Report is attached). Donna thanked the Technology Committee for all their help with the Cloud aspect of this project. The recommended vendor is SoftRight. Questions had been asked on the technology aspect and Donna explained that the Town does not have an IT Department and will be solely relying on the Vendor. Jim pointed out that if power is lost at Town Hall, internet connections are lost. However, the advantage is it will now be out on the Cloud. Example: the Accounting Dept. would be able to access at another location (school, police department, etc.). Tammie Garner inquired who handles the negotiations for the Contract and it will be Jim Boudreau. Town Accountant is looking for the Selectmen to adopt SoftRight. *MOTION: Jason Brown moved that the Board approve the Town Administrator to enter into a Contract with SoftRight for ERP Financial Management System Software. Seconded and unanimously voted.*

Deputy Chief Interviews. Ellen Allen explained how the interviewing process will be conducted. The Board of Selectmen asked the following questions in separate interviews with deputy police chief candidates Sean Sutton, Carol Brzuszek and William Lynch.

1. Please take a few minutes and tell us about yourself.
2. This is only the second Deputy Chief's position in the history of the Norwell Police Department. What is the role and responsibility of the Deputy Chief of Police?
3. What have you done to prepare yourself for the upper management position of Deputy Chief?
4. This position requires the ability to evaluate, development, train and improvement the abilities of your staff. Please describe your experience or knowledge in these areas.

5. What do you feel is the most important attribute the Deputy Chief must possess to be successful and why?
6. Do you have any experience with internal affairs, grant writing or budgeting or what other skills would you bring to this position? Please explain.
7. It has been said that 20% of officers account for 80% of the moral issues in Police Departments. How would you approach or deal with the 20% that are causing the moral issues?
8. If you were selected for the position of Deputy Chief what would some of the first steps you would do as you settle in to your position?
9. If you were in this position and you received complaints that a supervisor was disparaging the Department and an officer in front of fellow officers how would you handle that?
10. In closing, please tell us why you would make the best candidate for the position of Deputy Chief.

Chief Ross was asked to join the Selectmen and share his recommendation. Chief Ross listed the questions he used as a benchmark to make his selection for the next Deputy Chief and the Chief recommended Carol Brzuszek. *MOTION: Jason Brown moved that the Board promote Carol Brzuszek to the position of Deputy Chief. Seconded and unanimously voted.*

OLD BUSINESS – None

NEW BUSINESS

Bartending Service of New England One Day License Request – June 15, 2013 – MOTION: *Jason Brown moved that the Board approve a request from Bartending Service of New England, LLC for a one day license to sell All Alcohol for Norwell Youth Football/Cheerleading Fundraiser to be held at the Cushing Center on June 15, 2013 between the hours of 7:00 PM to 11:00 PM. Seconded and unanimously voted.*

Board of Selectmen Road Race – July 4th Road Race – Jim Boudreau briefed the Board on the history of the Selectmen's Road Race. Race is held on the 4th, run by volunteers, has approx. 50-60 runners, and has lost money the past few. Gregg said the race has to be advertised to draw runners and it is too late at this point to have the race this year. Race landed in the hands of the Selectmen when the Men's Club disbanded. Tammie stated this needs to be owned by an organization and feels that it does not belong in the hands of the Selectmen. Jason hates to see a Town tradition disappear. David DeCoste suggested that the Selectmen contact the Men's Club to see if they are interested in taking the road race back. Gregg will contact Steve Peden of the Men's Club to see if there is an interest.

Goals, Liaisons and Subcommittees – The Board discussed a draft copy of who will be assigned to Committees, Commissions and/or Boards. Some of the groups that will be active and time consuming: Police Station, Athletic Fields, Advisory Board, CPC, Schools, County Commission, Economic Development Committee, Cable TV, Advisory Board Nominating Committee, Personnel Board, Library with Town Meeting instructions for a Study to be done, Technology, to name a few.

ANNOUNCEMENTS:

1. Memo from Chief Ross stating that the Alcohol Beverage Control Commission, in cooperation with the Norwell Police Department, recently conducted a compliance check of all establishments in Town and is pleased to announce that there were no violations.

2. Norwell's Memorial Day Parade held on Monday, May 27, 2013. Event will begin at 10:00 with groups forming at the corner of Main & Lincoln and at 10:30 groups will proceed to Veterans Memorial Common where VSO Caldwell will begin services.
3. Ellen Allen announced that there will be committee openings on the Advisory Board, Conservation Commission, Open Space Committee, Cemetery Committee, Cable TV to mention a few. If more information is needed on any committee contact the Selectmen's Office.

EXECUTIVE SESSION – Pending Litigation

MOTION: Jason Brown moved the Board enter into Executive Session for the purpose of discussing pending litigation and not return to open session. Seconded and unanimously voted. Chairman Gregg McBride 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, Garner voted yes, Allen voted yes, Brown voted yes and McBride voted yes.

Ellen H. Allen

Board of Selectmen

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