

January 28, 2014

Present was Robert J. Garrity, Scott Bugbee, James C. Lehan, Jack Hathaway, Town Administrator and Marian Harrington, Executive Assistant.

The meeting was held in Room 124, Town Hall. Rob Garrity opened the meeting at 7:00 p.m., and announced that the meeting will be audio and video taped. Rob read the agenda contents.

POLICY DISCUSSION

Scott Bragdon reviewed policies with the Board.

He said only a minor change was made to the Hackney policy. He added that when they renew, each vehicle needs to be inspected by the Police Dept. Scott said that when renewing the taxi's in November, we realized when they renew should be when the taxi's are annually inspected.

Scott told the Board that the Sexual Harassment policy was a little outdated, and he made changes drafting off of the State's policy. He will be doing training with the departments.

Scott told the Board he drafted a TIPS Policy, which is a new policy. Scott said the State mandated training that all staff must take. It states that staff must be trained every 3 years, and they will need to post a list next to their liquor license that lists everyone in your establishment who was trained and when it is due.

The Board questioned this being a new policy. Marian mentioned that there is a condition on all liquor licenses that staff must be TIPS trained, and this condition has been in place for at least 5 or 6 years. It just hasn't always been monitored.

Scott Bugbee questioned the TIPS. Scott said that it is training for employees dealing with alcohol. It doesn't necessarily have to be TIPS. There are several trainings out there. This is just one.

Rob would like a different policy procedure. He would like to get input, have a hearing and then vote.

Scott said that they are required to do this anyway. We are just formalizing the process.

Marian told the Board that the State requires police inspections of all liquor license establishments prior to renewals in November, and it will help the officers to just look at the list, than to have to question the Manager.

Scott Bugbee moved to approve the TIPS policy. Jim Lehan seconded, and it was **so voted**.

Scott Bugbee moved to approve the amendment to the Sexual Harassment policy. Jim Lehan seconded, and it was **so voted**.

Scott Bugbee moved to approve a change to the Hackney policy to have the vehicles reinspected from midyear to December during the license renewal period. Jim Lehan seconded, and it was **so voted**.

Scott Bragdon said he had another good year in insurance. \$20,000 in rebates, and the school got a grant for safety training for kids. He is trying to get first aid training for the DPW.

Scott mentioned the Town Planner. We got money the first of the year for this position, and received 23 applicants. We have narrowed it down to six and will be conducting interviews.

CHIEF BUSHNELL – FIRE BUDGET

Chief Bushnell was present to discuss his budget for the coming year with the Board.

He said he would like to revisit the infamous 13th position. The Chief gave the Board information, and said they reviewed this with Jack, and Scott Bragdon sat in. They discussed the additional position at length.

Chief Bushnell reviewed a power point with the Board.

The Chief discussed calls and call backs and how the department has been running. He said they have trained someone and have her almost fully available to be put on. The start up cost is \$15-16,000. It takes years to train call staff coming in and there is a financial drain.

The Chief said they are hoping the new addition will be a young uncommitted individual.

He said they only lost 4 calls last year up until Christmas and it was because both ambulances were tied up. He said the call backs has helped. There was discussion about timing, fire response, waiting for mutual aid, and keeping staff in station.

Jim asked him to mention the 13th person. He said handle the call given and don't worry about a subsequent call. You can't deal with the unknown. Jim told him that a critical component to this should be mentioned to the Advisory Committee as it is not depicted on a slide.

The Chief mentioned the pre-employment hiring and associated cost for call or career staff. They discussed uniforms, clothing and equipment. PAT, Physical and Fitted Boots are the most important. The people that we are investing in, we have to make sure they stay with us for long term.

The Chief said Jack's comment was, this is the 13th, when is the 14th? The Chief said as the community grows, that impacts the department such as the Southwood property, and other growth in town. The 13th person isn't magic elixir to the problem.

Jim said this has been going on since 2004, looking at call back strategy. We have come back to the 13th. We have looked at this every possible way, and there is no silver bullet.

BOB MCGHEE – DPW BUDGET

Bob reviewed his budget with the Board. They discussed the salary account. Bob said he is not hiding anything, but monies given at the Fall Town Meeting that were added makes it look disguised, but it's not. When he goes before the Advisory Committee, he will do a better explanation. Jack said they will do it for all departments at town meeting.

Bob said just this year, his department has an addition of Gumps Farm property, the new school, and maintenance of the new Route 115 that is completed. He has increased grounds/maintenance.

Rob would like an NSTAR CDI Audit. Increases may be due to the new addition to his building. The Audit will be requested. They discussed town center lighting, and street lights.

Bob reviewed each division with the Board. The Water Division was the most critical, with the need for water. That will be discussed further.

Bob reviewed the Capital list briefly with the Board.

TOWN ADMINISTRATOR REPORT

Action Items

Jim Lehan moved to open the Warrant for the Annual Town Meeting, and to approve the schedule. Scott Bugbee seconded, and it was **so voted**.

Scott Bugbee moved to allow the Dunkin Donuts Lions Road Race to be held on Sunday, April 27, 2014 at 9:30 a.m. Jim Lehan seconded, and it was **so voted**.

Scott Bugbee moved to allow the Norfolk Cultural Council permission to serve wine at their Juried Art Show reception at the Norfolk Public Library on Saturday, April 5, 2014 from 5 p.m. to 7 p.m. Jim Lehan seconded, and it was **so voted**.

Jack mentioned RECC. Wrentham is having a problem with the space and computers going in, etc. Wrentham has space on Industrial Drive. It looks like a great building and they are having discussions with 911 folks to see if they can stay on board if we change locations. Jack explained it is a steel building with a cement floor. Jim asked why they didn't know 2.5 years ago that this wasn't going to work, when we were planning all this. Jack said coming to terms with actual size, and we have an engineer on board. It is not political.

Discussion Items

Rob spoke and gave an update from the Jane & Paul's Committee. They are working on securing an easement. The Committee would like to come in before the Board and explain all of this. Rob explained tenant farming and the work they've done considering that option.

Jim Lehan questioned the charge of the board being to consider all options – explore all alternatives. Soccer fields, affordable housing, etc. Why are we looking at tenant farming. Rob said there are splits on the group and what they want seen done. One person insisted on tenant farming, so they looked into it. They are also looking at other things. Jane and Paul are ambivalent because they are not ready to engage yet. They are holding back.

Rob reported on the MMA Meeting in Boston this weekend that the Board attended. Rob said he looked at a booth that had meters and options for MBTA parking. He discussed a Plate Reader. He thought this would be a good tool for the Police, and will look into it further.

The Board discussed an Energy Manager for all three towns and possibly deal with KP as well. Rob talked to Wrentham and Plainville Selectmen, and we have to apply by 2/14.

ACCEPTANCE OF MINUTES

Jim Lehan moved to accept the minutes of January 9, 2014. Scott Bugbee seconded, and it was **so voted**.

Rob announced that he will not be seeking another term on the Board, and thanked everyone he has worked for. He felt six years is enough and it's good to have a new voice on the Board.

At 9:32 p.m, Rob Garrity moved to go into executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental

effect on the bargaining or litigating position of the public body, and the chair so declares. The Board will not be returning to open session except to adjourn the meeting. Jim Lehan seconded, and it was a roll call vote: Scott Bugbee, **aye**; Rob Garrity, **aye**; and Jim Lehan, **aye**.

At 9:43 p.m., being no further business, Jim Lehan moved to adjourn the meeting. Scott Bugbee seconded and it was **so voted**.

This is a true and accurate report of the Selectmen's Meeting of January 28, 2014.

James C. Lehan, Clerk