

February 25, 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. Jim Lehan opened the meeting at 6:00 p.m., and announced that the meeting will be audio and video taped. Jack Hathaway read the agenda contents. Rob Garrity arrived at 6:20 p.m.

Scott Bragdon was present. He explained the process for choosing a Town Planner. He said there was a Screening Committee that reviewed the resumes that were received. The Screening Committee received 23 applicants. They narrowed it down, and interviewed four. There were three finalists who would have been interviewed by the Board tonight, except one individual withdrew so we are interviewing two this evening.

### **ACTION ITEMS**

Jim Lehan moved to appoint Andrea Langhauser as an Associate Planning Board member. Scott Bugbee seconded, and it was **so voted**.

### **TOWN PLANNER INTERVIEWS**

#### **Jason Bachand, Northampton, MA –**

Jason gave the Board his background. He was with his firm for eight years, but laid off eight months ago because of no work. Jason gave the Board a summary of where he has worked, and what he did.

He told the Board that at his last job, he started forming a Planning Services Division they wanted to establish, but they realized with the economy they wouldn't be growing at that time and adding personnel, so they changed their plans and never opened that division.

Jim thanked him for being here. Jim asked about his experience in zoning. We will be updating zoning bylaws and our zoning requirements. Jason said he thought he addressed it, but would clarify it. He has drafted amendments or updated already present bylaws and has written new zoning bylaws. He said that he realizes that zoning regulations have to be voted at town meeting, with final approval by the attorney general. He can identify what works, and what doesn't. He can clarify things that contradict each other, or don't make sense.

He feels that the Planner works for the public, but reports to the Town Administrator and Planning Board.

He is familiar with 40R, but hasn't established a 40R district.

Jim wanted him to describe his management style. Jason said he is open, honest, being firm. Willing to negotiate. Certified Planner Code of Ethics, and Regulations. Very approachable, easy to talk to. Will understand something before giving an answer. Communicates. Explains why he feels a certain way toward something.

Jack asked why we should hire you. Jason said integrity, and determination. He constructs his ideas as far as modifying procedures and pick up what's here and build upon it. Broad background with private and public sector and will give us his 110%. He excels in honesty, transparency and hard work.

**Raymond Goff, Chepachet, Rhode Island -**

Ray also gave the Board his background. Ray interned in Coventry, Rhode Island, and was a Town Planner in West Greenwich. He is currently a Planner in Gloucester, Rhode Island.

Jim asked why Norfolk. Ray said he is looking for challenges and thinks Norfolk will have them and a lot of opportunity. Norfolk has growth and looking at what we are trying to accomplish, he thinks he can help us, and learn a lot.

Ray was asked how familiar he is with Massachusetts Law? He said he doesn't know a lot of legislation but he would learn. Same as RI law. He has not worked on a 40B. RI copied Massachusetts' 40B, so it is the same.

Ray said he likes people, and is comfortable talking with people. They have a Town Council. Their Town Clerk is also Town Manager. They report back to Town Council.

Ray was asked what he would do with his first 90 days in Norfolk. He said get to know the employees. He would find out what don't we like about Norfolk. What do we want changed? You can't get to know the town in 90 days. You need a year. You will know the players, and who people are. Who is important and who isn't. Try to figure out what Norfolk wants to do. If he talked to each Selectman, they would each say something different. He doesn't know what the vision is. He feels we want to do some economic development and get revenue into the town.

Ray said he learns by reading, and seminars, and conferences and training sessions. He said that he learns as he gets into a project. He loves to read.

Jack asked if he has ever done a roundtable by getting all major boards together to discuss a potential major project. He has done similar sessions in West Greenwich.

Jim told Ray this is a new position. We are looking for someone to help us refine this position to effectively meet the needs of the community. We are not planners.

Jack asked him what is your knock out punch. Why would we hire you? Ray told them he can do it all. I'm your man.

Ray was asked his management style. He said work with folks and try to understand them. Try to build on people who have trouble trying to work something.

Ray said he has no contract. He can start as early as he'd like. However, that being said, he has a lot of irons in the fire - - couldn't just walk out. He would like to give a minimum of a month. and would probably like to give them more.

Deliberations:

Scott Bugbee said that Ray was a 10+. They said now that's a Planner. Scott said the Committee had two people at three stars, and he was way above them.

Jim felt both could do the job, but feels one individual stands above the other. Experience and style is important, and one can demonstrate that. You need to adjust to the community and the needs; the Town isn't adjusting to him. Ray would be more effective.

Rob said he had ease and made you feel comfortable. Jim said he has an air of confidence. They felt he had a very pleasant form of self confidence. He has been there 14 years – he's a stayer. They liked that he needed time to clean up what he has going on in RI.

Jim felt Jason would fit better with an established position with clear boundaries and all set. The Board agreed.

Rob Garrity moved to offer Ray Goff the position of Town Planner, subject to mutually satisfactory contract negotiations, and subject to Jack's obtaining successful references. Scott Bugbee seconded, and it was **so voted**.

### **ACTION ITEMS (Continued)**

Jim Lehan moved to give a temporary salary adjustment to Carol Greene who is Acting Town Clerk, per the recommendation of the Human Resource Director which is the same grade, up four steps until the annual election in May. Scott Bugbee seconded, and it was **so voted**.

### **TOWN ADMINISTRATOR REPORT**

Jack has the first draft of the budget for the Board.

He reviewed revenue, budgets drivers, summary budget, employee benefits, excluded debt and historical King Philip assessments. Jack gave out handouts.

KP drivers are special ed, and the number of kids coming up from 6<sup>th</sup> grade. They go through a process every year and take kids on IEP's that come with an associated cost with those plans and have to go through a process with the parents of those plans and is a transitional period. They budget at a worst case scenario in case they can't transition the students. Scott said also if a student moves into the system unexpectedly, they have to take them, so they have to plan for that, too.

Jack said we need to figure the KP component, and he will talk to the Elementary schools.

Jack said he has had discussions about vinyl vs. paint for the Town Hall. We painted the building 7 years ago, and it already needs paint. They want the Board's opinion. It will look similar to what the car wash has. The vinyl looks like wood. Jack will work with Bob Bullock on it.

Equipment Replacement Schedule - vehicles and equipment. Jack gave the Board a copy of the schedule. The Board discussed some of it with Jack. Jack said Bob McGhee has touched on some of the 1980 vehicles that are old and need replacement. Some of them are expensive. They have exceeded their life expectancy.

Jack would like the zoning articles to go to the fall because that's what the meeting is for, and it will also give the Planner time to review them.

The Board told Jack to start KP at 8% just for a figure to use.

Jack told the Board to consider a public safety building. We need to do a roof, major leaks, and heating problems.

At 8:49 p.m., Scott Bugbee moved to adjourn the meeting. Jim Lehan seconded, and it was **so voted**.

This is a true and accurate report of the Selectmen's Meeting of February 25, 2014.

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James C. Lehan, Clerk