

September 16, 2014

Present was: Scott Bugbee, James Lehan, Jeff Palumbo, Jack Hathaway, Town Administrator and Susan Jacobson. Marian Harrington was not in attendance.

Also present was: Bob McGhee, DPW Director, Tom Benedetti, Grounds Superintendent, Paul Vito, Vehicle Maintenance and Solid Waste Superintendent, Phil McNulty, Water Superintendent and Scott Bragdon, Human Resource Director.

Scott Bugbee called the meeting to order at 7:02 PM. Jack Hathaway read the agenda. Scott informed the audience that the meeting was being both audio and video taped.

SCOTT BRAGDON, CLERICAL CONTRACT

Scott Bragdon is here to discuss the clerical contract. Bob McGhee and his Superintendents are present tonight to provide a brief update on each department.

Scott Bragdon said the clerical contract has been voted and agreed upon. This contract is a four - year agreement. He is here tonight for approval and signatures. Some minor changes have been made to the absenteeism policy. Vacation has been changed to reflect the Personnel Bylaws. This will give some people a bit more vacation time. Scott said the numbers are the same and vacation is earned on a monthly basis. Some additional training funds were given but it is limited based on what the budget will allow. Jim asked if they BOS had control of the courses selected. He said it is at Jack's discretion and it must be work related. Jim asked what the agreed cost of living increase was. Scott said the increase is 1 ½%.

Jim Lehan moved to approve the Clerical Union Contract. Jeff Palumbo seconded, and it **was so voted**.

Jack said that there was \$10,000 worth of damage done at the tennis courts. It must be painted the correct way. This is not covered by insurance. MIAA does not cover any fields or horizontal space. We are going to look to adding fields and tennis courts or getting specific coverage to include them.

Jack said that this investigation is ongoing. He does not want to divulge too much information. Ann Proto will be going before the Advisory Board to request a transfer.

DPW DEPARTMENT UPDATES

Bob McGhee brought his Superintendents with him for a department update. Each department head will give a brief update to the Board of Selectmen.

Water

Phil McNulty, Water Superintendent said he has been with us for two years. This is the first time he has appeared before the Selectmen. Phil said that the Town uses about 300,000 gallons per day, and in the summer we use twice that. We have two sites with four wells. Jim asked if the summer spike was due to irrigation systems. The wells need to be rested. We are permitted for .53 gallons a day per year. Last year we were .4. We are exercising good behavior.

Scott wondered how the new developments and additional residents would impact the water issue. Jim said that is irrelevant if we don't have wells to supply it. Our wells are getting older and we need to look to other sources. Three weeks of hydrant flushing is coming up starting next week. They inspect new subdivisions main plumbing, and they hook up new homes and make sure all is ok. They also handle the water meeting readings for sold homes. They are responsible for all pump station maintenance.

Phil said that the following are some source options: Primarily they are trying to negotiate existing wells. There are several sources they are looking at. They are also working to identify new sites.

Highway/Grounds/Maintenance Division

Tom Benedetti said that the deep cold winter did a lot of damage to the drainage system. His crews are still working to repair catch basins and drainage systems. Being fully staffed within his division has allowed them to get out there and do a lot more than they could before. The mason crew has been hard at work. They built an 80-foot wall in one day. He said Lake Street is the next road project.

Tom discussed the projects that he has been working on around town. They will continue to work around re-paving the roundabouts and working around the traffic patterns.

Vehicle Maintenance /Solid Waste

Paul Vito said that the vehicle maintenance department hired a new employee, and he is working out very well. The new mowing and dump truck equipment made it a lot easier.

The exhaust system for the truck garage has been installed they have used it several times in the warm weather. It should help the air quality. A second new truck would be a great help. It would allow them to get rid of the older truck that they have. Solid Waste had a great year.

Jack thanked them for coming to the meeting tonight and said he appreciates the DPW and their hard work. Jack said he has received many compliments. Jim said all of the guys are courteous and polite.

EVENT SIGNAGE LIST

Jack told the Board that the Event Signage List needed revisions. He removed the corner of Needham and North (Stony Brook) intersection, and added the Freeman/Kennedy Access Road; Norfolk Community Park; and Norfolk Town Hall as new locations to place signs. Jack reviewed each spot and asked that the Selectmen approve this.

Jim Lehan moved to adopt the Event Signage as written. Jeff Palumbo seconded, and it **was so voted**.

WARRANT

Jack added three articles that would allow the Town to take ownership of the wastewater treatment facility. These articles would add an enterprise fund and create a budget for the enterprise fund.

Jack said that the Warrant needed to be closed this evening.

He had a letter from an attorney looking to add an article to the Warrant. This would allow a zoning change to allow contractors headquarters or landscapes in the B1 District. The business that the attorney is references is not in compliance currently. The owner of the property submitted an article to the Zoning Bylaw Committee but it did not reach the Selectmen last spring. The property owner was not notified that the committees did not sponsor the article. They asked what the next steps were. He was informed that he needed to do a petition article. They did not move forward with the petition but hired an attorney.

Jack told the attorney that he would bring the request before the Selectmen.

The landscaper did come into the office to get the petition form. The property owner is not a resident and neither is the landscaper. She needed to create a petition to move forward with this.

Jim said that he has a problem accepting a warrant article that has not gone through the proper channels. He does not remember a warrant article going on by an individual showing up and saying they want to put it on. Jim said there is a right and wrong way to do this and they have known for three months and did not do the necessary steps. They went through the process in the spring and got turned down. Scott and Jeff agreed with Jim. Jim said that it is unfortunate

that it was not communicated to them but it does not change the fact that this is not the right way to bring forth an article. No action was taken.

Jim wanted to publicly thank everyone that met all summer long on the Zoning Working Committee on Monday evenings. The committee worked very hard and he wanted to extend his thanks.

Jack did a quick run through the warrant. There are a couple of money articles and 8 zoning articles. The Town Clerk has brought forward an article that allows people over the age of 70 to no longer have to pay for their dog licenses.

There are two articles about seeking petition of the Mass General Court to extend the retirement ages of Chief Stone and Chief Bushnell.

The last three are about the Wastewater Treatment Plant. The Town is looking to taking over ownership of the plant.

Jim Lehan moved to close the Warrant. Jeff Palumbo seconded, and it **was so voted**.

At 9:25 p.m., Scott Bugbee moved to go into executive session for two matters: one, to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting will have a detrimental effect on the negotiating position of the public body – 14 Shire Drive; and two, 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 – Police Union Member. Scott said that they would not be returning to open session except to adjourn the meeting. Jim Lehan seconded and it was a roll call vote: Jim Lehan, **aye**; Scott Bugbee, **aye**; and Jeff Palumbo, **aye**.

At 9:40 p.m., Jim Lehan moved to adjourn the meeting. Jeff Palumbo seconded, and it **was so voted**.

This is a true and accurate report of the Selectmen's Meeting of September 16, 2014.

Jeffrey Palumbo, Clerk