

December 2, 2014

Present was Scott Bugbee, James Lehan, Jeffrey Palumbo, Jack Hathaway, Town Administrator and Marian Harrington, Executive Assistant.

The meeting was held in Room 124, Town Hall. Scott Bugbee called the meeting to order at 7:00 p.m. and announced that the meeting will be audio and video taped. Jack Hathaway read the agenda contents.

Jack read a Press Release from the Animal Control Officer regarding the animal abuse on Grove Street by teenagers.

MICHAEL YANG, IT UPDATE

Michael Yang, our Information Technology Director gave the Board an update on what the IT department has been doing. He mentioned the video surveillance system that has been down for a number of years before he arrived. He has the cameras up and running. It will record by motion. It is an agnostic system which means we can update it with another system if we don't like it.

He said we can program the doors with a key fob, which records all persons going in and out of the building, and time, etc.

Michael said he has added two new servers in the basement of the town hall. It gives us more storage, and is an up to date operating system. Older servers are 10+ years old.

He has new computers. Many were over 7 years old and dying rapidly. He has faster computers with more up to date operating systems. Michael said he has been doing catch up, and this allows him to keep up with the 21st century. With fiber optic, it makes a big difference. They discussed fiber optic and internet. Michael has a new Cisco Firewall/Internet Filtering device. It provides enterprise level security for the network, and provides secure remote VPN access from outside the network.

Michael reviewed future projects with the Board.

SCOTT BRAGDON, POLICY UPDATES

Scott Bragdon, Human Resource Director was present.

Scott reviewed the Domestic Violence Leave Policy. This is to make it compliant with the law. It was done under state guidelines, and with the advice of Town Counsel. This is not only the employee, but family members. It allows the

employee to take time off to take care of the problem/person. There are guidelines that need to be adhered to.

Jim Lehan moved to approve the Domestic Violence Leave Policy. Jeff Palumbo seconded, and it was **so voted**.

Automobile Use Policy

Scott said that most towns have this policy to some extent. We are long overdue. It doesn't affect employees under contract. It does say that members need to have some type of lettering on the vehicle. The only two exempt are Jack, because it's his own vehicle, and Chief Stone because his vehicle has a regular plate and the vehicle can be used for undercover work. Scott said lettering the vehicles with the Town's logo limits it being used for personal use. It also prohibits family members from being taken around in the car. The exception to this is for Chief Bushnell, Chief Stone and Jack. The lettering must be painted on the vehicle – not magnetic. Scott is concerned about being compliant with IRS regulations regarding personal use of cars. This needs to be addressed. Right now the policy doesn't address this, but it is the law.

The Board agreed to take this under advisement and vote on December 16th.

Retiree and Terminated Employee Health Insurance Policy

Scott said that this was done for people under the age of 65, because retirees over the age of 65 have more choices.

Jeff asked if by the next meeting, can you have information for the Board to put this in perspective. Scott said that he doesn't think it will be huge, but if they have never been on the insurance before, we would have no way of knowing. He said there are at least two people who are interested. It would be \$5,200 per person, so an approximate \$10,000 cost to the Town. Scott said he would think it would be around 6 people max coming on.

Jim feels that the right thing to do is to allow this. The retiree opted to remain on the insurance, and the spouse is asking to go on. It is not like it was someone who did not take the insurance, and now wants to. Jim said that we could have done a better job notifying the retirees of our policy change.

Jeff feels we do need to look at this fully and go through the process to try to make this cost neutral, and see what the cost is.

Jack said that the reason we initiated this 2 years ago was to find a cost savings, and we did it. We are just tweaking this here.

Jim said he is not concerned with the past, but that he is very concerned about the future. He said the health insurance is a concern. The rates are going to rise next year.

The Board took this under advisement, and will review this matter at the next meeting.

NORFOLK AUTO REPAIR, 38 MAIN STREET – CLASS 3 LICENSE HEARING

Kevin Roche of Norfolk Auto Repair was present.

Scott opened the hearing and noted the memo from Bob Bullock, which stated no violations.

Jim moved to approve the Class III license for Norfolk Auto Repair. Jeff Palumbo seconded, and it was **so voted**.

TOWN ADMINISTRATOR REPORT Water Update

Phil McNulty, Water Superintendent and Bob McGhee, DPW Director present.

Phil told the Board that he has been looking at the Master Plan to see what was recommended regarding wells. Phil said he would feel more comfortable with a redundant source. They said what prompted Lawrence Street and Holbrook Street has been development. He said that there are many options out there, not just these two sites. He said he would rank sites on permitting, cost, etc. He said the size of the track of land will be the same land developers are looking at. This is where they are going with this, and try to take a logical approach. Phil said they are looking at every single available property, and some fall off for different reasons.

Bob said they are getting back to the starting line. Find out where they can get enough space and look from there. They can color them in, and look at aquifers. Phil said there is a whole myriad of things to look at, and ways to do it. Phil said any land that is not owned by the Town comes with a cost.

Phil said with Lawrence Street, cost and abutter disagreement and permitting is not making this feasible. He said he doesn't think it's prudent for the Town to spend money now for drilling.

Jack said that in a perfect world, we would recommend leaving this for two generations from now that when they need water. Jack said preserve the radius. Water is going to become gold. We need to leave this to the Planning Board to decide. But don't throw away a 16-acre parcel. Jeff said he can say the

Planning Board understands. He doesn't know how each individual member will vote.

The next step would be to go through hurdles, permitting, conservation issues, land cost, proximity to our current system – distribution. Bob said if we find six sites and go after them, budget \$150,000 for each one; we could have around \$600,000 in retained earnings.

The least stressed areas are the sites near Pondville – the old Southwood site, with the exception of the contamination. There was a private well near the Transit Seeding. Jim said we are working with an individual on the Caritas site, and they need water. If this was a viable site, Jim wondered if this could be a partnership. It would be a win/win for both.

They discussed Spruce Road – 1700 feet. Wrentham State School is in desperate need of water. It's all about the right connections. Maybe we could be a partner with them. We tried working with Senator Ross, but it didn't work out. Jack was disappointed.

They discussed Franklin and possibly working something out with them. Maybe make deals with the wells.

Phil said two sites rank real high. He said he would like to put everything on the map.

Bob would like to work with the State School. Jack thinks there was a misunderstanding in the past. We should try to work through this.

The Board would like to stay on top of this, and asked Bob and Phil to relay information through Jack.

Waste Water Treatment Plant (WWTP)

Jack said he has an appointment in Worcester tomorrow to meet with DEP to discuss the WWTP that we have. Jack will get some information from them, and they will give us some suggestions and how to take this over. We hope to take this over January 1st.

Jack will talk with the business owner, condo owners and Borrelli's to discuss billing the residents for the WWTP. We hope to collect monthly from the property owners. We bill the Association for a certain percentage. If we reduce the fee, it may decrease their condo fee. Mr. Borrelli would not be involved with this at all. The Association will determine how they work out the cost with the residents. It should be a savings of \$20,000 per year to the Association.

Discussion Items

Jack said the Board voted at the Tax Rate Hearing for a single rate. We had said the tax rate would be \$17.87. In reviewing, we found that we had left off a tax credit of \$325,000 for the H. Olive Day School and it brought the rate down from \$17.87 to \$17.66. This is more palatable. We get that tax credit for one more year. We can expect the tax rate to go up about 21 cents next year as we won't have this tax credit anymore.

Jack said he and John Neas met with about 20 area realtors from one firm, and discussed various topics with them. They discussed the tax rate, and town land, and property values and other subjects. Jack would like us to re-think the CPA rate as there is so much more we could do. We need the business community to be active and form a Business Association. Ray Goff will try to organize that. We would like to see what their needs are.

Acceptance of Minutes

A motion was made by Jeff Palumbo to accept the minutes of October 7, 2014 – regular and executive session; October 21, 2014; November 4, 2014; November 18, 2014; and November 25, 2014. Jim Lehan seconded, and it was **so voted**.

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 December 2, 2014.

Jeffrey Palumbo, Clerk