

December 18, 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.

SCOTT BRAGDON, POLICY UPDATES

Scott Bragdon, Human Resource Director was present.

Scott said he was here to talk about two policies that the Board asked him to review and come back on. One is the health insurance policy for retired and terminated employees. Second was the automobile use policy.

Retiree and Terminated Employee Health Insurance Policy

Scott said that we would revise the plan to give a month's notice if a spouse wants to join the plan. Scott said the cost would be about \$9,000 a year, and it is hard for him to estimate. He doesn't think there is any other exposure.

Jeff said that he thought that a clause should be in there that a spouse had to be a spouse at the time of retirement. Scott didn't think that someone would run out and get married to get their spouse covered. Jim agreed, and felt that this is only for a small group of employees within a time frame with a 30-day window. Jim said we are trying to fix something, and doesn't want a caveat in there that would complicate the process.

Jim said we are talking about employees who retired prior to 2012. 2012 was when we changed the policy. We need to get the policy out before December 30th and they have until January 31st to enroll.

Jim Lehan moved to change the policy as discussed, and it will be out to retirees prior to December 30th, and employees have until January 31 to enroll. This was seconded by Jeff Palumbo, and **so voted**.

Automobile Use Policy

Scott said this policy states that town vehicles must have the town logo painted on the vehicle. Magnetic signs cannot be used. Also, vehicles cannot be taken home and family members cannot be in the vehicle. Use is for town business only.

Scott said this will affect the Assessors Department. It does not affect the Public Safety Department.

Jeff brought up bumper stickers and other decals that may be put on vehicles. Town stickers will be allowed, but all stickers need to be approved by the Town Administrator.

Jeff Palumbo moved to approve this policy with the changes discussed. This was seconded by Jim Lehan, and **so voted**.

RECREATION COMMISSION

Ken Lawrence, Chairman of the Recreation Commission spoke. Ken wanted to remind his members about the Anti-Bullying policy. He wanted to make sure each member had a copy of the policy and understood it. He said that he wanted them all to understand it contains consequences, and what they are. He said that there were instances that have happened that may be considered bullying. The Board thanked him for speaking.

At 7:30 p.m., Jim Lehan 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. This was with respect to open litigation to review with the Board. Jeff Palumbo seconded, and it was a roll call vote: Jim Lehan, **aye**; Scott Bugbee, **aye**; and Jeff Palumbo, **aye**.

Following that, Jim Lehan moved to go into executive session for the purpose of considering 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. 66 Priscilla Avenue. Jim Lehan seconded, and it was a roll call vote: Jim Lehan, **aye**; Scott Bugbee, **aye**; and Jeff Palumbo, **aye**.

TOWN ADMINISTRATOR REPORT

Action Items

Jim Lehan moved to approve fees for the Personal Kennel at \$100.00 and Commercial Kennel at \$250.00. Jeff Palumbo seconded, and it was **so voted**.

Jim Lehan moved to award contracts to bidders under the SERSG DPW Services for a twelve month period of 2/1/15 to 1/31/16, as attached. Jeff Palumbo seconded, and it was **so voted**.

Jim Lehan moved to approve the following licenses for 2015: LIQUOR: Eagle Brook Saloon, Horse N' Carriage Restaurant, Novatos Bar & Grill, Norfolk Wine and Spirits, Provo Discount Liquors, Linda's Variety Store, Norfolk Food Mart, and Fore Kicks. ENTERTAINMENT: Eagle Brook Saloon, Novatos Bar & Grill, Fore Kicks, and Norfolk Rink Management. COMMON VICTUALLER: Eagle Brook

Saloon, Horse N' Carriage Restaurant, Novatos Bar & Grill, Fore Kicks, Norfolk Town Pizza, Bourques Restaurant, Dunkin' Donuts, Center Ice, Inc., and Everest Roast Beef & Pizza. CLASS I: Cliff's Cycles, LVJ Trailer & Equipment, LLC and MPG Motorsports, Inc.; CLASS II: Auto Clinic, Norfolk Auto Brokers, Norfolk Auto, Inc. and Mitch's Repair Service; CLASS III: Norfolk Auto Repair. TAXI: On Time Taxi -3 licenses; Norfolk Town Taxi – 2 licenses; American Taxi of Norfolk – 1 license and Maurice Cab – 1 license. Jeff Palumbo seconded, and it was **so voted**.

Jeff Palumbo moved to allow Eagle Brook Saloon, Novatos Bar & Grill and the Horse N' Carriage to remain open on New Year's Eve until 2:00 a.m., with patrons off premises by 2:45 a.m. Jim Lehan seconded, and it was **so voted**.

Jeff Palumbo moved to extend the term of the Zoning Working Committee to June 30, 2015. Members are Ray Goff, Planner; Bob Bullock, Building Commissioner; Jim Lehan, ex-officio and non-voting member; Thomas Gilbert, Board of Health; Joyce Terrio, Conservation; John Weddleton, Planning Board; Chris Wider, ZBA; and two at-large members: Peter Diamond and Erin Hunt. Jim Lehan seconded, and it was **so voted**.

Acceptance of Minutes

Jeff Palumbo moved to accept the minutes of September 16, 2014 - regular and executive session and December 2, 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 18, 2014.

Jeffrey Palumbo, Clerk