

February 3, 2015

Present was Scott Bugbee, James Lehan, Jack Hathaway, Town Administrator and Marian Harrington, Executive Assistant. Jeff Palumbo attended the meeting at 7:30 p.m.

Scott Bugbee called the meeting to order at 6:30 p.m. The meeting was held in Room 124, Town Hall, One Liberty Lane. Scott Bugbee announced that the meeting will be audio and video taped. Jack Hathaway read the agenda contents.

### **JAMES GURSHA, VOLUNTEER INTERVIEW**

James Gursha appeared before the Board. He moved here from Medfield, lives on Seekonk Street. Jim is interested in volunteering, and told the Board he is interested in Conservation or Energy. Jim Lehan told him that we really need help on the Conservation Commission and said that he would be good because he is analytical, and they can use his help. Jim Gursha will attend their next meeting to see what their meetings are like. He would like to consider the Energy Committee as well, because he feels he may be able to do both as they don't meet as often.

Jim will get back to the Board once he knows if he is still interested in being appointed.

### **TOWN ADMINISTRATOR REPORT**

#### **Action Items**

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

Jim would like a potential article around zoning enforcement. It now is the Building Inspector, but we put in the Town Planner's job description to do zoning enforcement. We will discuss further when Jeff is here.

Discussed the possibility of a three-year term for the Moderator. Jim isn't in favor because of the fact that it's been one year forever. We've had three Moderators in a short time. Jack said he likes stability, and he dislikes the current process where we go into town meeting where we don't know who the Moderator is until a week before town meeting. Again, will wait for Jeff.

Jim Lehan moved to approve the Norfolk Dunkin' Donuts Lions Road Race for Sunday, April 26, 2015 at 9:30 a.m. Chief Stone has approved the race, and the route. Scott Bugbee seconded, and it was **so voted**.

## **WATER RATE PUBLIC HEARING – FY'16**

Scott Bugbee moved to open the public hearing. Jim Lehan seconded, and it was **so voted**. Jim Lehan read the public hearing notice.

Present was Bob McGhee, DPW Director and Doug Gardner, Pioneer Consulting. Bob said that they opened the public comment period and it was closed in December. He presented the Board with the comments he received. It contained questions and his answers, as well as several comments by residents.

Bob said that we haven't raised rates in four years. He said they depend on Doug, who works with many municipalities, and he advises Bob. Bob did say that we are looking for another source. We are saving money, as a new well is in the one and a half million to two million dollar range.

He said we are not looking for any rate increases. Scott asked what last years rates were for the tiers, and Jack provided the information.

Doug explained to the Board that indirect costs are the time that departments in the Town of Norfolk provide to the Enterprise Fund. Doug said he provided a list a few years ago – health insurance, time for mechanics, Treasurer, Town Accountant, etc. This includes the benefits – vehicle insurance, retirement, and others.

Doug suggested instead of semi-annually, maybe bill quarterly. Doug said people may like smaller bills four times a year, than large bills twice a year. Discussed mailing water bills with the real estate bills. Doug recommends doing them separately. Scott asked about paperless billing. Jack said we don't have that, and internally we have not had that conversation. Doug said he has not seen paperless billing.

Doug said the budget is not going up a tremendous amount. Doug said he thinks we are okay for FY'16, but we will be looking at an increase this time next year. We are looking at a new water source, and you will need funds to do that. There was a modest increase in retained earnings. We are in a solid position right now. But next year you will have to raise your rates. It is too early to say how much of an increase, but making you aware that an increase next year will be warranted.

They reviewed a schedule of the water debt.

Jeff Palumbo apologized for coming in late, and trusts what the Board has discussed already.

Jim Lehan moved to set the water rates consistent with this year's schedule. Scott Bugbee seconded, and it was **so voted**.

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

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

In another matter, Bob told the Board that they will be doing some snow removal tomorrow night. He said that there was 24" the first storm, and 14" yesterday. He said we are getting more Thursday night into Friday and another major storm Monday.

Jack thanked the department for a job well done. He did say that they need to deficit spend the snow and ice account.

Jim moved to deficit spend the snow and ice budget. Jeff Palumbo seconded, and it was **so voted**.

### **LAKE STREET DISCUSSION**

Jack said that we went through a process a few years ago. Jim said a process that we have never done before. We spent between \$60 and \$70K every year to treat the road because it was never paved. We were throwing money away. We initiated a process where we had meetings and involved all the residents and had two lengthy meetings, and at the end we decided we were going to pave it, but keep it within the parameters of what it was today. Most, not all, people agreed to have it paved. We went over and above. We have never done that with any other road, trying to make it comfortable for the people who lived there. Bob went through a detailed process of what he would do, and not do. Then it went to the Planning Board for tree removal.

Jeff, as Planning Board, said they heard this matter. The majority of people want it paved or agreeable to the concept. Whether it is a private road or public road, the people were for paving it. Jim said yes, but that's not what the hearing was about. It was about tree removal. Jim said Bob was going to petition the Planning Board to allow him to remove certain trees. They are lovely trees, but they are dangerous. They will fall into the road.

Jack said he went down the road in Bob's truck, and going down the street, they almost had to pull over because a car was coming from the other way and the road was too narrow and two cars couldn't travel together.

Jeff said the Planning Board met on Lake Street and walked the entire street and reviewed the trees that Bob identified for removal. They spent about two hours. They completed that process, and now they received some correspondence that has made us pause and hold back. Scott asked if the Planning Board voted and Jeff said yes, they voted to remove the trees. Bob would proceed only upon further discussion with a member of the Board, which happened to be Jeff. Now a resident, Mr. McCormick, obtained an injunction on whether we own the road or not. The Board said that the road has been here forever. It shows up on a map of Wrentham, before we became Norfolk. We will now spend taxpayers dollars to fight this. We will spend these dollars to find out something we already know. We were served with these papers. We didn't fight this. Jack said the bottom line is whether it is a public way.

Jim said that this road is dangerous, and that is our main concern. School buses and ambulances or public safety vehicles can't get down the road if two people are on the road at the same time.

Town meeting voted to spend funds on this. That should be proof that the taxpayers considered this a public road.

This will cost everyone a lot more money because it will cost more all the way around. Bob had a tree remover at a low cost because it is their off season. We will have legal fees as well.

The Board would like a detailed town counsel report on bills once a month.

## **TOWN ADMINISTRATOR REPORT (Continued)**

### **Discussion Items**

Jack gave a quick summary of where we are with the public safety building. He said with the public safety building, they have met and selected an OPM. RECC has considered administrative people on the first floor, and dispatchers on the second floor so they won't be distracted. Working on CAD systems and recording systems. It is a much more complex system and dispatchers will have interfaces of where equipment is – where cruisers are, etc. This is a huge component of the project to have the software obtained, built, tested and tried. Schedule is for the construction will be done next December, and spend another 6 months installing the computer system. Plan to go live on July 1, 2016. They will do a training on the new system. We will not move all 4 towns at the same time, but will do it in phases.

Architect bids are out for police/fire side. In time, they will select an architect.

Jim said they have considered a mass mailing to all residents and even meetings to keep everyone informed. The OPM has met with both C Chiefs.

Jack said that Scott Bragdon is working on hiring a new Chief Assessor. John Neas left and is now working in Hopkinton. We have had several resumes that look favorable. We usually get assistant chief assessors, and appraisers. Jack would like to get someone with municipal experience. Jack explained that we have a Finance Director who could be Chief Assessor, Town Accountant or Treasurer. Jack said they are considering if they get someone strong who could do that, that they may make them a Finance Director.

### **ACCEPTANCE OF MINUTES**

Jeff Palumbo moved to accept the minutes of December 18, 2014 – regular and executive session; December 29, 2014 – regular and executive session; and January 6, 2015. Scott Bugbee seconded, and it was **so voted**.

Jim gave an update on the MMA meeting in Boston last weekend. Gov. Baker spoke, and released more Chapter 90 funds. He made a commitment to view the budget deficit as a state problem, and not a city and town problem. He vowed not to cut aid to cities and towns.

At 8:20 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 – Town Administrator contract. Scott said that they would not be returning to open session except to adjourn the meeting. Jeff Palumbo seconded and it was a roll call vote: Jim Lehan, **aye**; Scott Bugbee, **aye**; and Jeff Palumbo, **aye**.

At 8:55 p.m., Jeff Palumbo 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 3, 2015.

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Jeffrey Palumbo, Clerk