

Norfolk Board of Selectmen's Open Session Meeting Minutes October 17, 2018

Present: James Lehan; Jeff Palumbo; Kevin Kalkut; Jack Hathaway, Town Administrator; Susan Jacobson, Executive Assistant

Jim Lehan called the meeting to order at 7:00 p.m. The meeting was held in Room 124, Town Hall. Jim announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Jack read the agenda

Action Items

Town Administrator Candidate Review Committee

The Board discussed the four volunteers for the Committee that they had previously agreed upon and in addition, discussed recommending Chief Stone; Mike Gee, Chair of KP School Committee; Scott Bragdon, HR Director, in non-voting capacity; and Town resident Susan Kelly, who requested to be a candidate. The Board would like to bring the appointed committee in to the October 30th meeting along with the consultant to talk about the process.

A motion was made by Jeff Palumbo to appoint the following members to the Town Administrator Candidate Review Committee: Thomas Doyle; Peter Petrushik; Scott Bugbee; Mike Kuleza; Mike Gee; Chuck Stone; Susan Kelley; and Scott Bragdon (as a non-voting member). It was seconded by Kevin Kalkut, and so voted. All were in favor.

There is a signed contract with a consultant to assist with the search.

Finalizing Separation Agreement with Town Administrator

There is a draft agreement to terminate the contract without cause with Town Administrator, Jack Hathaway. The Board and Jack reviewed the agreement. Jim would like to vote the content of the agreement subject to review.

A motion was made by Jeff Palumbo to acknowledge receipt of the agreement subject to review. It was seconded by Kevin Kalkut, and so voted. All were in favor.

Town Government Study Committee

The Town still needs volunteers for this committee as there are only 5 members currently appointed. Jack stated that the current appointees can start the process. It will be a two year process. Jim suggested bringing them in to the October 30th meeting. Jack feels there will be approximately 2 meetings a month for the group as a whole and possible break off groups to work on certain items. Jeff brought up that the often during the summer months, the meetings aren't scheduled as often.

Joint Salt Bid

A motion was made by Jeff Palumbo to enter into a Joint Salt Bid with the Town of Medfield for the winter of 2018-2019 and award the bid to:

- Easter Minerals – CC Salt (\$47.50/ton delivered)
- Champion Salt – CC Salt (\$51.73/ton delivered)

It was seconded by Kevin Kalkut, and so voted. All were in favor.

COLA Increase for Snow Drivers and Shovel Persons

A motion was made by Jeff Palumbo to for a 1.5% COLA increase to the snow drivers and shovel persons as requested by DPW Director Bob McGhee. It was seconded by Kevin Kalkut, and so voted. All were in favor.

Report of the Warrants

A motion was made by Jim Lehan to approve the warrants of:

- 09/28/2018 #07PS19 \$815,849.12 (JL)
- 10/02/2018 #14V19 \$609,802.42 (JL)
- 10/02/2018 #14VS19 \$84,663.35 (JL)
- 10/09/2018 #15V19 \$667,266.71(JL)

It was seconded by Jeff Palumbo, and so voted. All were in favor.

Discussion Items

Communication Policy

Kevin presented a policy to the Board that he has drafted regarding communications. Jim made some suggestions and passed them out to the Board. The Board agreed to review the suggestions with a possible vote on the policy at the meeting of October 30th.

Review of Town Meeting Warrants

Jack reviewed changes in the current version of the warrant. The bond article was moved to Article 1. He is still working on Article 13 with Representative Dooley and Mr. DeLuca. And the CPC Article 8 now has the dollar amounts listed.

The Advisory Board will be meeting next week. Jim plans on going.

Other Items

The Board discussed the new Police Station/Dispatch and scheduled a site visit amongst them for Friday, at 9:00 a.m.

There is a non-quorum meeting next Thursday with the working group for KP.

DPW Director, Bob McGhee, Spring Accomplishments

Bob McGhee and DPW Assistant Director Barry Lariviere were present for an update on projects. Bob praised Barry for his background in asset inventory, pavement management and technical expertise. Barry and Bob presented a 2018 DPW Budget & Project Update Point to the Board and answered their questions.

They also discussed GIS mapping overlays, IT access to internal DPW postings, Storm water MS4 compliance, OSHA standards and status on the well.

The Board commended Bob and the DPW for the amount of work that they have done this year within budget and with a lot of obstacles in the way.

Bob asked if the Board could sign a project request for engineering services on the Lawrence Street Bridge (Chapter 90 Request). The Board will post a meeting for Monday, October 22nd at 9:00 a.m., Room 124, Town Hall to sign the request.

At 8:25 p.m. Jeff Palumbo made a motion to adjourn. It was seconded by Kevin Kalkut, and so voted. All were in favor.

This is a true and accurate report of the Board of Selectmen's Meeting of October 17, 2018.



James Lehan, Chair