

## **Norfolk Board of Selectmen's Open Session Meeting Minutes November 13, 2018**

Present: Jim Lehan, Kevin Kalkut, Jeff Palumbo, Jack Hathaway, Town Administrator and Susan Jacobson, Executive Assistant.

The meeting was held in Room 124, Town Hall. Jim Lehan called the meeting to order at 7:13 p.m. This meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Jim recognized that this will be Jack's last Selectmen's meeting. He appreciates how much Jack has done for the Town. The average tenure is 4-6 years and Jack has been the Town Administrator for 14 years. Jim stated that serving the public is very hard and yet rewarding. Jack has served admirably and has cared for this community. His personal integrity is unquestioned. It has been a privilege to have him serve the Town.

Jack read the agenda

### **TOWN ADMINISTRATOR REPORT**

#### **Action Items**

Jack stated that two of the action items are related; Tom Norton would like to resign his position and in light of that, John Weddleton has volunteered to step back up temporarily to get some experience back onto that board. A motion was made by Kevin Kalkut to appoint John Weddleton to the Conservation Commission. It was seconded by Jeff Palumbo and so voted. All were in favor.

A motion was made to appoint by Jeff Palumbo, Joe Fontes, and Suzanne Willis to the Council on Aging Committee. It was seconded by Kevin Kalkut and so voted. All were in favor.

A motion was made by Jeff Palumbo to approve and sign the Conservation Commission Restriction for Norway Farms. It was seconded by Kevin Kalkut and so voted. All were in favor.

A motion was made by Kevin Kalkut to accept Tom Norton's resignation from the Conservation Commission (Chair). It was seconded by Jeff Palumbo and so voted. All were in favor.

A motion was made by Kevin Kalkut to approve the Annual Santa Parade on December 2, 2018. It was seconded by Jeff Palumbo and so voted. All were in favor.

The Board considered approval of water abatement for a property which was billed in error and the account is inactive. This home was taken by tax title and the Water Department did not shut the process down. A motion was made by Jeff Palumbo to abate this bill. It was seconded by Kevin Kalkut and so voted. All were in favor.

### **Discussion Items:**

#### **Lawrence Street Bridge Update**

Kevin Kalkut reported that he attended a meeting with the construction team, engineers and the Town. During that meeting, four items were brought up: 1) Conservation Commission approval delayed the project 4 weeks; 2) There was a process and delay waiting for the DEP permit appeal period; 3) There was an unforeseen issue with the bridges. There were gaps identified in the structural integrity and it was worse than initially thought. This solidifies the need to replace the bridge; 4) the weather (rain) has significantly impacted the project. Kevin said with those four items taken into account, the project is behind the expectation to complete the bridge on time. They are looking for a 90 day extension. Kevin stated that he believes there is some cushion to help with weather. Kevin also stated that the Board wanted to let the residents aware of what was happening. He will continue to make this information available.

David Diamond, 3 Brett's Farm Road, stated that the water level was high and that there was disruption of the contaminated area which is a concern. He's not sure where this issue will be discussed but he wanted to raise the concern and bring it to the attention of the Board.

#### **Report of the Warrants**

A motion was made by Kevin Kalkut to accept the following warrants:

10/26/18 - #09PS19 for \$806,972.42  
11/06/18 - #19VS19 for \$103,967.63  
11/06/18 - #19V19 for \$572,385.98  
11/09/18 - #10PS19 for \$802,056.70

It was seconded by Jim Lehan and so voted. All were in favor.

#### **Complete Streets Community Workshop**

Jack stated that there is information in the Selectmen's packets about the Complete Streets Project. Rich and Howard Stein Hudson will have a community workshop and

will present what the project is about. Consultants will be surveying the Town to improve sidewalks, intersections and potentially bike lanes. The workshop will be held on Thursday December 6, 2018 at the Freeman Kennedy Cafeteria. Jack would encourage all to come. It was noted that Thursday December 6<sup>th</sup> is also a KP Budget meeting.

### **Town Meeting Warrant**

The Warrant is in its final version and was posted today. The Board discussed the Articles as follows:

Article 1 – Re: The authorization of the borrowing of money to pay costs of capital projects. Jim suggested an example may be helpful.

Article 2 - Re: Transfers - Todd has presented to both the BOS and the Advisory Board.

Article 3 - Re: Unpaid Bills - Two copier bills were sent after the year ended.

Article 4 - Re: Capital Items - Todd presented these to the BOS and the Advisory Board

Articles 5 & 6 - Capital Items (one item in each Enterprise Fund)

Article 7 - Re: Town Officers and/or Committees to give reports.

Article 8 - Re: Funding provided to the Affordable Housing Trust.

Articles 9, 10, and 11 are all Zoning Bylaw changes. Article 9 is a change to the zoning map. Jack provided Planning Board recommendations. They are approving Articles 9 and 11 and to IP Article 10. Kevin stated they would like to vet it out a bit more before Spring Town Meeting.

Article 12 – Re: Funding of the Energy Committee Audit. This was discussed at the last BOS meeting. The Energy Committee did come to the Advisory Committee. There was discussion about getting this done Pro Bono or going with a paid consultant. Jack stated we have already completed some of work (i.e., street lights, Town Hall lighting) and this may discourage the Pro Bono people from doing this. The consultant will provide a much more detailed report.

Article 13 – Re: The Town acquiring 5 acres of land. Dave DeLuca has appropriate language for this article. Representative Dooley is trying to help get this through. DCAM is working closely and has been a good partner on this.

Article 14 - Re: Amending the General Bylaws. The Council on Aging is the only committee that has term limits and it has been difficult to keep people on the Board with this restriction. We have members who would like to stay on the committee who cannot. Jack was asked to make this change.

Other items discussed regarding the warrant follows:

Jim wanted Jack to confirm that we would be left \$400,000.00 in free cash.

Jim asked Jack for photos of the Public Safety Building (he said it is looking great). Jim is hopeful the Police will occupy that building by the end of January.

The Board discussed assigning articles and agreed to consider doing so in the spring.

The following discussion took place regarding Jack's departure:

Jim said the KP meeting will be held on Thursday, December 6<sup>th</sup>.

Jack stated that the Town Administrators met with the new KP Superintendent.

Jim is meeting with Ingrid Allardi to discuss population growth. He stated that he met with the department heads and employees and informed them who they can turn to for questions while we are searching for a new Town Administrator. He also stated we may be able to interview potential candidates by the end of December.

Jack said that Sue will be handling much of the office on her own. Sue has been handling the Affordable Housing and BOS. An Office Assistant position is currently being advertised. Jack said Susan has been doing a great job. Jack is hopeful we are able to hire soon.

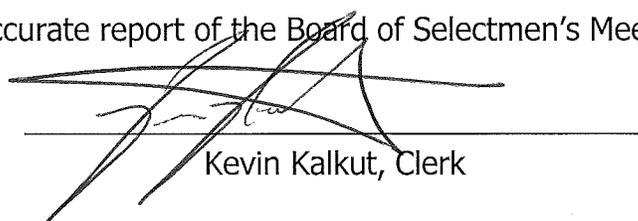
Jim stated Jack will complete the performance reviews on all of the Department Heads.

Jack said that Jim spoke very kindly of his tenure here. Liz and he have a lot of mixed emotions they have many friends here and raised their children here. He has really enjoyed being part of the community and being able to participate in community events. Jack commended the Town employees who he has worked with through the years. They have provided great service to the Town. He sincerely appreciates all they do and thanked them.

Jim stated the Town is in a better place than it was 15 years ago.

At 8:20 p.m. Jeff Palumbo moved to adjourn the meeting. Kevin Kalkut seconded and it was so moved.

This is a true and accurate report of the Board of Selectmen's Meeting of November 13, 2018.



Kevin Kalkut, Clerk