

## **Norfolk Board of Selectmen's Open Session Meeting Minutes December 24, 2018**

Present: James Lehan; Jeff Palumbo; Kevin Kalkut; Matt Haffner; Susan Jacobson, Executive Assistant

Jim Lehan called the meeting to order at 12:10 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.

### Mass School Building Authority Grant Funds Agreement

Matt Haffner discussed the Mass School Building Authority Grant Funds Agreement and stated that the H. Olive Day School needs a new roof. The building needs repair on the trusses and it must be brought up to today's energy standards.

Chris Carroll and Matt Gulino from PMA Consultants, assigned OPMs from MSBA, were also present to discuss the process.

Matt explained that the maximum reimbursement from the MSBA does not include the addition area of the school (which is not covered because of its age). This leaves a shortage and will have to go to Town Meeting for funding approval. As the addition is actively leaking, it needs to be repaired. Matt discussed the tresses and the load. It is unclear if the tresses can hold the new structure. If they can, then the cost may go down. This is a worst case scenario price and could drop significantly. The Total Project Budget is attached to these minutes.

A motion was made by Kevin Kalkut that the Town of Norfolk Board of Selectmen have reviewed and hereby approve the **Schematic Design Submission** for the H. Olive Day School Accelerated Repair Project as presented to the Selectmen on December 24, 2018 to be submitted to the Massachusetts School Building Authority under its Accelerated Repair Program. The Schematic Design Submission includes the Total Project Budget in the amount of Two Million Nine Hundred Thirty Eight Thousand Two Hundred Fifteen (\$2,938,215) dollars for all currently known estimated costs of the H. Olive Day School Accelerated Repair Project for the Replacement of the Roof and associated features on the existing school located at 232 Main Street, Norfolk, Massachusetts 02056, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school program, and for which the Town of Norfolk may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of Board of Selectmen.

To meet this proposed funding appropriation the Board of Selectmen, upon approval of the Project by the Massachusetts School Building Authority's Board of Directors, would put forth a warrant article for a Spring 2019 Town Meeting and Town Vote Authorization seeking the authorization for the appropriation of said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority.

The Town of Norfolk acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town of Norfolk incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town of Norfolk; provided further that any grant that the Town of Norfolk may receive from the MSBA for the Project shall not exceed the lesser of: (1) 51.63 percent (%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 1/2); and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town of Norfolk and the MSBA.

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

The Board thanked Matt for his diligence and hard work on this project and on the Public Safety Building as well.

### **Action Items**

A motion was made by Jeff Palumbo to approve the following licenses for Cilla's Coffeehouse, 5A Liberty Lane, Norfolk, Massachusetts, Mary Ellen Blue, Manager: All-Alcohol License for On Premise Consumption; Common Victualler; and, Entertainment license for one or two live musicians and movies. It was seconded by Kevin Kalkut, and so voted. All were in favor.

A motion was made by Jeff Palumbo to approve a Common Victualler License to Organic Buzz Café & Juice Bar, LLC, 65 Holbrook Street, Suite 150, Norfolk, MA. It was seconded by Kevin Kalkut, and so voted. All were in favor.

A motion was made by Jeff Palumbo to approve the following Class II Used Car Dealers Licenses:

- Joseph Wolf d/b/a Auto Clinic, 104 Pond Street, Norfolk, MA
- Paul Roche d/b/a Norfolk Auto, Inc., 38 Main Street, Norfolk, MA

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

A motion was made by Kevin Kalkut to approve the Class III Motor Vehicle Junk License to Paul Roche d/b/a/ Norfolk Auto Repair, 38 Main Street, Norfolk, MA. It was seconded by Jeff Palumbo, and so voted. All were in favor.

## **Discussion Items**

### Town Administrator Search

Jim informed the Board that the Town Administrator Search Committee is bringing forward three finalists for consideration. Interviews will be scheduled January 3<sup>rd</sup> beginning at 4:00 p.m.

### Communications to the Board

We have received some recent email communications. Jim has acknowledged receipt and stated that the Board would be looking into the issues that were raised. He asked Susan to compile all of the emails that this person has sent to all employees. We may be able to address this at the January 8<sup>th</sup> meeting.

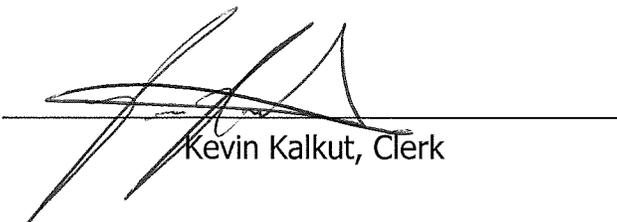
The meeting of January 22<sup>nd</sup> will be cancelled and re-posted for the January 29<sup>th</sup>.

Jim said he also received an email from Mrs. Bedard, who was present at the meeting, just this morning, therefore, she is not on the agenda and it cannot be discussed this evening. It will, however, be addressed. He provided a handout on Open Meeting Laws to Mrs. Bedard.

At 12:35 p.m., a motion was made by Kevin Kalkut to adjourn the meeting. It was seconded by Jeff Palumbo, and so voted. All were in favor.

The next meeting will be scheduled for January 3, 2019 at 4:00 p.m., Room 124, Town Hall.

This is a true and accurate report of the Board of Selectmen's Meeting of December 24, 2018.

  
Kevin Kalkut, Clerk