

## **Norfolk Board of Selectmen's Open Session Meeting Minutes January 29, 2019**

Present: Jim Lehan; Kevin Kalkut; Todd Lindmark, Interim Town Administrator; Scott Bragdon, Human Resource Director; Charles Stone, Police Chief; Matt Haffner, Facilities Director; Susan Jacobson, Executive Assistant

Not Present: Jeff Palumbo.

The meeting was held in Room 124, Town Hall. Jim Lehan called the meeting to order at 7:00 p.m.

Jim announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

### Transfer of Class II License

Phillip Ibrahim of IMOTOBANK, LLC and Joseph Wolf of Auto Clinic were present to request a transfer of license to an LLC.

There will be no change in type of business, just a change in ownership.

Sue stated that Bob Bullock has given his okay on the transfer and she also stated that the transfer will not take effect until the ownership of the premises is transferred and proof of a surety bond in the new name is presented.

A motion was made by Kevin Kalkut to approve the transfer of the Class II License at 104 Pond Street from Joseph Wolf d/b/a Auto Clinic to IMOTOBANK, LLC. It was seconded by Jim Lehan, and so moved.

### Finance Director/Budget Discussion

Todd Lindmark was present to discuss the budget this evening. Todd presented the early stage budget and explained that we are still waiting for information to come in. Todd went through the numbers for each budget. There were general questions and discussion regarding the budget. He is being more conservative this year with his numbers until we are a bit further along in the process. The State numbers are in line with what we received last year. Throughout the process the numbers will go up and down. The total operating revenue is 39 million. This does not include any free cash. In the past, we have used free cash to bring the budget in to balance. He is trying to get away from that but we will have wait and see what the final numbers come in at. This includes what all of the department "asks".

Todd then reviewed the budget drivers. He had to plug in some numbers: For the elementary schools, Todd used a 4% increase; for KP Schools, an additional 3% was added. Some years we get hit harder because of the MLC contribution but it is very difficult to

figure that out. At this point we have an \$800,000 shortage, however that is typically we are at this point.

Employee benefits were discussed: For medical insurance, he has a 2.5% increase at this time, which may change when the numbers actually comes in. The other items have been kept in line. The state and county retirement bill is something we have no control over.

Excluded debt includes KP, Library, Freeman Kennedy School and the Public Safety Building and we will be going out for the remaining amount of the bond.

He provided a brief update on the individual department budgets. Some budgets were reduced minimally some had minimal increases.

He does not have Norfolk Agricultural or Tri County budgets he bumped them up a bit but hopes they come in lower.

Todd briefly discussed the DPW budget and stated that Bob McGhee would be discussing in further detail at a future meeting.

Debt service is going down \$512,000 this year.

Jim thanked Todd for the work he has done.

Todd said he is updating some financial policies and he is trying to work in conjunction with the Department of Local Services. He would like to put together a 5 year forecast and help us plan a bit better. This will help to create a capital plan as well.

He also discussed OPEB, which keeps going up. He has spoken to the auditors, Rockland Trust and Plymouth County. Todd discussed the differences in charges and services provided. The auditors will charge us \$7500 to \$15,000. Plymouth and Rockland will not charge for the Trust work. Rockland would be a flat fee for the assets and he proposes doing \$50,000 per year. Jim asked what they charged and Todd said 50 basis points on the first two 40 basis points on the next 3. Plymouth charges 20 basis points and then 31.1 and a decreasing scale going forward. We have an ongoing relationship with Rockland. Nothing has been finalized and he will let them know what he needs to move forward with that. Todd stated it could be done this fiscal year.

#### Police Chief/Budget Discussion

Communications budget will not be under the MECC.

Chief Stone discussed the Animal Inspector Budget. He stated that the Animal Inspector is responsible to check all barns and turn a formal report into the State each year. The other responsibilities are dog bites and quarantines and the follow-up of each. There is a 3% increase in this budget, which is basically the same as other Town employees.

Animal Control she has been the animal control officer for well over 20 years. She is an instructor at the academy in Boston and she is active and has been on Governor Baker's task force and was the only Animal Control Officer selected for this post. She has been active in

writing a Mutual Aid Agreement for abutting Towns to cover each other. She has been very active in providing micro chipping. He put in for a 3% budget increase that is the only increase.

The Police Budget this year will be a level service budget. Chief Stone gave a 3% estimate on salary increases; however, he does not know where the contract negotiations will come in. Their contract expires June 30, 2019. They are target to move the Department on the last week in March and the MECC on April 1<sup>st</sup>. They are very excited about the move. Chief Stone said that Matt is doing the best he can but the roof is leaking and the heat has not been doing a good job keeping the building warm. Both Police Expense and Police Salary is 3%. Chuck discussed the numbers of full time and reserve officers as well as two Administrative staff. We try to keep 2 officers for every 1,000 people in Town. We are at 21 and that appears to be a comfortable level. Chief Stone discussed the Resource Officer and the DARE program. Chief Stone said that he has been doing succession planning he has had six officers retiring since 2015 and next year he has two additional retirees and there could be others in between. Most of the increase is contractual. Jim said there will also be some buyouts with the two officers retiring.

Chief Stone discussed the Capital Budget which usually includes two cruisers. This Fall, they got one and they are looking to get one in the Spring if there is money available. The good news about the new station is they will not have to keep the cruisers running 24 hours a day - they will be able to keep them in the garage. Chief said the expense for the cruisers is higher now because the grant for the tablets now goes to MECC. The ticket printer stays with the car for the six years it is being used. The portable and mobiles are needed for the department. The police departments are going to digital communication. Walpole and Franklin have already switched this means we cannot talk to either of these departments over the radio. They understand that Wrentham, Plainville and Millis will be going digital as well. He believes we need to go to portable not mobile because the mobiles restrict the officer to having to communicate in the car. Todd has those numbers in the capital budget.

#### Facilities Director/ Budget Discussion

Matt Haffner was present to discuss the budget. He said that the increase in his budget is mostly because they are taking over the fuel lines for the schools. He is asking for \$110,000. Matt said that at Town Hall they have spent a lot of money on fire alarms as this building is getting older. There is a significant increase in the phone line budget due to the new station. With the new station a lot of new equipment is required. A lot of the issues are electrical upgrades and upgrades the electrical systems. Another large driver is the new Police Station with a new system and also, we have a binding contract with MECC. We have a \$36,000 income but we must provide all of the custodial, maintenance on the equipment, etc. We are not covering their electricity or their fuel for the generator. He is not sure on the electrical he does not know how much it will be to cool the building. Without data on a new building he is estimating high because he does not have any back history. Salaries, COLA and step increases

are the other drivers. Jim asked if Todd had plugged in the expense records for the MECC. Todd said he has not seen it. Matt has put in his cost for the maintenance costs. It has been plugged into the expense but not the revenue side. Kevin asked if \$82,800 sounded correct. Matt said yes but Jim said there is some rent that will offset that. He believes there is about \$45,000.

Jim asked if there is a sharing of the cost of the dispatch of the four towns. Jim asked if Todd had covered those numbers in his budget. Todd had included it in his budget. No questions.

### **Action Items**

A motion was made to approve the signing of the Bond Anticipation Note for Ambulance by Kevin Kalkut. It was seconded by Jim Lehan, and so voted.

Please consider 61A First Right of Refusal for Property Location Park Street Assessor's Map 6, Block 1, Lots 5 & 7. Susan reported that the Slattery's brought their first right of refusal. Jim explained the process since this was Kevin's first time having a 61A property brought forward. Sue will contact Cindy at CPC for more information. There will be no vote on this item this evening.

A motion was made by Kevin Kalkut to approve Carol Green as the Municipal Hearing Officer relative to Fire Code Ticket issuance. It was seconded by Jim Lehan, and so voted.

A motion was made by Kevin Kalkut to approve a One Day Liquor License to serve not sell beer and wine requested by the Norfolk Cultural Council at the "Glimpses of Norfolk", A Community Photography Show to be held on February 9th from 5 – 8 PM @ the Library. It was seconded by Jim Lehan, and so voted.

DOC Land Conveyance to Town of Norfolk - Kevin said we voted on this at the last Town meeting and we are working on the last steps. He spoke with the Project Manager who stated that typically she would work with the Town Administrator. She did outline that this is a year-long process. They will speak again at the end of February to see where the Town is in the Town Administrator hiring process.

A motion to approve made by Kevin Kalkut to approve a request from the Norfolk Town Library to display a different Story Walk on Town Hill for the first week of every month (May – October), excluding colder months of the year. It was seconded by Jim Lehan, and so voted.

Kevin explained that we have experienced some capacity issues with parking in Town. In an effort to try and mitigate that, we met with the Town Planner, Chief of Police and the Parking Administrator. We have 34 spots that have become available on Liberty Lane. The DPW has transitioned from 2 hour parking signs to permit parking. There will be a lottery for residents. The deadline for applications is 6:00 p.m. on Thursday. A motion was made by Jim Lehan to

approve 34 additional permit parking spaces alongside Liberty Lane. It was seconded by Kevin Kalkut, and so voted.

A motion was made by Kevin Kalkut to appoint Jeff Chalmers to the Town Government Study Committee for an undefined term (to expire when the Committee terminates). It was seconded by Jim Lehan, and so voted.

A motion was made by Kevin Kalkut to accept payment in lieu of taxes and sign the Caritas Property Exempt from Real Estate Taxes Form under the provisions of M.G.L. Chapter 59, Section 5, clause "Third". It was seconded by Jim Lehan, and so voted.

Please consider a Class II License for Norfolk Exotics. Additional information is needed prior to issuing this license, therefore, the item is tabled to next week.

A motion was made by Kevin Kalkut to open the warrant for the Annual Town Meeting to be held on May 14, 2019 at the King Philip Middle School. It was seconded by Jim Lehan, and so voted. Warrant articles are due in final form by 4:00 p.m. on February 28, 2019.

### **Report of Warrants**

Jim moved to approve the following warrants:

29V19 1/15/19 \$311,791.53 (JL) 1/15/19 29VS19 \$92,590.75 (JL)  
15PS19 1/18/19 \$767,943.28 (JL) 1/22/19 30V19 \$638,677.69 (JL)  
28V19 1/8/2019 \$767,597.12 (JL) 14PS19 1/4/2019 \$734,760.70(JL)  
25V19 12/18/18 \$108,611.58 (JL) 25VSA19 12/18/18 \$1,411.00

Seconded by Kevin Kalkut and so voted. All in favor

### **Approve Minutes**

A motion was made by Kevin Kalkut to approve the following meeting minutes:

February 27, 2018	Open
March 26, 2018	Open
April 12, 2018	Open
April 23, 2018	Open
May 5, 2018	Executive
May 29, 2018	Open
June 26, 2018	Open
July 24, 2018	Open
September 11, 2018	Open
October 17, 2018	Open
October 30, 2018	Open and Executive
November 13, 2018	Open
November 21, 2018	Open

December 17, 2018            Open and Executive  
December 24, 2018            Open  
January 15, 2019            Open

It was seconded by Jim Lehan, and so voted.

**Unanticipated Business**

**Board of Selectmen to Consider the Next steps in the Search for a Town Administrator**

Jim said he spoke with Town Counsel to ensure that we followed proper protocol. We received an email at 11:30 this morning. Jim read Mr. Cantoreggi’s withdrawal letter. Jim said that we posted this change to the agenda immediately thereafter.

Jim stated that we have some options: We had two other finalist that were interviewed and we would have the option of going to the other two finalists and making an offer; we could ask the Search Committee to review the portfolio and see if there are any other candidates and we could interview those candidates; or, we could ask the consultant to add candidates. Jim spoke with him and he said they may have some additional candidates.

Kevin stated that during the selection process and as they evaluated the three candidates, there was one candidate that they agreed on. He is still at that point where he does not feel comfortable going back to either of the of two candidates. Jim said there was another candidate that interviewed well and he could to do the job. However, he would like to see if there are other candidates. Two choices are to ask the Committee to reconvene and review the existing portfolio or they could also ask the consultant to see if there are any other applicants. They both agreed to ask the consultant to advertise for other applicants. Jim believes we could be interviewing candidates the beginning of March and we could potentially have someone in place by Town Meeting. Kevin and Jim agreed to consider appointing an interim Town Administrator. Jim confirmed that they are in agreement to re-open the search to add to the pool and ask the Committee get together and have them bring forward candidates. Jim would like to defer the decision on an Interim Town Administrator until next Monday when Jeff is at the next meeting.

**Updates**

We are in negotiations with both Police and Fire. They have met with Fire and are meeting with Police next week.

The Public Safety Building will have reconciliation on that by mid-March and they are going to have an Executive Session on a component of that. Matt and Jim were in mediation and they were successful but it will be discussed in Executive Session. There will be an Open House for the Public Safety Building in March. Regional Dispatch is hoping to get the Governor to attend. They are starting to look at the Fire Station.

Jim stated that he finds the pricing of the Fire Station and renovating would cost more than tearing it down. He is going to encourage Matt to get an alternate pricing on the plans that is not associated with the architect. The relocation costs are not insurmountable. It is a decision yet to be made. A new facility is the right answer.

Kevin said that we posted an update on the Lawrence Street Project on the 21<sup>st</sup> of January. This updates will give people milestones. Progress is being made there and still on schedule to open that road in the spring. We will continue to update the public.

The next meeting will be Monday, February 4, 2019 in Room 124, Town Hall, at 7:00 p.m.

At 8:28 p.m. a motion to adjourn the meeting was made by Kevin Kalkut. It was seconded by Jim Lehan, and so voted.

This is a true and accurate report of the Board of Selectmen's Meeting of January 29, 2019.



Kevin Kalkut, Clerk