

Norfolk Board of Selectmen's Open Session Meeting Minutes February 4, 2019

Present: Jim Lehan; Jeff Palumbo; Kevin Kalkut; Bob Bullock, Building Commissioner; Cole Bushnell, Fire Chief; Rich McCarthy, Town Planner; Nancy Langlois, Senior Office Assistant

The meeting was held in Room 124, Town Hall. Jim Lehan called the meeting to order at 7:02 p.m. Jim announced that Jeff Palumbo would be joining the meeting shortly. He also announced that this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Action Items

Appointment to the Town Administrator Search Committee

A motion was made by Kevin Kalkut to appoint Ingrid Allardi to the Town Administrator Search Committee with a term to expire upon the hiring of a Town Administrator. It was seconded by Jim Lehan, and so voted.

Consideration of Recreation Sandwich Board

A motion was made by Kevin Kalkut to allow a Recreation sandwich board in front of Town Hall from March 20, 2019 - April 3, 2019 to advertise data registrations. It was seconded by Jim Lehan, and so voted.

Appointments to the Council on Aging

A motion was made by Kevin Kalkut to appoint the following members to the Council on Aging: Linda Hennessy, Mary Nuhibian, and Karen Edwards. It was seconded by Jim Lehan, and so voted.

Book and Bake Sale

A motion was made by Kevin Kalkut to allow the annual Book and Bake sale at the DPW beginning April 17th through April 20, 2019. It was seconded by Jim Lehan, and so voted.

Complete Streets

A motion was made by Kevin Kalkut to adopt the Complete Streets Policy. It was seconded by Jim Lehan, and so voted.

Eversource Manhole & Conduit Hearing-Location Lawrence Street Bridge

At 7:04 p.m., a motion was made by Jim Lehan to open the public hearing in accordance with Chapter 166, Section 22 of the Massachusetts General Laws, on a petition from NSTAR Electric Company d/b/a Eversource Energy to grant permission to construct, and a location for such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by A. Debenedictis dated August 27, 2018, and filed herewith, under the following public way or ways as requested in the petition. Lawrence Street: Westerly thence turning southwesterly, approximately 180 feet west

of Park Street, a distance of 1097 +- feet of conduit at P25/3. Install four (4) manholes #30554, 30553, 30552, 30551.

Jim Lehan asked if anyone from the public had any comments.

Abutter Mark Pauly of 14 Lawrence Street was present. He questioned whether his electric service will be put underground or will stay on the poles.

Chris Crosby of Eversource was present. She stated that the only portion of underground electricity will be at the bridge. The overhead service will remain as is but the pole will be moved to the other side of the street.

He asked about timing of construction work and was told that would need to be worked out with the DPW. He also inquired about parking of cars at Lawrence Street. Many cars are now being parked in front of his home. He is concerned that emergency vehicles would not be able to get through. He wondered if they could park at an alternate site. Jim Lehan stated that they will speak to DPW Director.

No other members from the public wished to comment.

A motion was made by Kevin Kalkut to approve the petition as requested by NSTAR d/b/a/ Eversource. It was seconded by Jim Lehan, and so voted.

Complete Streets Discussion

Rich wanted to speak about the Complete Streets. He received the draft prioritization plan from Howard Stein Hudson for the Complete Streets program and the Complete Streets criteria. He would like for interested people to be able to comment on it. Howard Stein Hudson would like responses back by February 15, 2019. Rich will try to extend that date by a week at least. He will post this on the website.

At 7:17 p.m., Jeff Palumbo joined the meeting

Building Department Budget

Bob Bullock was present to discuss Building Department budget. He stated that not much is changing from last year. Sixty hours of Administrative work will be maintained and a new Administrative Assistant will be starting on February 11, 2019 to replace the former Assistant who resigned.

He discussed last year's numbers and this year's (FY2019 and FY2020) and employees step increases. He stated that the numbers that were projected out are coming in close to actuals. He informed the Board that they haven't been able to fill the Mechanical Inspector position as of yet. He also informed the Board that this year the State will go to the 10th edition of building code. His department will need to purchase new books and take training classes. There will be challenges with 40Bs. There was a new software program that started this year which is working out well. It is much easier for contractor/permittee use.

Jeff Palumbo asked Bob about the compatibility of this software with other software. Bob explained that the software has the ability to pull all the permits and the users have the ability to see where each permit stands. The Building Department has the ability to note issues with pass or fail and can inform the applicant the same day. The Board thanked Bob for a good budget.

Fire Department Budget

Chief Bushnell was present and passed out copies of his proposed budget. He provided an overview and discussed changes in the budget.

He discussed recent personnel changes and that he would like to explore alternatives to bolster staffing such as training. He also discussed Safer Grant that provides funding for additional staffing – it runs for 3 years. Workplace safety; supplemental coverage, which deals with ambulance transports; expenses; and supplies, such as radios were also discussed.

Jim asked for Chief Bushnell to weigh in on relocation of Police Department and Regional Dispatch regarding dark station location. Chief Bushnell brought up issues such as Police and Dispatch time tables and how residents will access services once they are relocated. He discussed the radio box system where they monitor fire alarms and panic alarms from schools and the schools' defibrillator. This will be moved from station to Webber Tank Building and be able to operate. They will need a generator for the IT server room at Town Hall. Jim explained that it is a very complex project and everyone is working nicely together. Jeff asked about incremental costs of moving. Jim said we have a ball park number that will be built into cost of project which is in the Public Safety Building budget.

Chief Bushnell announced that he will be retiring on June 30th of this year. The Board thanked the Chief.

Environmental Partners Proposal for Professional Services, Business District Drainage Evaluation, 201 Main Street Development Draft for Town Review

Rich McCarthy, Town Planner, was present and updated the Board on this proposal. He stated that last year a grant request was submitted for this work but not funded. Now the development of 201 Main Street is much more imminent so we need to move forward with an evaluation and identify improvements that may be necessary. Rich stated they will need funding aside from the Planning budget. Jim briefly discussed the history of this project and stated that the Town has a legal obligation to fulfill a contract signed by the Board of Selectmen in the past. It will need to be funded from free cash.

Jeff stated the proposal is well written and Environmental Partners does a good job, however, asked if the Town has gotten a second quote. Rich answered no but he can get a second quote based on the current proposal. We have some time to get quotes back as it would need a vote at Town Meeting.

A motion was made by Jeff Palumbo to support going forward with the engineering services subject to approval of a formal bid. It was seconded by Kevin Kalkut, and so voted. All were in favor.

Jeff asked Rich about the Complete Streets sidewalks and Rich explained he will have a follow up discussion with CPC. Rich wants the Complete Streets Plan out to the public and will speak with consultants prior to putting on the Town's website.

Appointment of Interim Town Administrator

Jim explained that Bernie Lynch will be accepting new applications until February 22, 2019. They will then be taken to the Screening Committee. Jim anticipates names from the Committee by mid-March and believes if all goes well it will be possible to have a new Town Administrator in time for Town Meeting. Giving that information, we will need an Interim to prepare for Town Meeting and for guidance to staff.

The Board agreed that the Town's current Finance Director, Todd Lindmark, stands out as a good choice; he is familiar with the Town and the majority of work will be centered around the budget and monetary.

A motion was made by Kevin Kalkut to appoint Todd Lindmark as Interim Town Administrator. It was seconded by Jeff Palumbo, and so voted. All were in favor.

Class II License – Norfolk Exotics

Jim stated that it is the opinion of the inspector that this will require the filing of an F11. The Board then discussed the recent change in State law regarding automobile sales business's requiring an office and that the sales of this business will be conducted out of a home. However, Town Counsel has recommended that the Town approves the license.

A motion was made by Kevin Kalkut to approve a Class II Used Car Dealer's License to Norfolk Exotics, 194 Main Street, to expire on January 1, 2019. It was seconded by Jeff Palumbo, and so voted. All were in favor.

Board Response to Harrassing E-Mails

Jim stated that under the recommendation of Town Counsel, all further issues and correspondence will be handled through Town Counsel.

SERSG DPW Service Awards

A motion was made by Kevin Kalkut to approve the SERSG DPW Service Award for Liquid Asphalt at \$5.35/ton. It was seconded by Jeff Palumbo, and so voted. All were in favor.

A motion was made by Kevin Kalkut to approve the SERSG DPW Service Award for Diesel at \$2.527/Gallon. It was seconded by Jeff Palumbo, and so voted. All were in favor.

A motion was made by Kevin Kalkut to approve the SERSG DPW Service Award for Pavement Reclamation for \$68,470.60. It was seconded by Jeff Palumbo, and so voted. All were in favor.

A motion was made by Kevin Kalkut to approve the SERSG DPW Service Award for In-place Hot Mix Asphalt for \$783,900. It was seconded by Jeff Palumbo, and so voted. All were in favor.

A motion was made by Kevin Kalkut to approve the SERSG DPW Service Award for Guardrails Installation of Steel Beam for \$19,896. It was seconded by Jeff Palumbo, and so voted. All were in favor.

A motion was made by Kevin Kalkut to approve the SERSG DPW Service Award for Polymer Modified Crack Sealing for \$14,218.02. It was seconded by Jeff Palumbo, and so voted. All were in favor.

A motion was made by Kevin Kalkut to approve the SERSG DPW Service Award for Structure Work for \$119,375. It was seconded by Jeff Palumbo, and so voted. All were in favor.

A motion was made by Kevin Kalkut to approve the SERSG DPW Service Award for Sidewalk Construction and Setting of Curbs and Edging for \$554,020. It was seconded by Jeff Palumbo, and so voted. All were in favor.

Open House

The Board announced that there will be an Open House at the new Regional Dispatch Center and Police Station on March 27th at 10:00 a.m.

Executive Session

The Board took a roll call vote to exit Open Session at 8:13 p.m. and to enter 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 litigation position of the public body, and the chair so declares. Subject is CDR Maguire. Roll Call: Jeff Palumbo, aye; Kevin Kalkut, aye; Jim Lehan, aye.

Jim announced that we will not returning to Open Session and no votes will be taken during Executive Session.

The next meeting will be held in Room 124, Town Hall, on Monday, February 18, 2019 at 7:00 p.m.

This is a true and accurate report of the Board of Selectmen's Meeting of February 4, 2019.



Kevin Kalkut, Clerk