

## **Norfolk Board of Selectmen's Open Session Meeting Minutes March 5, 2019**

Present: Jim Lehan; Kevin Kalkut; Todd Lindmark; Scott Bragdon, Human Resource Director; Susan Jacobson, Executive Assistant

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.

Todd read the Agenda

### **7:00 p.m. Verizon Pole Hearing - Lawrence Street**

Richard Foreman, a Verizon representative was present for a joint petition to erect and maintain 2 poles on Lawrence Street.

A motion was made by Jim Lehan to approve and grant permission to Verizon New England, Inc. and Eversource Energy joint or identical locations for and permission to erect and maintain poles and their respective wires and cables to be placed thereon, together with anchors, guys and other sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways as requested for two new poles as follows: Lawrence Street: Place one (1) jointly owned pole numbered T.2S/E.2S on the southeasterly side of Lawrence Street at a point approximately one hundred ninety-eight (198) feet southwesterly from the center line of Park Street; and Lawrence Street: Place one (1) jointly owned pole numbered T.9/E.9 on the southeasterly side of Lawrence Street at a point approximately three hundred eighteen (318) feet southwesterly from the center line of Park Street.

It was seconded by Kevin Kalkut, and so voted.

### **Appointments to the Conservation Commission**

Alex Weisheit was present for consideration of the appointment. He spoke about his background in land use law and municipal land use law and his interest in the position.

A motion was made by Kevin Kalkut to appoint Alex Weisheit to the Conservation Commission for a three year term. It was seconded by Jim Lehan, and so voted.

A motion was made by Kevin Kalkut to appoint Fred Laberge to the Conservation Commission for a three year term. It was seconded by Jim Lehan, and so voted.

The Board thanked Mr. Weisheit and Mr. Laberge for volunteering.

## **EXECUTIVE SESSION**

At 7:30 p.m. A motion was made by Kevin Kalkut to enter into Executive Session under MGL Chapter 30A, Section 21 to discuss Norfolk Municipal Employee Union Grievance MOA and Norfolk Municipal Employee Union Grievance on behalf of Kathy Astley. It was seconded by Jim Lehan and so voted. Jim Lehan then called for a roll call vote. Roll call vote: Kevin Kalkut – **aye**; Jim Lehan – **aye**.

### **The Board returned to Open Session at 8:10 p.m.**

Kevin asked Scott to update the Board on the Town Administrator search. Scott stated that the Committee met last Thursday and reviewed new resumes. They have selected 6 new individuals who they will be interviewing Saturday.

### **8:15 p.m. The Town Government Study Committee**

Jonathan Smith said they have been meeting every two weeks for the last couple of months. Their next meeting is tomorrow evening. He read the agenda aloud. He spoke about what direction the Committee is heading in. They will be reaching out to residents about their committee and trying to get people to volunteer for other committees. They are looking at recalls and term limits and reviewing advisory boards across the state. Jim asked if they were looking at FIN COM vs. Advisory Board. Jonathan answered that is one of the things they are looking at. Some towns elect and some are appointed. Some communities have term limits for major boards. They are also looking into the relationship between the BOS and the Town Administrator and the difference between a Town Administrator and a Town Manager.

They originally had four warrant articles but they are down to one. One was for a sum of money to do a staffing review of the Town. Anthony said they did not bring that forward because the cost was \$70,000 for the Town of Easton and \$100,000 for Nantucket. They decided to wait for a Town Administrator and had money to fund it. He stated they have one article to amend; the Town general bylaws amending to gender neutral. Over 30 cities and towns have made these changes. Jim and Kevin are both in agreement.

Kevin asked about the Committee's discussions on communication. Jonathan said that minutes are getting up to date. There are some initiatives about how people find out about town meeting and warrant articles. He would like to go back to Advisory Board system. Jim said that Kevin has brought great process forward on ways to better communicate. Jim said that we need to find ways to communicate to all citizens and that he would encourage individuals to watch the Advisory Board. Jim said Kevin has made it a mission to reach out to more people using other sources.

### **Action Items**

#### **Social Media Policy**

Kevin said last summer they started working on some initiatives on community engagement and make a big impact on getting information out to the community. They gave our Facebook page a

face lift and made sure all was compliant with the open meeting laws. Phase Two is being presented tonight which they have been working on for about six months. He has worked with Carol, Anthony, IT Department and both Town Administrators to be able to come forward with a Social Media Policy. They have been looking into the requirements necessary to effectively run this method of communication within a municipal environment. There is a third party service that will assist us with archiving all as it relates to the law.

Anthony Turi was present. He said that this has to do with open meeting law and public records laws. Our residents are using social media and everything posted onto our Facebook has to be archived, must be searchable and is subject to social media law. At this point, he does not have the ability to archive any social media laws. The archive service archives everything in real time and they make it available for search. If we are going to communicate with residents, we must have a policy on what will be allowed and what can be posted. As long as there is a clear policy and you are reserving the right to remove items that is within the law.

They do not want to have full-on conversations or debates on the site. Jim asked about facts and opinions and if a question is asked of a particular Board, who would answer this question? Who responds and how is it responded to? Anthony stated he would take the question and communicate with the appropriate Board(s) for an answer for Facebook. The idea would be that he can correct incorrect information, put a stop to rumors, innuendo, etc. Kevin stated that in some instances, the answer could simply direct people to the best person/Department to get the answer. Anthony is the central coordinator. Kevin said what is actually changing from a resident's perspective is that all direct questions will be filtered to the Town Facebook page; they will be asking Town officials nicely not to answer directly. There is a filter in place intended to stop commenting which will be lifted. There will be recourses for things that are inappropriate. Anthony will be monitoring the page. This will be an overarching policy to reach out to the many departmental pages that exists outside of the actual Town page.

A motion was made by Jim Lehan to approve the Social Media Policy. It was seconded by Kevin Kalkut, and so voted.

Jim expressed his gratitude to Anthony and Kevin for the development of this policy.

#### Public Safety Building & Water Project Bond

A motion was made by Kevin Kalkut that the sale of the \$8,815,000 General Obligation Municipal Purpose Loan of 2019 Bonds of the Town dated March 15, 2019 (the "Bonds"), to Fidelity Capital Markets, a Division of National Financial Services LLC, at the price of \$9,167,845.04 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on March 15 of the years and in the principal amounts and bear interest at the respective rates, as follows: (See attached Vote/Certification). It was seconded by Jim Lehan and so voted.

#### Appointment of Parking Clerk

A motion was made by Kevin Kalkut to appoint Susan Jacobson as Parking Clerk through June 30, 2019. It was seconded by Jim Lehan, and so voted.

## Closing of the Town Warrant

A motion was made by Kevin Kalkut to close the Town Warrant. It was seconded by Jim Lehan, and so voted.

## **Report of Warrants**

A motion was made by Jim Lehan to approve the following warrant: #35V19 \$498,321.76 (JL)  
It was seconded by Kevin Kalkut, and so voted.

## **Discussion Items**

### Update on Budget

Todd updated the Board on the budget. He has been through more numbers with regards to the revenues. Currently, we are looking at a \$260,000 gap. That does not include any free cash. Jim said as they look into this they are in contract negotiations with both Police and Fire. This does include what has been offered to Fire. The police will be meeting this week and they do not anticipate either will be difficult negotiations.

We received great news on health insurance; however, any savings will be going to Norfolk County retirement. We have \$400,000 in free cash. It would be nice if we do not have to put that in, however, we are not looking to cut any departmental budgets. This does reflect a revision that we found out about today in the regional dispatch. The original number went up \$60,000 due to an error on retirement and health insurance. They did not have hard numbers at the time. Jim said Todd has done a great job. Police and Fire go on the books this year and they are in good shape. Jim said this has been the best year in negotiating a reasonable budget with King Philip. They did a good job. Jim said it is attributed to the new Superintendent and his staff. This reflects the governor's budget but it comes out at the late hour. Jim said he is confident they can find the \$60,000 and the \$200,000 could come from free cash if necessary.

Jim said the police station is just about done. The HVAC is resolved; the sub-contractor was not doing his job. Permits and sign offs will be complete within the next couple of weeks. They start training after the open house on March 27<sup>th</sup> at 10 a.m. They are meeting Wednesday to sit with the architect. They have preliminary drawings on the Fire Station are convinced that financially and in terms of the project itself, they cannot renovate what's there. It is not functional. They are going to tear down and build and have brought down the square footage to single story 14,000 sf building from 18,000 sf. The fire group has been terrific and there has been a lot of progress. There have been overrides and two reasons for that are the drawings and change orders. There is money left but it may not meet all of the needs. Jim thanked Matt and stated that he has been incredible; Jim does not believe they would have gotten through it without him. Todd said he is incredible to work with. It has been a very difficult project to manage. We were under a joint contract and we had to keep going.

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

September 18, 2018	Open and Executive
November 27, 2018	Open
January 3, 2019	Open
January 8, 2019	Open
January 29, 2019	Open
February 4, 2019	Open

It was seconded by Jim Lehan, and so voted.

At 9:04 p.m. a motion to was made by Kevin Kalkut to adjourn the meeting. It was seconded by Jim Lehan, and so voted.

The next meeting is scheduled for 7:00 p.m. on March 19, 2019 in Room 124, Town Hall.

This is a true and accurate report of the Board of Selectmen's Meeting of March 5, 2019.



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Kevin Kalkut, Clerk