

## **Norfolk Select Board Open Session Meeting Minutes June 4, 2019**

Present: Kevin Kalkut; Christopher Wider; CiCi Van Tine; Blythe Robinson, Town Administrator; Nancy Langlois, Executive Assistant

The meeting was held in Room 124, Town Hall. Mr. Kalkut called the meeting to order at 7:00 p.m. Mr. Kalkut announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Ms. Robinson read the agenda

### **Action Items**

#### Please consider setting the Board's 2019 meeting schedule

Ms. Robinson stated that the Board typically meets twice a month (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays) except during the summer when there is just one meeting.

The Board set the following meeting dates:

June 25th

July 9th

August 20<sup>th</sup>

September 3<sup>rd</sup> and 17<sup>th</sup>

#### Please consider making appointments to various boards and committees

Ms. Robinson explained that June is typically when the Board acts to appoint or reappoint residents to various boards and committees. She stated that at this time, we would like to begin the appointment process with boards and committees which we have received requests and/or recommendations for. There will be several more at future meetings.

A motion was made by Ms. Van Tine to make the following appointments/re-appointments effective July 1, 2019:

- Mary Sharkey re-appointed to the Board of Registrars with a term to expire 6/30/22
- Fred Laberge re-appointed to the Conservation Commission with a term to expire 6/30/22
- Karen Edwards re-appointed to the Council on Aging with a term to expire 6/30/22
- Linda Hennessey re-appointed to the Council on Aging with a term to expire 6/30/22

Mr. Rosenberg stated several reasons of support:

- 1) It is common for the MMA to support and submit letters to legislature;
- 2) The timeliness of this is important. The hearing will be June 10<sup>th</sup> and comments would be more appropriate before rather than later;
- 3) This bill was originally filed because of a problem in Norfolk with a web based forum to discuss warrant articles for Town Meeting. Members of boards and committees and elected officials were reluctant to comment in the forum because they were afraid of violating the Open Meeting Laws. The people who knew most about certain issues were not willing to answer questions, etc.

Ms. Van Tine would like to be definitive in each case to determine if it would impact the Town. She agrees that perhaps this one could be defined as such given the example (number 3 above) Mr. Rosenberg gave.

Mr. Wider agreed that if it directly impacts the Town, we could go forward.

Mr. Kalkut stated that it seems to be established that this bill does directly impact the Town.

Mr. Rosenberg spoke more about the bill and described what it covers. He stated he feels this will increase efficiency and transparency.

Mr. Kalkut thanked Mr. Rosenberg for his thoroughness.

A motion was made by Mr. Kalkut to support Massachusetts House Bill 2775 and authorize the Chair to send letters to the Massachusetts Municipal Association and our legislative body in support of the bill. It was seconded by Mr. Wider, and so voted. All were in favor.

#### Please Consider Approval of the Hockomock Area Triathlon Race Request for July 21, 2019

Ms. Robinson informed the Board that this was reviewed by Chief Stone who informed us that he will not require a detail officer working. This has gone on for a couple of years without incident and he recommends approval.

Ms. Robinson answered questions asked by Ms. Van Tine and Mr. Wider on the contract.

A motion was made by Mr. Kalkut that the Board vote to approve a three year contract with the International Association of Firefighters, Local 4134 for the period July 1, 2019 – June 30, 2022 as presented. It was seconded by Mr. Wider, and so voted. All were in favor.

Mr. Kalkut thanked Ms. Robinson, Mr. Bragdon and members of the Fire Department for their work.

### **Discussion Items**

#### Please discuss an update to the Town's Master Plan

Mr. Kalkut stated that at the Select Board's last meeting, there was a discussion on the re-institution of an Economic Development Committee and the need for a master plan as a basis to work from.

Town Planner, Richard McCarthy and Planning Board members, Walter Byron and Chad Peck, were present to update the Board on the current master plan. Mr. McCarthy explained that the last update to the plan (2007 Master Plan) is still valid in some areas, however outdated in other areas.

He stated that several efforts have taken place more recently, such as: The Open Space and Recreation Plan has been completed; the Affordable Municipal Housing Trust and Susan Jacobson completed the Housing Production Plan in 2017 (five year plan); there has been work with the Planning Board and MAPC on a town wide economic strategy; the Complete Streets was recently completed; and several other areas that may overlap.

Mr. McCarthy also mentioned the B1 Zoning District Working Committee is looking at zoning related to town center and the regulations of different boards and committees are incorporating the older plans with what is now valid.

He discussed a MAPC study, and a grant through Mass Housing which was obtained with the help of Representative Dooley.

He further discussed that there are costs associated with completing a plan. The last effort was through a committee with volunteers helping which kept costs down.

Ms. Van Tine then read draft goal Item No. 2

Ms. Van Tine stated that she is especially pleased with the 10 year roadway improvement plan and that it dovetails with the Master Plan, Economic Development Plan and community involvement.

Ms. Robinson stated that the DPW Director provided her with a copy of a road plan from 11 years ago and she will provide it to the Board. It will help figure out current status and spending per year to move towards goals.

The Board agreed that they will start getting out more information to the community beginning with a list of roads to be repaved provided by DPW which will be on the Town's website with a schedule.

Mr. Kalkut stated that a lot of work has been done by the DPW Assistant Director, Barry Lariviere, to create a GIS overly that would color code and identify the status and condition of the roads. This will have the ability for residents to see priority areas.

Ms. Van Tine then read draft goal Item No. 3

Mr. Wider stated that Fire Station needs to be priority.

Ms. Robinson stated she will update her spreadsheet, incorporate staff work plans and provide to the Select Board each month.

A final version of the draft goals will be completed and posted to website.

Please discuss comments from the owner of 194 Main Street Regarding Town process to enforce bylaws

The owner of this property was not able to be at this evening's meeting. This item will be discussed at the June 25<sup>th</sup> meeting.

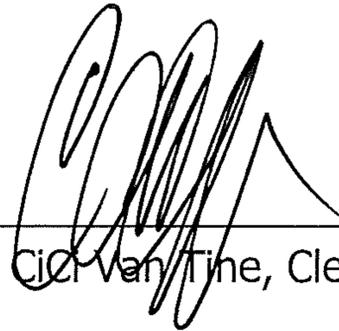
Please discuss the process to search to fill the position of Fire Chief

Ms. Robinson updated the Board on the current status of the search. The job has been advertised internally and two current employees have expressed interest. She would like to know how the Board wants to move forward. She recommends an assessment center to better understand what types of candidates they are considering. She also pointed out

Ms. Van Tine requested an item on the next meeting agenda to discuss office space construction at the current fire station.

A motion by was made by Mr. Wider at 9:30 p.m. to adjourn the meeting. It was seconded by Ms. Van Tine, and so voted. All were in favor.

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



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Cici Van Tine, Clerk

## DRAFT 2019-2020 BoS Goals & Objectives

### 1. Community Engagement (CE)

- a. Goal CE-1 - "Development of additional and more efficient means by which residents can interact with, learn about and provide feedback to town officials."
- b. Supporting Objectives
  - i. CE 1.1 – Structure a schedule for holding reoccurring monthly "office hours" to allow residents a dedicated window to engage with a member of the board one-on-one.
  - ii. CE 1.2 – Explore the possibility of expanding the monthly "Conversation Corner" program to a more interactive Facebook Live stream to allow for a wider audience with Q&A functions.
  - iii. CE 1.3 – Explore the addition of a Visual Budget component to the Town website to provide the public with a visual representation of the Town's financial history and outlook, as well as illustrate key trends.
  - iv. CE 1.4 – Explore the possibility of holding a "town hall" style session where a single member or full board is available with or without key department heads to field questions/concerns from residents on a single topic or in a more general sense in a less formal session than public meeting.
  - v. CE 1.5 – Develop a newsletter for public distribution (print and/or electronic) that will include town project updates, notices, events and general town hall happenings.
  - vi. CE 1.6 – Evaluate and Potentially Implement a public comment period into the Select Board public meeting agenda (multi-faceted approach for comments and for dialogue).
  - vii. CE 1.7 – Explore and evaluate a potential partnership with the local Boy Scouts for projects and service opportunities.

## 2. Strategic Planning (SP)

- a. Goal SP-1 – “Update and align the community directional plans to provide a clear and consistent path forward for residents, business partners and developers”
- b. Supporting Objectives
  - i. SP 1.1 – Evaluate the effort to update the Master Plan and outline a delivery schedule for development and proposal to Town Meeting.
  - ii. SP 1.2 – Evaluate and potentially reorganize the Economic Development Committee to carry forward any accepted recommendations put forth by the B1 Zoning Working Committee
  - iii. SP 1.3 – Develop a 10yr roadway improvement plan, including a publicly available tracking sheet that identifies condition and priority
  - iv. SP 1.4 – Evaluate operational efficiency either through professional outside assessment or internal review to identify any opportunities or validate
  - v. SP 1.5 – Evaluate any programs, both existing statewide or potential new local, that could alleviate the fiscal burden on our senior community

## 3. Town Facilities (TF)

- a. Goal TF-1 – “Review, update and map out the growing needs of the community and match them with a prioritized plan aligned with Goal SP-1”
- b. Supporting Objectives
  - i. TF 1.1 – Evaluate needs/timeline for potential Freeman Kennedy School Expansion
  - ii. TF 1.2 – Recalibrate on Fire Station project with updated projections related to cost/timeline as well as define a collective path forward
  - iii. TF 1.3 – Assess Town Government space needs, including seniors, recreation, parking, etc. and establish a prioritization plan for addressing opportunities
  - iv. TF 1.4 – Evaluate the value in obtaining commuter parking space to offer as benefit to residents at a discounted rate.