

## **Norfolk Select Board's Open Session Meeting Minutes October 15, 2019**

Members Present: Kevin Kalkut; Christopher Wider. Members Not Present: CiCi Van Tine. Also Present: Blythe Robinson, Town Administrator; Judith Lizardi, 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 reviewed the agenda.

### Public Comment

Mr. David Rosenberg, 123 North Street, reminded the Board he would like to advance the conversation about enhanced citizen engagement. He stated he was at the Transfer Station and noticed bottles with \$.05 deposits being tossed into a dumpster. The deposit money from returned bottles and cans goes to the State, but he would prefer to see the money go to the Town of Norfolk or a charity. He questioned if said bottles and cans could be collected by a town employee or if the town could make an arrangement with interested citizens or charities to collect and redeem them.

### Presentation of DPW Capital Projects

Mr. Bob McGhee, Director of Public Works, and Mr. Barry Lariviere, Assistant Director of Public Works, provided a slideshow and discussion about DPW Capital Projects including a CIP overview, pavement management presentation, proposed FY20 CIP review, and draft FY21-FY22 CIP review. Mr. McGhee stated the quality of the roadways is an important topic, and they will provide details on DPW requests on the Special Town Meeting warrant.

Mr. Lariviere reviewed CIP equipment prioritization and stated the age and functionality of each vehicle is considered. As there are many older vehicles in the fleet, they are getting to the point in the vehicle life cycle that they are spending more money keeping the vehicle operating than what it would cost to invest in a new vehicle. They requested the roll off truck for the Transfer Station. He discussed the pavement management program and stated that all roadways were reviewed in preparing this plan. He stated the town has 72.34 miles of accepted roadway with an overall total of 93.53 roadway miles. He provided an existing conditions summary of the town's roadways and noted that 29 percent of the roads are in the D category. There is an approximately \$12 million backlog for road repair. He explained and provided photographs of the pavement inspection program. He stated the DPW primarily obtains their funding from Chapter 90; they also use local funding and grants. Eighty percent of their budget is used for mill and overlay. The town should consider a balanced approach plan incorporating crack sealing and preventative maintenance work, not just a "worst first" approach. If they continue to use only the \$400,000 from Chapter 90, the roadway conditions will continue to decline. He discussed the five-year capital improvement plan. He requested money from the town to maintain

the main roads and stated there was some historical data available on the pavement management program.

Ms. Robinson recommended getting to the point of spending some money on roads in the B category by doing crack sealing to extend the road's life which is less expensive and will keep the road at a better quality for a longer period.

Mr. Lariviere said there are different road treatments available that will help to extend the funds, but it comes with citizens' understanding that not every road will have a perfectly smooth surface; some roads may have a rougher texture.

Mr. Edward Haddad, 138 Red Maple Run, asked about hidden costs.

Mr. Lariviere explained that with pavement management, any roads with poor drainage would require engineering involvement; therefore, the cost would be greater. Ms. Robinson stated that if for instance there is interest in adding a sidewalk to a road, those dollars are not included in the provided numbers.

Mr. Wider asked about the sidewalk fund. Mr. McGhee said there was money held by the Planning Board, but he was not sure of the amount in the fund. He stated that with the exception of crack sealing, the DPW would never look at a road without evaluating drainage, trees, and other factors.

Mr. Ernest Alix, 40 North Street, reviewed the water service on Rt. 115. He stated the water line installed in the 1930s includes an 8 in. asbestos pipe with 1 ft. of lead pipe attached going to the curb stop. The lead has popped. Replacing this line came up for discussion at Town Meeting about 10 or more years ago. It is important to consider that if the 1 ft. of lead pipe fails in one place, it will likely fail elsewhere as it is all the same age. Mr. Lariviere said he is aware of the asbestos cement (AC) pipe. They have not had any major issues with it at this time. They must research where the AC pipe is located and prepare a replacement program. All these projects intertwine and relate to each other.

Ms. Robinson stated in the CIP for the Water Fund, \$450,000 is being projected for each year starting in FY21. It does not identify specifically where the transit pipe is, but a certain amount will be replaced every year for a number of years to get it all out of the system. This needs to be a coordinated effort with other required work projects.

Mr. Wider asked about the planned roadway paving that will be finished this year. Mr. Lariviere said roadway paving for this year was ended. Mr. McGhee explained there is a balance of three streets to be completed: Ash Road due to a drainage issue, a stretch of Rt. 115 around the roundabout and Union Street to Castle Road, and Medway Branch to Tucker Road at the Transfer Station. They were hoping to get these done this year as they are simple projects. There was approved funding through Chapter 90. P.J. Keating won the bid; however, they aren't able to fit all of the town's work into their schedule.

Ms. Robinson said that since the town only has Chapter 90 money to spend, we must wait until the State funds are available. The town has to work through the process of getting the money before giving the paving company the go ahead. When we can get to the point where the town can fund some of this, we will have more control of the schedule with the contractor.

Mr. Lariviere said it will be busy next year getting the above-mentioned roads completed along with any other planned streets. He reviewed the draft FY21 - FY22 CIP overview. He discussed that space is dwindling at the cemeteries and suggested expansion planning may be needed.

Mr. Wider asked about the requested roll off truck for the Transfer Station. He stated that just because the current truck is old does not mean it does not work. He noted that older police cars that were replaced are now being used for maintenance vehicles. If the vehicles were no good, why are they still being used by the DPW? He suggested getting the vehicles fixed and noted that 390,000 miles on a diesel truck is not much. Mr. Lariviere suggested that purchasing a new roll off truck would save money in the long term due to the investment of time and money needed in the current truck to keep it running. Mr. Wider asked if the recycling transferring can be done by a subcontractor.

Mr. McGhee said research was done to determine available trucking companies for the recycling business. He explained that materials brought to the transfer station have to be sorted and brought to market. The truck goes out three to five times per week. There is metal fatigue and getting parts is difficult. The current truck can probably operate for another three years, but when it falls apart the recycling business will have to shut down. He recommended replacing it this year and noted it is usually less expensive for the town to use their own truck.

Mr. Wider requested to see the analysis and suggested Dover Trucking be contacted.

Mr. Lariviere stated fixing the transmission is a large expense. He questioned if they are at the point of investing money to keep the truck running or investing in a new truck. Ms. Robinson stated she agreed it was worth getting a price on contracting the hauling. She stated the town will not be able to down cycle vehicles when the town becomes a Green Community as vehicles must meet the miles per gallon standards.

Mr. McGhee noted solid waste is part of the General Fund as it collects revenue, especially when the recycling markets are good such as they were in the past. This is a service to the town. He mentioned the option of curbside pickup and noted that due to wind, it usually causes debris and trash on the roads.

Mr. Wider stated he thinks grass cutting should be given to a subcontractor so the town's highway workers can focus on cutting back brush and other duties. Mr. McGhee stated they have used subcontractors in the past for grass cutting. He explained the difficulties of keeping the grass on the recreation fields cut properly; the recreation director has high

expectations. They determined it was easier to put one worker on this job rather than use a subcontractor. Ms. Robinson noted that hiring a subcontractor may work in some applications but may not work for recreation fields. She noted subcontracting requires paying prevailing wage; it is much more costly than when a homeowner uses a lawn service.

Mr. McGhee stated that along with the recycling trucking statistics, he will provide Mr. Wider with historical information regarding subcontracting grass cutting.

Mr. Wider said that maybe the Recreation Department's standards are too high. The roads are the top priority and the town has to prioritize spending toward the roads. As the town does not have lots of money, money for trucks and mowers is money poorly spent. The town should not buy the niceties until all else is done and fixed.

Ms. Robinson stated the roads have not been a priority in the past years. The CIP is a planning tool. Vehicles cannot be kept running forever. The money from Chapter 90 that is in the account and not spent will be available in the spring. She stated the town signed a settlement agreement to complete Lake Street and is under an obligation to complete it.

Mr. Kalkut said he would like to balance Mr. Wider's concerns with a more detailed analysis on how the DPW is operating today versus how this potential purchase would affect many other areas.

Mr. Wider asked if plow drivers were available for the winter.

Mr. McGhee said the contractors are starting to respond. Around Thanksgiving they will get more commitments and signed contracts. They did not increase the rates this year other than the cost of living.

### **ACTION ITEMS**

Please consider appointing Timothy Martin to the Zoning Board of Appeals

Ms. Robinson stated Timothy Martin submitted an application for the Zoning Board of Appeals position last week; his application is in the agenda packet.

Mr. Martin stated his background is in real estate. He attended law school and opened his own law firm. He practiced both real estate law and corporate law. He is now involved in commercial real estate lending. He appreciates the importance of zoning and the impact it has on a town. He is interested and motivated to take on this role to help the community.

Mr. Wider stated he met Mr. Martin years ago. Mr. Martin has been before the ZBA. He thinks Mr. Martin would make a good addition to the ZBA as an associate member.

A motion was made by Mr. Kalkut to appoint Timothy Martin to the Zoning Board of Appeals as an Associate Member for a term to expire on June 30, 2020. It was seconded

by Mr. Wider, and so voted. All were in favor. Mr. Wider stated Mr. Martin should get sworn in tomorrow at the Town Clerk's office and attend tomorrow night's ZBA meeting.

Please consider appointing new Parking Clerk

Ms. Robinson stated in the past one of the duties of the Town Administrator's Executive Assistant was to perform the role of Parking Clerk. Most recently, this position was held by Susan Jacobson; however, she has moved back to the Affordable Housing department. Per state law, someone in the police department cannot perform the role of Parking Clerk. Town Clerk Carol Greene has offered to assume this role. In many small communities, this role is held by the Town Clerk. Ms. Robinson recommended Carol Greene for the role of Parking Clerk.

A motion was made by Mr. Kalkut to accept the resignation of Susan Jacobson from the position of Parking Clerk and appoint Carol Greene to the position of Parking Clerk for a term to expire on June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider signing DPW Grievance Settlement

Mr. Scott Bragdon, Human Resources Director, provided background on this item and stated he believes the facts of the grievance are incorrect. He explained that there has been a change in management in the DPW union since the contract was negotiated and those members do not believe the current vacation wording in the contract is correct. However, that wording was in the first draft and every subsequent draft of the contract. The DPW union brought a grievance as to how vacation is earned. He explained the vacation wording changes. He stated there is no cost to the town to agree to this change.

Mr. Wider asked if DPW has a different vacation methodology than the other town unions.

Mr. Bragdon explained that as the different union contracts are negotiated, the wording will vary within the contracts. They try to bring some consistency to the wording in various union contracts and with non-union employees.

Ms. Robinson said there are components in the contracts that are similar. It seems the amount of vacation time people earn is about the same, but the exact details of how it is worked out are different among all the contracts. Mr. Bragdon can provide a spreadsheet of the contract comparisons.

A motion was made by Mr. Kalkut to authorize a settlement agreement and release with the Norfolk Highway Department Employees Union regarding Article 13, Section 2 vacation wording. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider executing Proclamations for Eagle Scouts

Ms. Robinson stated there is an Eagle Scout Court of Honor to be held on October 20, 2019, at which four scouts will be receiving this designation. It has been the town's practice to provide the scouts with a proclamation "naming" a day after them in

recognition of this achievement. Mr. Wider will be attending the ceremony on behalf of the Board and will bring the proclamation certificates to recognize the scouts and proclaim a day in their honor.

A motion was made by Mr. Wider to proclaim in the Town of Norfolk:

- October 21, 2019 – Jack Sebastian Collentro Day
- October 22, 2019 – John Charles Norberg Day
- October 23, 2019 – Brandon Douglas O’Neill Day
- October 24, 2019 – Mathew Joseph Stetter Day

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

Please consider approval of the Heather’s Hungry Turkey Trot on November 28, 2019

Ms. Robinson stated a request for approval to hold a 5K road race on Thanksgiving has been submitted; about 100 people are expected to attend. The proposed race course is outlined in the materials provided in the agenda packet. The organizers are providing the town with insurance. DPW offered to inspect the route and provide barrels and cones to facilitate the event. She recommended approval.

A motion was made by Mr. Kalkut to approve the request to hold a Turkey Trot Road Race on November 28, 2019. It was seconded by Mr. Wider, and so voted. All were in favor.

**Discussion Items**

Please discuss funding for Norfolk’s 150th Anniversary Parade

Ms. Robinson stated Paul Terrio reached out to the Town Administrator’s office expressing his interest in planning a parade in recognition of the Town’s 150<sup>th</sup> Anniversary.

Mr. Terrio stated he is willing to take on the task of organizing the parade. He stated the parade for the Town’s 100<sup>th</sup> Anniversary lasted two to three hours with many participants and bands. There were four days of activities held on the Memorial Day weekend as well as Firemen’s muster and fireworks. He asked how the town wanted to celebrate the anniversary event and if the town was interested in having a parade. He suggested the weekend after Labor Day would work well as people have returned from vacation. The event will require funding and logistics support. He reviewed two possible parade routes.

Ms. Robinson reviewed the Historical Commission’s plan for the Town’s 150<sup>th</sup> Anniversary celebration dinner scheduled for May 2020, at the KP Middle School for which the town has budgeted \$2,250. There has been no funding put aside for a parade. A budget for a parade could be put in the FY21 budget and available in July.

Mr. Wider said we probably have not done a good job as a town about deciding how to celebrate the Town’s 150<sup>th</sup> Anniversary. He thinks a parade is a great idea: kids love a parade and older people like the nostalgia. The funding would have to be put in order very quickly.

Mr. Terrio said he would start to contact businesses and people who may be interested in providing funding contributions and donations. He will reach out to Carol Greene to see if she has any information about the previous celebration and sources of funding. He will begin to develop a budget.

Mr. Kalkut noted this seems like something we would like to pursue; it would be good for the community.

Mr. Ernest Alix said he attended the Town's 100<sup>th</sup> Anniversary celebration and asked if the green space in front of Walgreens could be used. Mr. Kalkut stated it is private property and permission to use it would be needed.

Ms. Donna Jones reviewed the Historical Commission's plans for their May 2020 dinner event. The money requested will be used to print and mail invitations and purchase food. There will be a charge for tickets. The Commission is also planning talks at the library. She displayed a notebook from the Town's 100<sup>th</sup> Anniversary celebration in 1970 and 125<sup>th</sup> Anniversary celebration in 1995. She stated that fireworks were held for these events.

Mr. Kalkut stated this is the beginning of the process. More research needs to be done along with further discussion on the scope and budget. He recommended meeting again on December 3, 2019.

Mr. Terrio said he would gather some information for the meeting.

Please discuss the draft Special Town Meeting Warrant/Various Articles

Ms. Robinson reviewed the draft of the full warrant for the November 19, 2019 special town meeting and noted the language is very similar to the way that Norfolk has structured its articles in past years. She stated the order of the warrant needs to be determined. She stated that staff persons from DPW, Police, Human Resources, IT, and Finance are present at tonight's meeting to answer questions on warrant items regarding dollars to be spent as part of their specific departments. Staff members from remaining departments will be present at the October 29, 2019 meeting. She stated the warrant has been reviewed by Town Counsel and some edits were made. There are some concerns about the B-1 Zoning District as to whether it should be one article or if each section should be a separate article. The Planning Board will hold their public hearing on this item on October 28, 2019.

Mr. Wider asked about the police radios and police cruiser.

Police Chief Stone said that when the department is fortunate to get new police cars, they like to spread the mileage among the vehicles as the cars last longer and are better maintained. As the cars start to age, they get driven fewer shifts. He stated 35 radios are requested and explained that a radio is issued to each person. With this method, the radios last longer and additional accountability is provided. He stated that most towns are

utilizing digital radios. Norfolk has to be able to communicate with other towns, so they need to utilize the digital format, also. Ms. Robinson stated she discussed with Chief Stone replacing some of the radios this year and some next year. Mr. Bragdon said that in the last contract the ability to have GPS capabilities, which the new radios have, was negotiated.

Chief Stone said the department has 15 cruisers and two motorcycles. The cruiser they are replacing is 11 years old; police cars do not last as long as personal vehicles. When the vehicles are on-shift, they will be kept inside to keep them from having snow falling on them and from icing up.

Ms. Robinson said the next model year will be a hybrid. Over time, as vehicles are replaced, energy use should go down. She stated another discussion is what to do with the police vehicles they will be getting rid of as older vehicles cannot be down cycled if they do not meet the miles per gallon in the Green Community standards.

Mr. Thanh Tran, Director of Technology, discussed the technology replacement program. He stated there are about 95 computers in the town. He prepared a five-year refresh program. Every year they change out 15 sets of computer monitors and at the same time purchase licensing so they can be current and in compliance. He stated 60 percent of the computers are from 2010 to 2015.

Ms. Robinson said this request is for desktops and licenses. Some computers are still running Windows 7 which will not be supported soon. The plan is to replace the equipment when it should be replaced.

Mr. Tran said he would like to put backup software in the budget.

Ms. Robinson said a conversation has been started and should continue about whether they should be maintaining servers or whether they should be completely in the cloud; however, costs are associated with the cloud. Probably a hybrid approach will be used. She confirmed a server that recently crashed was replaced from insurance proceeds.

Mr. Bragdon said the town's last full HR classification study was done in 2002. The clerical union has expressed its support for the study. As new people are hired the job descriptions are redone, research is needed to find out where Norfolk is compared to the market. Pay is only one aspect; benefits are part of it. Negotiations will be starting with the DPW and clerical unions and we want to have good facts. This professional help would allow the town to be prepared for negotiations, know where the positions place in the market, determine if we are paying too high or too low, and identify what full benefit packages look like. Mr. Wider asked why the classification study has not been done sooner.

Ms. Robinson stated she does not know why the classification study was not a priority for Mr. Bragdon when he was hired eight years ago. It should probably be done about every ten years.

Mr. Bragdon stated that during his first six years not much hiring was done. When the economy improved more hiring occurred so the classification study has become a more important issue. The market has changed dramatically in the last few years. The study provides updated job descriptions for every employee which is public information, an updated classification system which can be used for new jobs, and actionable information to use in negotiations.

Mr. Robinson said this information would be critical to have before entering negotiations with the clerical union. This will allow the town to look at competitors and determine how competitive we want to be. The goal is to make sure the town is consistent in the marketplace. It must be determined how many jobs will be reviewed as part of the study.

Ms. Robinson said Todd Lindmark, Finance Director, will discuss some of the budget transfers on the list and provide general thoughts on how to fund all items. She explained there is \$1.12 million in free cash; however, this has been the vehicle for capital expenditures in past years. Ideally, she would prefer to not spend more than one-third of it in the fall; this will be a challenge as there are many needs, and we want to be prepared for a difficult winter. She explained that the snow and ice deficit can be handled either by adding that amount to the tax rate for this fiscal year to cover the cost or utilizing a portion of free cash to do so.

Mr. Wider stated he would not like to raise the tax rate as it puts burden on the taxpayers. He is in favor of paying the snow and ice deficit with free cash. Some of the things people want will have to wait.

Ms. Robinson said she would follow up on whether CPC funds could be used for the parade. She reviewed some of the discretionary expenditure items. She stated that she and Mr. Lindmark are recommending borrowing for the roll off truck and Lake Street. She noted the contribution to the OPEB liability is important and there should be an obligation to begin to fund it. The Board can decide where they would like to use free cash.

Mr. Wider asked if money could be set aside for street paving. He noted that roads have never been prioritized.

Mr. Lindmark stated the increase in tax rate for the snow and ice deficit would be \$.127 per thousand.

Ms. Robinson said there are not many wants on the list and noted decisions do not need to be made tonight. She is finalizing the warrant for the October 29, 2019 meeting. She reviewed the items in Article 3 through Article 8. She said she will expand the spreadsheet to include all of the funding sources.

Mr. Kalkut stated he does not want to see an increase in the tax rate. He and Mr. Wider agreed the zoning bylaw should be the first article on the warrant.

Ms. Robinson noted department heads that were not present at tonight's meeting will be in attendance at the October 29, 2019 meeting at which the final version of the warrant will be before the Board to be executed. The current version is on the website. The town mails a postcard for the fall warrant. She noted Superintendent of Schools Ingrid Allardi will be giving a presentation at the October 29<sup>th</sup> meeting.

Mr. Kalkut said the full warrant is usually mailed only for the spring meeting.

Please discuss updates to Select Board Policies

Mr. Bragdon stated he reviewed the Select Board's policy manual. He discussed the updates he incorporated including making the policies gender neutral and adding the public comment policy.

Please discuss the status of the Select Board's FY20 Work Plan

Ms. Robinson stated the Board members have received the work plan update. The Chair put this item on the agenda so the Board can review progress and discuss whether the priorities remain the same or if they want to shift focus on some items.

Mr. Wider requested the status of the Olive Day School roof replacement. He noted there may have been more bidders if the town had been more realistic on what they wanted. All the work was supposed to have been completed before school started. He suggested a penalty clause should have been instituted as the work was not completed.

Ms. Robinson discussed the contractor's completion schedule.

Mr. Kalkut stated there were many items listed as goals for this year. He discussed items that should be in the forefront such as putting the visual budget on the website. He reviewed each item on the Selectmen's Office Work Plan – October - FY20 and pointed out items that have been implemented such as establishing Select Board office hours, adding a Select Board agenda item for a public comment period, hiring the fire chief, completing the Lawrence Street bridge project, and providing parking permits on Liberty Lane for MBTA commuters.

Ms. Robinson stated the COA Director is reviewing jobs and tasks that could be used for the Senior Work-Off program to better advertise to seniors what is available. A conversation with the Assessors Department includes how many jobs are available, if people are interested in the jobs, and if the amount being earmarked is correct. It is a calendar year program.

Mr. Wider said the public input sessions have been good and should continue.

Mr. Kalkut reviewed the previous Conversation Corner program which connected the town community to the Town Administrator. He thinks there are benefits to this.

Ms. Robinson said she was open to doing it. There are many things the town does that would be good to help people understand. She noted they should start working on the visual budget presentation if they want it included in the FY21 budget as there will be a cost. She will send the Board the links for the possible subscriptions again for their review to determine what would be most useful for the residents.

Mr. David Rosenberg suggested the Board consider having a forum explaining how town government works to help people understand the responsibilities of each department.

Mr. Kalkut stated they could possibly shape the Conversation Corner program into a more educational format.

Mr. Wider noted previous discussion about banning plastic bags and plastic cups. Ms. Robinson suggested the town monitor the state legislation regarding a plastic ban; this item can be added for the spring meeting. Mr. Wider said he had a volunteer who would go into the community to determine how the ban would affect small businesses.

Mr. Kalkut suggested Mr. Wider take on the Senior Work-Off program, he will take on the educational aspect of the Conversation Corner program, and Ms. Van Tine will take on the fire station project.

Please consider approval of the following warrants:

A motion was made by Mr. Wider to approve the following warrants:

- 09/27/2019 06P20 and 06PS20 \$839,547.21
- 10/01/2019 14V20 \$722,222.31
- 10/08/2019 15V20 \$10,749,798.16
- 10/08/2019 15VSA20 \$3,352.50
- 10/08/2019 15VS20 \$121,904.20

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

Please consider approval of regular session minutes

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

- March 19, 2019
- April 16, 2019
- September 24, 2019

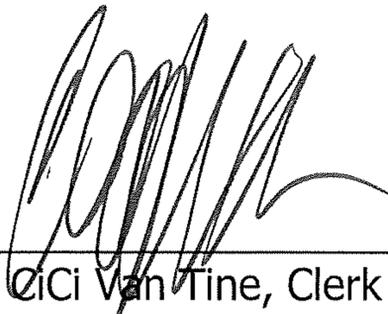
It was seconded by Mr. Wider, and so voted. All were in favor.

Ms. Robinson said a date needs to be set for the Classification Hearing. Mr. Kalkut and Mr. Wider confirmed they would be available on November 21, 2019, from 4:00 to 5:00 PM. Ms. Robinson will confirm this time with Ms. Van Tine. She stated there is a public hearing scheduled for November 5, 2019, for the acceptance of roads.

At 10:08 p.m., a motion was made by Mr. Kalkut to adjourn the meeting. It was seconded by Mr. Wider, and so voted. All were in favor.

The next meeting will be held in Room 124, Town Hall, on Tuesday, October 29, 2019, at 7:00 p.m.

This is a true and accurate report of the Board of Selectmen's Meeting of October 15, 2019.



Cici Van Tine, Clerk