

Regular and budget meeting of the Board of Selectmen convened at 5 p.m. on Tuesday, February 28, 2017 in Room 34, the Harry B. Butters Chambers, Norwood Memorial Municipal Building, with the Pledge of Allegiance, and a silent moment of prayer and reflection. Meeting is Recorded.

Present: Chairman Allan D. Howard, Selectmen William J. Plasko, Helen Abdallah Donohue, Paul A. Bishop and Thomas F. Maloney. Also present General Manager John J. Carroll, Clerk Frances L. Jessoe and Assistant Christina K. Mulvehill

### Appointments

#### 7:00 P.M. – Supt. Mark Ryan, DPW/Town Engineer:

Mr. Ryan gave the highlights of the department's monthly activities. He spoke about the total snowfall this season and the operations related to that. They have been overseeing the work on the lights at the Coakley Middle School. Highway and Parks has been spending a lot of time clearing woods. There is always damage that occurs with snow plowing operations and they have been busy repairing some mailboxes and fences. PBCC had concerns about some roof shingles and the Highway and Parks department was involved with that, using a bucket truck to observe the areas. The Water department, typically during the winter, deals with water leaks. They held bid opening for the Route 1 Water Meter Pit which resulted in very favorable prices. The consultant is currently reviewing the contract. There is a contractor hired to identify water leaks that the DPW is unable to track down. The Cemetery Department does a lot of work internally on the buildings. They install shelves, sand and stain the benches, etc. Selectman Bishop asked for clarification of Meter Pit. Mr. Ryan said it is the main that comes from the MWRA and services Norwood. It is a pit connected by radio to the water tank and when the tank gets too high, the meter pit lowers the flow and when the tank is low, the meter pit increases the flow. Selectman Plasko spoke about the damage to the Coakley track caused by the installation of the lights. Mr. Ryan said it was either the track or the ballfield and the contractor will go back after the work and make repairs to the track. Selectman Maloney asked about the bids on the meter pit. Mr. Ryan said the bid was \$190,000 and they had budgeted \$310,000.

#### 7:15 P.M. – Supt. James Collins, Norwood Light Department:

Submitting monthly report of department's activities.-appointment cancelled

#### 7:30 P.M. – P.H. Crushed Peppers, 20 Broadway:

The Clerk read the notice. Mr. Patrick Hanna is applying for a Common Victualer license to operate Crushed Peppers, 20 Broadway, Suite 2. Mr. Hanna is planning to run a nice, upscale looking pizza restaurant in the area. He has been renovating the space and has replaced most of the equipment. Selectman Maloney asked Mr. Hanna about his experience. He said he was born into the pizza business. It is his family's business and he managed a pizza restaurant in Norwell. He knows what he is doing and he has a high standard. The hours of operation will be Monday – Saturday, 11 a.m. to 10 p.m. Chairman Howard inquired if anyone would like to speak in favor or against. Seeing none, on motion of Selectman Plasko, seconded by Selectman Bishop, voted to close the hearing. On motion of Selectman Plasko, seconded by Selectman Bishop, voted to approve the license.

#### 7:45 P.M. – Thomas McQuaid, Town Clerk & Accountant and Personnel Board:

Discussion of Proposed Travel & Expense Reimbursement Policy.

Mr. McQuaid referenced a Policy for Reimbursement of Expenses that was approved by the Board of Selectmen on February 9, 2016. Mr. Hajjar of the PB called that board to order to discuss recommendations of this policy and Michelle Pizzi, Human Resources Director, confirmed that the notice has been given. Mr. Hajjar then introduced Ms. Pizzi and Jack Taylor.

Mr. McQuaid began by accepting the appointment to the Town Treasurer Screening Committee. Then he discussed the aforementioned policy, stating the impetus for this policy came from the Human Resources Department. The auditors had made him aware of some federal procurement changes to take effect next

7:45 P.M. – Thomas McQuaid, Town Clerk & Accountant-(cont'd):

year. He summarized by saying the employee must get permission from the department head before spending money, the employee must have receipts for everything, and there are limits as to what can be spent on meals. When travelling with a spouse, the employee would not be reimbursement for the spouse's expenses and there are some non-reimbursable expenses. There was discussion as to how soon after incurring the expense the employee would have to put in for reimbursement. In the end it was decided that the individual should submit reimbursement paperwork within thirty days but in no event should it exceed ninety days.

Selectman Plasko pointed out that he had suggested two changes to Mr. Hajjar and they are not included. Mr. Hajjar read the new wording on misrepresentation of expenses. Selectman Plasko pointed out that the PB members were in attendance tonight because they are going to vote this as a personnel policy that it covers Selectmen, etc. who are not covered because they are not personnel. PB will take its vote, Selectmen will take theirs, and then both parties will sign the policy. This policy will become effective upon adoption and signature. On motion of Selectman Plasko, seconded by Selectman Bishop, voted to approve with the changes recommended by Selectman Plasko.

New Business

Patricia A. Farioli, Asst. Assessor:

On motion of Selectman Donohue, seconded by Selectman Bishop, voted to reappoint Mr. McDonough as Assessor.

Robert F. Sullivan, Sr. Manager, Xfinity:

On motion of Selectman Donohue, seconded by Selectman Maloney, voted to file notice that they will no longer carry Esquire and Esquire HD.

Personnel Board:

On motion of Selectman Plasko, seconded by Selectman Bishop, voted to file information on proposed updated Alcohol and Drug Policy hearing.

Special Town Meeting

On motion of Selectman Plasko, seconded by Selectman Bishop, voted to move recommendation as follows: If a Special Town Meeting is to be held at the Annual on May 8, 2017-the Warrant would close on April 11 and be signed on April 18.

James T. Hilliard, Esquire, Connor & Hilliard:

On motion of Selectman Bishop, seconded by Selectman Donohue, voted to file request on behalf of his client, Peter Catanese, to withdraw the first petition to amend the zoning map of 347 Everett Street. (this was filed and sent to the Planning Board on January 3, 2017). He has since filed a new petition. (this was filed and sent to the Planning Board on February 22, 2017.)

Cemetery Deeds:

On motion of Selectman Donohue, seconded by Selectman Maloney, voted to sign  
Wilma E. Kilroy, 29 Overlook Drive to Lot C-1910;  
Barbara D. Ahern, 233 Codman Road to Lot C-1911;  
Mary T. McGinnis, 34 Windsor Road to Lot C-1900;  
Concetta Giampa, 60 Cross Street to Lot C-1913;  
Antonio R. Dafonte, 127 Roosevelt Avenue to Lot C-1897;  
Brian O'Donnell, 15 Tiffany Road Unit 12, Salem, NH 03079 to Lot C-1898;  
Deborah A. Henry, 51 Plimpton Street to Lot C-1912;  
Helen L. Thornton, 44 Nichols Street to Lot C-1899.  
Anne E. Morrissey, 91 Highview Street, Apt. #1 to Lot C-1901

John McCormack, 25 Crestwood Circle:

On motion of Selectman Plasko, seconded by Selectman Bishop, voted to file e-mail with information that the fence on Crestwood Circle between the residents' property and the Upland Woods complex that was promised to the abutters has not been completed. Also submitting original e-mail to the Board. Selectman Plasko said we have made contact with Mr. McCormick and the owners of Upland Woods and they have agreed to meet and come out and that meeting will be Thursday at 3 p.m. the issue is on the way to being resolved.

Colin Henry, Race Wire LLC:

On motion of Selectman Maloney, seconded by Selectman Bishop, voted to approve request to hold the first annual Greater Boston Brew Fest 5K on May 13, 2017 at 9:30 a.m. . It will start at Compete Strength & Conditioning, 576 Pleasant Street. They have met with Officer Stephen Begley to discuss options. They will partner with a local charity in Norwood.

Dept. of Housing & Community Development:

Submitting Subsidized Housing Inventory Biennial Update and requesting that this be reviewed and submit a response as per the attached. The deadline is March 17, 2017. Selectman Plasko said this has been sent to Mr. Halkiotis and he spoke with him today. Selectman Plasko will confer with Mr. Halkiotis and the Manager to make sure it is responded to. On motion of Selectman Maloney, seconded by Selectman Bishop, voted to have Selectman Plasko handle.

Memoranda

Selectmen's Meeting:

On motion of Selectman Bishop, seconded by Selectman Plasko, voted to approve as submitted the Board minutes of January 10, 17, 24, and 31, 2017.

Selectmen's Addenda

Selectman Bishop

Jim Ranalli

A fundraiser will be held in March at the Norwood Elks. Tickets are available at the Colonial House on Savin Avenue, Murph's Place, and Central Motors.

Selectman Plasko

Town Treasurer

Selectmen Plasko and Maloney are working on this. The job has been posted and applications are coming in. The process to evaluate applicants is to form a committee to do the review of resumes and Human Resources could do background checks and this committee will bring finalists to the Selectmen. The committee would be made up of two Selectmen, Tom McQuaid, Bob McGuire, and Michelle Pizzi. On motion of Selectman Donohue, seconded by Selectman Plasko, voted to approve this recommendation.

Work on the Town Hall building

A Smart Board was installed in the Thornton Room. Whoever installed it cut right through the chair rail to put the wires in. We must make sure that whoever is hiring these contactors and bringing them in has closer supervision of the job and how it is done.

Selectman Donohue

John Ayou, Troop 49

John is a Boy Scout who is in seventh grade at the Coakley. He is working on a communications merit badge and is enjoying the meeting.

Brewery

This brewery concept is not new. There is now Harpoon in Boston. The reason she asked the questions she did were the proposed nighttime hours.

Selectman Maloney

Capital Outlay Meeting

The next meeting will be held shortly after the PBCC has its hearing on the Chapel of St. Gabriel, which will be March 15<sup>th</sup> so the next Capital Outlay will be March 20<sup>th</sup> or thereabouts will have meeting.

Chairman Howard

Council on Aging

There is currently a vacancy on the COA. Interested parties please contact Selectmen's Office.

Nick Santoro

Mr. Santoro is requesting traffic enforcement on East Cross Street.

Manager's Agenda

Town Hall Presentation

The Manager spoke about his proposal to modernize the interior of the Town Hall. He said this plan would provide a modern and enlarged office for the Board of Health, modern and enlarged office for the Planning Board, and the Veterans' Agent would have a modernized office. The Building Inspector's staff office would be modernized and enlarged, the Assessors staff office would be modernized, and there would be a modernized office of Town Clerk and Accountant with an eye toward separating the two functions. There would be a new conference room downstairs. There would be LED lighting in the modernized offices and all the bathroom facilities in Town Hall that have not been modernized would be modernized. Selectman Donohue spoke about Judith Howard's email regarding historical buildings. Mr. Carroll said the national register deals with the outside of the building but you can do anything you want on the inside of the building.

The Manager started his presentation, stating this is a tremendous, once in a lifetime opportunity to do something because Engineering left the building. There would be no changes whatsoever on the 3<sup>rd</sup> floor, which was totally modernized a few years ago for \$300,000. The retirement board paid for most of. There would be some changes on the second floor and first floor would only have the bathroom redone. The ground floor is where all the work would be done and all the changes made. Board of Health would move to vacated space in Engineering Dept. and the vacated space they would create on both sides of the corridor would be occupied by the Planning Board on one side and the Veterans' Agent on the other side of the corridor. The Building Inspector moves into Veterans' vacated space. Each one of those offices would have expanded and modernized space. He showed photos of the Manager's Suite and the Treasurer's Office. Going for bright and cheery.

It is dark in the corridors and there would be new lighting put in. The Town Accountant's office would get lights and carpeting but the general area of that department is a jumble of wires and the lighting is poor and that would be developed similar to the Treasurer's office, with cubicles.

Selectmen's office would not be touched except for the NPA TV room which will be totally reworked because it is a mess. Second floor corridor will get new lighting.

On the ground floor, the Building Inspectors office is dark and gloomy. The Veterans' agent has no conference space and nowhere to talk to someone privately and would move across the hall into a space with a small private room.

One major improvement on the ground floor would be taking the wall between the two conference rooms down and installing a sliding wall for conference room seating up to thirty or forty people. The corridors on ground floor would have increased lighting.

Town Hall Renovation-(cont'd):

There are two schemes for the Board of Health, depending on what happens to the dental program. The Planning Department would move into vacated space on parking lot side of Board of Health and Planner would have much more space and much more confidential space.

Building Inspectors would have an office for each Wiring and Plumbing Inspectors and the Assistant Building Inspector and they would occupy the space that is now Veterans. There are three different options for the Town Clerk and Accounting office.

Chairman Howard asked Ms. Reiss if the dental program would cost more money if it were outsourced. She said she is looking now at the financial and service implications and doing a cost analysis. He asked Mr. Chubet if rewiring and code issues would be brought up. Mr. Chubet said no, this would be a level 2 renovation under the state building code and any new work would require code compliance, but the rest of the building would not have to be brought to code. A level 3 renovation would be renovating in excess of fifty percent of the assessed value of the building and in that case the entire building would have to be brought up to code.

Selectman Donohue mentioned employee lunch area has no water and asked that the Manager take another look at it. The Manager said that was not important. But Selectman Donohue said if this renovation is going to be done, this issue should be looked into.

Selectman Plasko said he is concerned with the plan as Mr. Carroll knows. Repairs need to be done to this building and it needs proper lighting, proper work spaces, adequate work spaces for our employees and for the public being served. And now is the time to take advantage of that with the space that has been vacated by Engineering, but the vacated space at the Recreation Department that was DPW Admin should also be looked at. More could be done than this plan does to include departments which are left out but also need space. He believes this is a once in a lifetime and it should be done completely and done right. We have a building where the wiring, is ninety years old. We have already had a fire. We have exposed frayed wires in exterior walls and not sure the building electrical code wouldn't come in to play when you are in one of those offices and redoing the wiring for the lighting that you won't have to redo the main runs up there that are out in those exterior walls and none of that is included in these cost estimates. He thinks more needs to be done before it goes forward if we go to Town Meeting and get some money and turn it over to the PBCC – it is up to the Manager and the Selectmen to decide where departments are going to go and how we are going to use the space – not the PBCC. We have to make sure as we are responsible for those functions so we should give PBCC a further developed plan than this. He is convinced it will cost much more money than this; and we have been to Town Meeting too many times and said this is what it is going to cost and it hasn't been enough. Selectman Plasko went on to state he is torn because he wants to be the cheerleader and supporter, he is not ready to tonight. Selectman Bishop said when he looks at the town's financial situation this year and all the major projects that we have, he thinks this needs to be held out from this year's town meeting and dealt with in more detail down the road. It should not be forgotten, and it should be completed. Selectman Bishop agreed that this is not the appropriate time. He said there are other things needing attention in the town. If we have money, it could be used on roads or possibly to assist the school department. It is a worthy project but this is not the time financially to do this.

Selectman Donohue stated there are differing opinions on this matter and it is good to come to a happy medium. At this time we have to take at least a look at the restrooms because they aren't even handicapped accessible and we don't have to spend the \$800,000 and move everybody around but it is only fair that if this is a public building we have to have safe and handicap accessible bathrooms.

Selectman Maloney said if the project is something you know you are going to have to do then it is usually better to do it sooner rather than later because costs go up. He thinks we should try to

Town Hall Renovation-(cont'd):

Do as much as we can even if that means everything. This building has been worked on piecemeal for the past six or seven years. It's a good plan and we are restricted by how much money we have in this fiscal year, next fiscal year, and the year after that. We can't get it all done immediately but he would like to move forward when it is practicable and I don't know if that is going to be next year. We have to take a better look at the numbers. Selectman Bishop said he did not think it would be this coming year and Selectman Maloney concurred.

Selectman Bishop referred to recent minor construction where moldings were cut through. The Manager said that is what will happen and this will be taken care of by people who are experts. The Manager said people are talking about the Chapel, which never gets used, and about spending \$1.2 million on it this year. Selectman Bishop questioned the \$800,000, stating if this is going to be done, it has to be done right.

Selectman Donohue pointed out that the money for the third floor renovations came from the Retirement Board. She suggested starting with the restrooms. The Manager said that makes no sense. Selectman Donohue stated she wants safety and utility.

Selectman Plasko said he hates to be fighting with Mr. Carroll because he knows how hard he worked on this and how much it means to him. He is actually on his side because he wants it done and believes in proper work space and lighting for people and ergonomics is important. He is convinced this does not go far enough. He pointed out to Selectman Maloney that the electrical referred to in the plans is only within the units and it does not include the wiring to get to those places. He said there are offices in the plan that the Manager is trying to improve but they are not as good as they could be. The Building Inspectors office plans show expansion but there is still the Conservation Agent and Board of Appeals and they need a large storage space. One thing that should be done for all departments is updating electronic filing and doing things the modern way instead of putting papers in files and pushing them around and having to rent space off site because we have to keep these things. He said when you started this process the Human Resources and Purchasing Department needed more space and all of a sudden they don't need any more space. You showed a nice picture of Ms. Pizzi's office but as soon as you go into her outer office, there are two and one half people jammed in there and the copier and shredder are out in the hallway. And that hallway is extremely cluttered. There is more work that needs to be done and it has to happen and we don't want to wait too long. It has to be done just not tonight. He does believe the project needs to be done but does not believe it can be done for \$800,000. This room needs new electrical outlets. It is beautiful but it needs to be updated and to accommodate computers and modern equipment. We need to do it right.

The Manager said he wanted to go to the Capital Outlay and the Finance Commission with the plan. Selectman Plasko said no – that would be going forward and we are not in favor of going forward at this time.

On motion by Selectman Bishop, seconded by Selectman Plasko, voted 4-1 to defer this project for one year. Chairman Howard opposed.

Selectman Maloney asked Mr. Chubet in regard to electrical work, how much wiring he would get rid of if all the offices on this plan get renovated. Mr. Chubet said it would just be the wiring that is associated with the fit up with a particular office. Selectman Maloney asked if anything behind the walls would be replaced. Mr. Chubet said it is not a requirement but he is not saying it is a bad idea. Unless you open that wall up, you are not required to replace all the wiring. Selectman Plasko said he asked the Architect and the work and the price estimates do not include that.

Town Hall Renovation-(cont'd):

Selectman Donohue made a motion to ask the Manager to look into cost of making the restrooms and building handicap accessible up to date. Selectman Plasko said he would like to think about it. Selectman Bishop assured them that it will get done and done right at the appropriate time and in the appropriate manner. Chairman Howard seconded Mrs. Donohue's motion as a courtesy. Selectman Bishop said he would rather wait and do it right. 2 in favor 3 opposed. Motion failed. Selectman Donohue and Chairman Howard were in favor.

Senior Tax Work-off program

Manager recommends increasing the maximum income guidelines to \$40,000 for a single persons and \$60,000 for a married couple and increase the tax abatement to \$750. The prior guidelines were forcing people out of the program so he is hoping these changes will make it more attractive. Selectman Donohue said this is a wonderful idea.

Appointment of Travis Farley to Superintendent of Recreation

Effective June 2, 2017, Travis Farley will be the Supt. of Recreation. Gerry Miller is scheduled to retire June 1, 2017. Selectman Donohue asked if anyone else was interviewed but Mr. Carrol said there were no other applicants.

Selectmen's Meeting:

On motion of Selectman Plasko, seconded by Selectman Bishop, vote to approve the Board meeting minutes of January 10, 17, 24, and 31, 2017.

Adjournment

No other business being presented for consideration, on motion of Selectman Plasko, seconded by Selectman Maloney, voted to adjourn and the meeting was adjourned accordingly at 8:45 p.m.

A True Record.

ATTEST: \_\_\_\_\_  
Assistant