

Regular meeting of the Board of Selectmen convened at 7 p.m. on Tuesday, October 23, 2018 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 Thomas F. Maloney, Selectmen William J. Plasko, Helen Abdallah Donohue, Paul A. Bishop and Allan D. Howard. Also present Clerk Frances L. Jessoe and Assistant Christina K. Mulvehill

The Board welcomed Dex and Bank to the meeting. They have been in Norwood for a month, visiting from Singapore and Thailand as part of an ICMA exchange program.

Appointments

7:00 P.M. - Mark Ryan, DPW Director and Town Engineer:

Supt. Ryan discussed Wreaths across America program- they coordinate wreath ceremonies all over the county. He would like Highland Cemetery to be part of this program. Holiday wreaths will be placed at veterans graves. Mr. Ryan would like permission to go forward with Miss Reed, Paul Ranalli and Veterans Agent Ted Mulvehill. On motion of Selectman Howard, seconded by Selectman Bishop, voted to approve request and include Highland Cemetery and Old Parish Cemetery.

Mr. Ryan spoke about trash and recycling. Recycling hovers at 30%. It costs less than solid waste but we need to reduce solid waste and recycling tonnages. Norwood recycles 400 tons of junk mail per year. DPW website has information on how to reduce junk mail. DPW has many compost units at reduced cost and encourage you to go get them. Do not put your food in the trash. Selectman Donohue suggested printing out directions and putting them at the library and other sites. Mr. Ryan will do that. It was recently put out in the bills. In beginning of 2018 China took our recyclables and now only takes ½ %. Waste Management is saying we have too much contamination in the recycling carts. Mr. Ryan explained plastic bags are not recyclable in our carts. Recycle them at retail stores, or throw them in the trash. Styrofoam is recyclable but not in single stream. It can go to the landfill on Saturdays from 10-3:30. Do not put plastic bags in recycle bin even if you carry your plastic bottles to the recycle bin. Do not crush cans before recycling or milk cartons and plastic containers. Do not leave liquid in bottles when you recycle them. Bottles and jars with residue do not go in recycling. Shredded paper cannot go in recycling. It belongs in the trash. Metal hangers are not recyclable in our single stream. You can bring them back to dry cleaner or to the landfill. Pizza boxes with grease on them are contaminated.

Mr. Ryan spoke about textiles. Donate good clothes to WCC thrift shop or textile drop offs at schools and the landfill. We also have the pink bag system to leave out on recycle day. The proceeds from pink bags will go back to the schools. Mr. Ryan said they would be sending out mailers showing landfill info and recycling and trash schedule. Waste Management reports daily to the DPW and DPW sends out OOPS cards. Selectman Donohue asked about dump stickers. She inquired if Norwood businesses can get them. Mr. Ryan said for a landscaper probably not, but others can. You can bring registration to the DPW and get a dump sticker free. Chairman Maloney said this presentation was a good way of educating the public. Mr. Ryan said one condition of negotiations was recycling cost is never to exceed the trash cost. Selectman Plasko said he never used to recycle and now he does. This would be difficult because the things people could recycle now have to go into trash. Selectman Donohue told Mr. Ryan his demonstration was the best way to teach people.

7:30 P.M.- James Collins, Superintendent, Norwood Light Department:

Proposed cable rate increase and Presentation on Access Road. Mr. Collins introduced Ron Re, Asst. Supt. Kevin Shaughnessy and Dan Morrissey and Brian Jarvis, project manager.

Mr. Collins said the bids came in below what they anticipated. Mr. Jarvis said the last update was \$ 14.4 million. He discussed the costs of the project. The project cost is \$ 14.3 million and the project is set up very well. Selectman Howard asked if it were necessary that the roof be that high. Mr. Collins said they

James Collins, Superintendent, Norwood Light Department:

will be able to work the hydraulics inside with a roof that high, and it will be a minimally heated space. Mr. Collins announced an Open House at 206 Central on Saturday, October 27th from 9a.m.- 12p.m. and meeting Thursday, November 1st at 7p.m. on the overall project. Mr. Jarvis said they anticipate December 2018 to December 2019-project span.

Broadband programming costs continue to rise faster than they can absorb. The last ten years have seen a 120 percent rate increase. They support people taking only internet and telephone, but they need an increase to keep in the cable business. Ron Re said they are not raising a la carte internet etc. the video program is improving but the costs go up. Mr. Collins said they have increased, at no additional cost, all of their internet speeds. Selectman Plasko said the rate increase is unfortunate but we have to pass it along. He said the Town is trying to do the best for the people and he supports the request. Mr. Collins said they have given out free antennas to people and encourage customers to subscribe to internet and telephone services only, and they would provide antennas to promote people going internet only. Selectman Bishop said the rates are still lower than the competitors' are. Chairman Maloney said the Town is not in the business of losing money and we have to cover our cost and earn a little money. On motion of Selectman Plasko, seconded by Selectman Bishop, voted to approve the recommended rate schedule effective January 1, 2019.

8:00 P.M.-David Hajjar, Town Wide Facilities Committee:

Submitting potential Consolidated Facilities Management Department Overview

Mr. Hajjar thanked the Board for the opportunity to update them on the committee's work. the committee was tasked with two items. One was the keep dialog going with town and schools about projects approved by town meeting and departments, and to pursue consolidated facilities management. All the members on the committee support that idea. There is good communication with Tony Mazucco and Dr. Thomson and the rest of the committee, there seems to be more collaborative effort. They will keep the Board appraised and give occasional presentations. They are halfway through the timeline. Mr. Hajjar stated they started their work in June and have found it is a trend across Massachusetts to consolidate facilities management. Many towns have tried and succeeded. This is not an early cost savings, but the Town will see some long-term benefits.

The schools, while they did show interest, also said that there were certain concerns they wanted to be sure would be addressed. Mr. Hajjar explained that in the end, the Selectmen will get a book with a recommended plan that will be before the Selectmen and the School Committee. Both boards will have to approve the plan in order for it to move forward.

A big concern was no loss of staff services at the schools. The janitorial services have worked hard over the years to designate individual's shifts and they do not want to see those folks moved around. If we suddenly have consolidated departments and start moving people around, that will be a problem for the schools. Mr. Hajjar the committee told the schools they were not going to touch those positions. All the shifts are identified with the current staffing and that would be in the plan. The General Manager is the appointing authority and both he and the school superintendent would have joint oversight of the facilities manager director. That is probably not the long term arrangement, but in order to get it up and running, School Committee feels more comfortable if Dave and Tony would just work together to make sure this is implemented in the best possible manner, but over time it would definitely fall to Tony.

As far as cost, Mr. Hajjar said they are using the FY 2019 budget numbers in developing the proposed budget, which is cost based on each building. He went on to say that while they do see some definite long term savings, in operational standards, facility coverage, consolidation of vendors, bringing some work in-house and some energy strategies, there will be a need to ramp up the department with additional mid-level staff in order to be effective and to achieve those savings over the long term. Many other towns have proposed much larger staffs than we are. Basically, we feel that the information being put forth is probably the best shot that we have. Mr. Hajjar said they have talked to the Library Trustees, CPA group, PBCC, Finance Commission and will meet with School Committee tomorrow. Everyone is getting an update. Selectman Donohue thanked Mr. Hajjar for all his work and asked how much discussion was put

David Hajjar, Town Wide Facilities Committee-(cont'd):

into the fact. Her understanding was that we would just expand the Current Facilities Manager. Mr. Riccardi is doing an excellent job. While she believes we need a facilities manager, she does not think we have to go as far as this proposal. Such as, promoting Mr. Riccardi so he covers all of the buildings in an administrative way and then hiring an assistant if need be. Creating an entire new department is a big thing. Mr. Hajjar said he meets with Mr. Riccardi every week, as he is the real professional in this. The schools have the set up that we want at a higher level. If this does go through, it should not be an issue for him to slide over and take control, and that would be part of the recommendation to the Selectmen. This would give the schools more comfort that their facilities manager is being appointed and looking after their assets. The problem with keeping it as is would be continuing to have department heads that really have no knowledge of buildings, trying to report on buildings. Mr. Hajjar said he has toured many buildings with those department heads. There are issues and they do not know them, because that is not their field of expertise. Chairman Maloney pointed out that in the early stages, there would only be two positions added. Mr. Hajjar said this might be a two-year phase in if we move Mr. Riccardi over and hire two people, because of contract negotiations, etc.

Selectman Howard asked about the middle management staffing. Mr. Hajjar explained that the document was created to break down the details of the organizational chart and job responsibilities. He went on to explain that Mr. Riccardi handles all the day-to-day items, which is an enormous task and he does not have any management staff. He has an administrative assistant and that is all. To ask him to take on twice as many buildings, he has to have some support. The mid-level management positions are necessary to get off to the right start. Creating a centralized department requires staffing it adequately. Mr. Hajjar plans to meet with Mr. Mazzucco and Mr. Thomson to create a staffing plan to address how to hire in addition to how to pay. Chairman Maloney pointed out that the buy in of the School Committee is essential.

Selectman Donohue suggested the School Department could replace Mr. Riccardi and make Mr. Riccardi the head of facilities for the whole town. She said the Town Hall has an astute staff, as does Fire and other departments. Mr. Hajjar reiterated that it is not realistic going forward to expect department heads to take on major facilities operations, as well as their jobs. The committee is in full agreement that it does not make sense going forward. Selectman Donohue spoke about the PBCC and asked if there had been a situation with a large project or problem in a department head's building that would warrant this once it was reported to the Manager and brought to the PBCC. Mr. Mazzucco said the PBCC would still be around for building construction, this department would be for building maintenance. The replacement cost of all of the building facilities in town exceeds half a billion dollars, which means there are hundreds of millions of dollars' worth of assets that are not managed centrally and so much money going into the facilities that is not getting managed centrally, and we need a person with support staff to manage that centrally. If you look at the school buildings, we have a beautiful new high school that is in good shape and must be kept in good shape. We are looking at possibly replacing in the next five to seven years an aged middle school. Five elementary schools are all fifty or more years old. We need to put more money into our facilities because it is cheaper to repair things than to replace them. Mr. Mazzucco went on to explain that, in order to manage that money effectively and manage the investment, we need to have a central office. Many communities have gone down this road and have spoken highly of it. There is money we can find in savings once we look at things comprehensively. If you break out all of our facilities costs, that dollar amount ends up making it the third largest department, meaning that our third largest cost center is not centrally managed, which is why we are looking towards this model.

Selectman Bishop concurred. A centralized facilities management department will cost money in the beginning, but save money over time. Selectman Plasko said he is in favor. This concept has been considered for many years. Our biggest asset is our facilities, and we need to take care of them properly. We will save money in the long-run by doing so. The people we have doing things now are doing the best they can, they are conscientious, they try to maintain the building, but they are not facility managers. Selectmen Bishop had mentioned preventive maintenance plans, which do not exist now. Selectman Plasko had questions about implementation, and whether the committee was planning to get this into this

David Hajjar, Town Wide Facilities Committee-(cont'd):

year's budget and get it sold. He has not heard discussion of Town Meeting, but he believes Town Meeting has to vote it if we are going to combine it and take control of school buildings. The general laws that cover schools have a section pertaining mergers of schools and general government on things like maintenance and IT and going to town meeting. First, the school committee would have to approve it, and then town meeting would have to approve it. Mr. Mazzucco said it may be the case in modern statute, but in the town charter, the manager is responsible for school building maintenance. Selectman Plasko told him he is responsible for repair of buildings, the Selectmen are responsible and they delegate it down to the manager. Other people occupying buildings such as library are supposed to notify the selectmen of major needs, Selectmen are ultimately responsible for that, then it is delegated to the manager. That is not maintenance and day-to-day operations. MGL specifically talks about schools. Mr. Hajjar said there would be a need for an MOA between the Board of Selectmen and the Schools about this whole plan to ensure that they are ok with it and to provide additional detail. In addition, we would have Town Counsel write the appropriate article for Annual or Special Town Meeting to ensure has appropriate legal language and protocol. Selectman Plasko said this is long overdue and he is happy it is finally picking up steam and it has never gotten this far in the past and thanked Mr. Hajjar for his work.

Selectman Donohue said she understand we do need a facilities manager and the questions that she has brought up have to do with the implementation. She thinks Mr. Riccardi and the school department did a super job on their own. If they could get someone to take Mr. Riccardi's place and appoint him the town wide facilities manager, we could rely on the people in charge of the other buildings to rely on their staff to assume more duties for the questions that come up, and if they are unknowing, they could call upon Mr. Riccardi or Mr. Riccardi's assistant. Mr. Hajjar said they have inventoried and had a building assessment done on thirty-one buildings. There is a three-page report on each building to identify the issues. Of those buildings, nine were for the schools. That would be twenty-two additional buildings for Mr. Riccardi to deal with on his own. Department heads should not be expected to stop regular business to help maintain facilities as part of their job responsibilities.

New Business

Travis Farley, Recreation Program Director:

On motion of Selectman Donohue seconded by Selectman Bishop, voted to approve request to close Central Street from Nahatan Street to East Cottage Street from 1:30 p.m. until the conclusion of the Tree lighting on Saturday, November 24th.

Jacqueline E. Spada, 7 Columbia Terrace, Dedham:

On motion of Selectman Howard, seconded by Selectman Plasko, voted to approve application for Junk Dealer's License and waive sections 2-4 and 8. Mr. and Mrs. Spada were present and said the environment at the Mill is great. They have been collecting for a long time.

Silverio Aroujo, Norwood Portuguese Club:

On motion of Selectman Bishop, seconded by Selectman Howard, voted to approve request for one day Wine and Malt Beverage License for Sunday, November 4, 2018 from 2 p.m. to 12 a.m.

Attorney David Hern, Jr. Cheney & Hern, LLC:

On motion of Selectman Bishop, seconded by Selectman Howard, voted 4-0 to schedule public hearing on application for Transfer of Wine & Malt Beverage Package Store License from S & H Supreme Norwood Fuel, Inc., 145 Broadway, Mitesh Patel, Manager, to Ganesh Market, Inc. dba Pam's Market, Rekhaven S. Patel, Manager, 210 Pleasant St. Selectman Donohue abstained.

Memoranda

Selectmen's Meetings:

On motion of Selectman Bishop, seconded by Selectman Howard, voted to Board minutes of September 25 and October 2, 2018.

Manager's Update

Residents in Highland Street, Elliot Street, Crescent Avenue, Oak Road area, and the high school experienced a seventy-minute power outage today caused by a lightning strike on Crescent.

Selectmen's Addenda

Selectman Howard

Airport Incident

Selectman Howard said he understands last Thursday there was a minor mishap at the airport and the Selectmen were not notified. Mr. Mazzucco said he got a message from the Deputy Chief that it was a blown tire, but had been previously reported as a plane off the runway. The plane actually did go off the runway.

Fuel Assistance

The Senior Center has the forms and the people to fill out Fuel Assistance applications. This program is income based.

Norwood Space Center Event

Sunday, November 4th at 2 p.m. there will be an artist open house. Additional information can be found online.

Music Drives Us

The Guitarts, which are large guitars that were painted by local artists and displayed around town, will be auctioned off November 15th at 7 p.m. at Ferrari of New England.

Selectman Donohue

Gerard Doherty

This Thursday at 1 p.m. at the Senior Center, Mr. Gerard Doherty, who wrote a book about the Kennedys will be there talking about the book.

Chairman Maloney

Old Parish Cemetery Tour

This past Saturday, he joined Patty Fanning, John Groh, and a few others from the Old Parish Preservation Volunteers on a tour of the cemetery. Some of the graves are currently being restored and that work will continue this coming Saturday.

Highland Cemetery Tour

This coming Saturday, Patty Fanning will be giving a tour of the graves of the people who died in the Great Influenza Epidemic of 1918. She spoke last night at the library on her book Influenza in Norwood.

Trunk or Treat

This past Saturday Trunk or Treat was a big hit and with many participants and the Police and Fire Open House was the same day.

Forbes Hill Articles

Town meeting members will be asked to consider two articles pertaining to Forbes Hill. In Article 5 of the second STM, asking to give the Board of Selectmen the authority to sell the property. Article 6 of the second STM proposes zoning by-law overlay, to make it easier to sell and have greater flexibility as to who may buy it from us and under what terms. The Planning Board approved the change unanimously.

Selectmen's Meeting

Next meeting will be November 6, 2018. Not meeting next week.

Adjournment

No other business being presented for consideration, on motion of Selectman Howard, seconded by Selectman Plasko, voted to adjourn and the meeting was adjourned accordingly at 8:35 p.m.

A True Record.

ATTEST: _____
Assistant