

**Norwell Board of Selectmen  
Meeting Minutes  
1/3/18**

TOWN OF NORWELL  
TOWN CLERK  
2018 FEB -2 AM 11:14

RECEIVED

**Present:** Jason Brown, Alison Demong, Ellen Allen, Gregg McBride, Peter Smellie, Peter Morin

**Open session; 7:00pm**

*Motion; made by Alison Demong, seconded by Peter Smellie, to authorize the BOS Chair Jason Brown to sign a letter of support on behalf of the board for the Company Theater's grant application for a proposed rebuild of their elevator. Unanimously voted*

All discussed the recently sent tax bills and the property reassessments. Mr. Morin will contact the Board of Assessors (BOA) to set up a Q and A meeting for residents. He will also mention at the Open Session that the BOA will be following up with an information session.

Both Town Hall (all departments, including Recreation programs) and the Schools will have a snow day tomorrow. The Highway Department, Police and Fire departments and the Council on Aging are prepared. The Board of Health announced that trash pickup has been delayed for the whole Town by two days.

NOTE: Senator O'Connor got the Town a \$30K grant to underwrite a generator for the emergency shelter at Sparrell. There is a CERT team list of people to run the shelter. All discussed contingencies if the power goes out.

Discussion ensued about the proposed move of Town Hall to the Sparrell building.

Next steps for the sale of the Grange were discussed, including the title search, the sales option and an easement held by the Town that could go away.

**Open Session**

Jason Brown called the meeting to order in the Osborn Room at 7:33pm.

He reminded all that the meeting is recorded and televised

*Motion; made by Alison Demong, seconded by Peter Smellie, to approve the agenda as written. Unanimously voted*

Mr. Brown updated all on the impending storm preparations as discussed above. Residents can sign up for Code Red on the Town website for storm updates.

**Citizen Comments – None**

**Selectmen's Reports and Announcements - None**

**Town Administrator's Report**

Mr. Morin discussed the mechanics of computing the tax bills that were just mailed. He will work with the BOA to get additional information to the residents.

**Melanson Heath Audit - Exit Interview**

Frank Biron and Erika Lussier were present to review the financial report for fiscal 2017 (year ending 6/30/17) which again included the CAFR. Mr. Byer and Ms. Lusier gave information highlights for the financial statements and Notes (supporting documentation), such as the addition of the OPEB Liability Disclosure and GASB updates. The Town was again given a clean opinion on the financial statements. Questions were asked and answered about specific items in the report.

The audit report will be available for review in the BOS office.

### Finance Department Update

Finance Director Donna Mangan and Treasurer Darleen Sullivan were present to update the board on the Town's financial position and answer questions. Free Cash was certified at \$2,369,746 as of 6/30/17. Free Cash is composed of excess local receipts of \$907K (excise taxes, ambulance and other dept. revenues), un-estimated revenues and nonrecurring revenues. There was a shortfall of \$20K on Cherry Sheet receipts. Department turnbacks included the Reserve fund - \$160K, Legal fund - \$48K, \$46K - not hiring a Town Planner until late in the fiscal year, BOH - \$143K due to the implementation of Pay As You Throw, and miscellaneous other turnbacks. including Free Cash of \$106K.

All discussed the components of the free cash and department turnbacks, which came from the Town side of general government (as opposed to the Schools). Mr. Morin is pleased with the turnbacks which will help fund one time expenditures at Town Meeting.

Ms. Mangan reviewed the Reserve policy with the board, and questions were asked and answered.

Ms. Mangan also reviewed the FY18 numbers to date thru 11/30/17 with the board.

All departments are on budget, with no overruns to date. The Schools budget to actual review is discussed at the quarterly School Committee meeting.

Ms. Sullivan gave an update on tax collections and bank interest income which contributed to higher revenue. Questions were asked and answered about tax taking revenue and corresponding expense.

Ms. Sullivan stated that she works with 10 projects at a time for tax taking parcels because it is a costly process. While this activity is expensive, 10 projects at a time is manageable and the revenue justifies the expense.

### Setting of the Town Meeting Date

*Motion; made by Alison Demong, seconded by Peter Smellie, to set the Annual Town Meeting date as Monday, May 7, 2018, and, if necessary, Tuesday, May 8, 2018. Unanimously voted*

*Motion; made by Alison Demong, seconded by Peter Smellie, to set the date for the Town election as May 19, 2018. Unanimously voted*

*Motion; made by Alison Demong, seconded by Peter Smellie, to open the Warrant for the Special and Annual Town Meetings to be held on May 7, 2018. Unanimously voted*

Mr. Morin recommends a date of February 7<sup>th</sup> to close the Warrant, with the hope that he will receive Articles in a timely manner instead of placeholders. This will allow the Advisory Board an adequate amount of time for review. He asked all submitting Warrant Articles to please be prompt.

### **Adjournment**

*Motion; made by Alison Demong, seconded by Peter Smellie, to adjourn at 9:01pm.*

*Unanimously voted*

### **Future meeting request**

1. Bylaw Review Committee 17<sup>th</sup> January, early in the night. Purpose - to give the BLR committee some direction for the recodification and Warrant Articles, etc.
2. January, bonding for road
3. Composition of the library building committee TBD in January.
4. MAPC - January meeting at some point. Revised timeline sent to Mr. Morin, invite accordingly
5. Both applicants for EDC, on same night - TBD.

  
**Jason Brown, Chair**