

**TOWN OF NORWELL
Advisory Board
Meeting Minutes
February 13, 2017**

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The Advisory Board was called to order by Roger Hughes at 7:00pm. Present were Susan Powell, Jacky McClean, Mark Maiellano, Ralph Gordon, Amy Koch and Karen Reynolds. Tim Greene arrived after the acceptance of the Minutes. Jane Stout was absent. Also present was Town Administrator Peter Morin.

ADMINISTRATIVE MATTERS

Acceptance of Minutes - Roger asked for questions or comments about the February 7, 2017 Meeting Minutes. With no discussion, motion to accept the Minutes from February 7, 2017. *Seconded and passed 7-0.*

Correspondence - The Beacon, a magazine dedicated to municipal law is available for AB members to look through.

ACTION ITEMS / DISCUSSIONS

1. **Highway Department and Tree and Grounds** - Peter and Highway Surveyor Glenn Ferguson discussed these combined budgets. Many questions about consolidating these budgets. Peter will work to separate the budgets to answer questions at future meeting.
 - a. Recycling Center is seeing increased use. A request for a part time employee to attend the needs of the growing use of the facility.
 - b. Additional duties include Cemetery maintenance at the new Stetson Shrine Cemetery, and lawn care at the Police and Fire Stations.
 - c. These duties will be performed by seasonal summer workers.
 - d. A reminder that many projects funded by the Community Preservation Committee and Town (pathways and sidewalks) are ultimately cared for by the Highway Department and this budget should reflect increases accordingly.
2. **Board of Selectmen** - This budget was presented to the AB at a previous meeting. AB postponed action until the BOS were briefed about budget increases for contractual obligations for Town Administrator and Human Resources Director along with extra hours to cover for an employee recovering from long term disability. Motion to accept the recommendation of the Town Administrator for the total budget of \$380,286 for the Board of Selectmen. *Seconded and passed 8-0.*

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3. **Town Accountant** - Donna Mangan and Peter detailed the increases to this budget. The union contracts were renegotiated during FY 17. Salaries increased 2% for the next two years. The Professional Services line also saw an increase. The Town is mandated to be audited once a year. This year the Town is working towards a Comprehensive Annual Financial Report (CAFR). This distinctive award is highly desirable and is an asset for our bond rating. Motion to accept the recommendation of the Town Administrator for the total budget of \$274,041 for Town Accountant. *Seconded and passed 8-0.*
 4. **Treasurer / Collector** - The AB continued discussion with Darlene Sullivan and Peter. At a previous meeting, it was noted that the Treasurer/Collector renegotiated her contract to reflect fair market value. Peter completed this budget and a motion to accept the recommendation of the Town Administrator for the total of \$375,586 for Treasurer/Collector. *Seconded and passed 8-0.*
 5. **Personnel Board** - This is a housekeeping budget. Motion to accept the recommendation of the Town Administrator for the total of \$500 for the Personnel Board. *Seconded and passed 8-0.*
 6. **Information Technology** - The increase in this budget reflects the funding of multipurpose financial software that aids multiple departments, supports the audit process and supports a beneficial bond rating. IT also invested in People GIS software that enhances access of public records. These Professional Services were previously funded by an outside Article. Motion to accept the recommendation of the Town Administrator for the total of \$152,304 for Information Technology. *Seconded and passed 8-0.*
 7. **Planning Board** - The Planning Board currently has no administrator. TA seeks qualified candidates and proposed a salary increase to attract capable and competent applicants. Motion to accept the recommendation of the Town Administrator for the total of \$102,262 for the Planning Board. *Seconded and passed 8-0.*
 8. **Facilities Department** - David Sutton and Peter summarized this budget that decreased \$9,000. This is a result of installing LED lights and the solar credits that continue to work to the Town's advantage. Motion to accept the recommendation of the Town Administrator for the total of \$150,462 for the Facilities Department. *Seconded and passed 8-0.*
 9. **Veterans' Services** - This department explores ways to support Town veterans. It is a valuable resource that screens veterans for eligibility of benefits including housing, fuel/heating and supplying rides to appointments among other services. The Personnel Board is working with Veterans' Services on the VSO Salary. The AB will take action once the budget is complete.

10. Unclassified Employee Benefits - This budget continues to climb. Peter is putting together a strategy to work with the unions during the next contract negotiations for plan design changes to health insurance coverage. Motion to accept the recommendation of the Town Administrator for the total budget of \$ 8,874,874 for Unclassified Employee Benefits. *Seconded and passed 8-0.*

11. OPEB - This is a housekeeping budget. The Meal Tax revenues directly to funding OPEB. Motion to accept the recommendation of the Town Administrator for the total of \$130,000 for OPEB. *Seconded and passed 8-0.*

FUTURE MEETINGS

February 14 and 16, 2017 at 7:00pm

Adjourn - Motion made to Adjourn. *Seconded and passed 8-0.*



Roger Hughes, Chairman