

# TOWN OF NORWELL

## Advisory Board

### Meeting Minutes

May 30, 2013

TOWN OF NORWELL  
TOWN CLERK

2013 SEP 10 AM 9:19

RECEIVED

The Advisory Board was called to order by Chairman Tim Greene at 7:30 p.m. Present were: Mary Ellen Coffey, Skip Joseph, Ralph Gordon, George Jamieson, Jacky McClean and Tim Greene. Megan Collins and Gary Thomas were not present. Selectmen Jason Brown was also present.

#### ADMINISTRATIVE MATTERS

**Acceptance of Minutes:** March 5, March 14, and March 19, 2013. *MOTION was made to accept the Meeting Minutes for March 5, 2013, March 14, 2013 and March 19, 2013. Seconded and passed.*

**Transfer Request – Highway Fuel for \$25,000** – Paul Foulsham was present to explain the need a transfer request for Fuel. *MOTION was made to transfer \$25,000 from the Advisory Board Reserve Fund to Fund 1, Dept. 420, Schedule 0213, Account No. 05410. Current balance in appropriation is \$3,125.16. Seconded and unanimously.* Skip Joseph feels that the Department who is using the most fuel should be coming in to explain why their fuel expense has increased. MaryEllen would also like to know why trucks and cruisers need to idle. Skip Joseph would like more check and balances on fuel usages and the Department Heads should be aware and conserve energy.

**Transfer Request – Street Lights for \$9,000** – *MOTION was made to transfer \$9,000 from the Advisory Board Reserve Fund to Fund 1, Dept. 424, Schedule No. 0201, Account No. 05780. Current balance in appropriation is \$518.67. Seconded and passed.*

**Bills:** None

#### **Correspondence/Notices:**

Memo – Board of Selectmen reorganization

Memo – Mileage Reimbursement

#### NEW BUSINESS

**Town Meeting De-Briefing** – None

**Discussions of Next Steps** – AB will meet once in the summer unless there is something with the Police Station or Fields for a Special Town Meeting. Ralph Gordon inquired about the discussions over a year ago about securing Collins Institute for making comparison benchmarking with other Towns of the same size and feels that it is worth the \$10,000. Tim Greene will talk to Jim Boudreau about this.

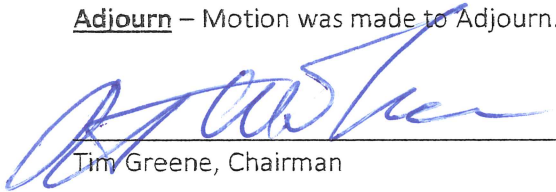
**Authorize AB Member(s) to sign Transfer Requests** – Skip Joseph has no problem with authorization for an AB Member to sign small transfers, but not if it is for overtime. MaryEllen suggested that if a Transfer Request involves overtime that Tim call Skip to see if a meeting needs to be held and if a meeting is not necessary Tim Greene will sign. The board needs to be aware that if meeting is after June 30<sup>th</sup> the Board may not have a quorum. *MOTION was made to allow Tim Greene, Chairman of the Advisory Board to authorize Transfer Requests with a dollar amount not to exceed \$25,000.00. Seconded and passed.*

**Assign an Advisory Board Member to the Advisory Board Nominating Committee** – Jason Brown was present and explained that he has was nominated at the Selectmen's rep to the Advisory Board Nominating Committee and explained the importance of this role and the time commitment involved particularly if funds are tight. The Advisory Board will be in need of 4-5 members. MaryEllen can't fill this role because of conflicts. Tim Greene is the current Rep but would welcome another member stepping up to fill this role, no interest. *MOTION was made to appoint Advisory Board Member Tim Greene to the Advisory Board Nominating Committee. Seconded and passed.*

**NEXT MEETING**

TBD

**Adjourn** – Motion was made to Adjourn. Seconded and unanimously passed.

  
Tim Greene, Chairman