

Revised

**TOWN OF NORWELL  
Advisory Board  
Meeting Minutes  
February 12, 2015**

TOWN OF NORWELL  
TOWN CLERK

2015 MAR 18 PM 12:41

RECEIVED

The Advisory Board was called to order by Chairman Roger Hughes at 7:00p.m. Present were Skip Joseph, Fran Molla, Ralph Gordon, David McEachern, and Karen Reynolds. Jacky arrived after the approval of the Minutes from January 26, and Skip left early to attend the Capitol Budget meeting. Interim Town Administrator Peter Hechenbleikner was also present. Not present Mark Maiellano and Chad Forman.

**ADMINISTRATIVE MATTERS**

**Acceptance of Minute:** Meeting Minutes for January 26, 2015 - Motion made to accept the Advisory Board Meeting Minutes for January 26, 2015. *Seconded and unanimously passed 6-0.*

**NEW BUSINESS**

**Budget Discussions:**

- Conservation Commission - Nancy Hemingway present to discuss the increase in travel expenses and professional services - ground maintenance. Travel expense increase due to the fact that Nancy does not expense all travel miles throughout the year. Town Administrator and Selectmen suggest the actual cost and incorporated into budget. Professional services, ground maintenance, is a modest cost to care for the 17-25 miles of trails the Town offers as an asset to its residents. This department also utilizes seniors for the senior tax relief program. It was suggested that the Tree and Grounds Department might help maintain these trails, but that was struck down as the Tree and Grounds Department has no jurisdiction in this area. Town Administrator noted this is a level funded item, and a cost effective way to provide this asset to our residents. Motion to accept the recommendation of the Town Administrator for the total budget of \$115,008. *Seconded and passed 5-2.*
- Planning Board - Brief description of the Planning Board given. Motion to accept the recommendation of the Town Administrator for the total budget of \$98,641. *Seconded and unanimously passed 6-0.*
- Board of Appeals/Zoning - Brief description of this self-sufficient board given. Motion to accept the recommendation of the Town Administrator for the total budget of \$1,647. *Seconded and unanimously passed 6-0.*
- Design Review - Motion to accept the recommendation of the Town Administrator for the total budget of \$0. *Seconded and unanimously passed 6-0.*
- Commission on Disabilities - While the Town Administrator recommended level funding for this Committee, it was noted that the Commission on Disabilities is looking to define itself and to write a mission statement. Because of a lack of understanding of the purpose of this Committee, the AB asked to hold off on voting until a representative from this Committee can offer this information.
- Cushing Memorial - Historically, this Norwell establishment has raised the revenues to cover its costs. When questioned about the revenues for this year, it was noted that they were not on target. More questions and concerns about expenses and building maintenance. The AB requested a representative from Cushing Memorial address these concerns.
- Public Buildings, Facilities - David Sutton was present to discuss the progress and budget, which is shared between the Town and School, of this new Town position. It is noted that not all Town Buildings are in this budget, and that this budget is used when buildings need repair not the budget of building in repair. Also of note is that the vehicle and tools used are not provided by the Town, but are David Sutton's. A Facilities Audit is on deck weather permitting a date will be set soon. Finally

the AB recommends that all building maintenance from previous years is compared with current work order tickets to ensure the town benefits and is well served by this position. David is also a member of the Library/Town Hall Study Committee. Motion to accept the recommendation of the Town Administrator for the total budget of \$153,533. *Seconded and unanimously passed 7-0.*

- PBMC - A brief description of the PBMC revealed that the Facilities Manager was no longer a part of this budget. AB members questioned if the PBMC was still needed. Robert Molla of the PBMC defended its usefulness. Motion to accept the recommendation of the Town Administrator for the total budget of \$1,500. *Seconded and unanimously passed 6-0.*
- Town Reports - Town Annual Report is published both in print and on the Town's website. At least 75% of printed copies remain in Town Hall. Peter to consult on cost of printing the Town Annual Report and the Town Warrant. The AB will revisit this budget when Peter has answers to these questions.
- Beautification - Brief description of the Beautification Committee given. Motion to accept the recommendation of the Town Administrator for the total budget of \$2,000. *Seconded and unanimously passed 6-0.*
- South Shore Regional Schools - Robert Molla present to discuss the estimated budget of \$135,000 for the South Shore Regional School. Reminder that the school building is in perfect condition. Upon graduation, the students are too ready and employable. 65% of graduates go on to higher education. The AB will wait for a final budget before voting on this item.

**OLD BUSINESS** - None

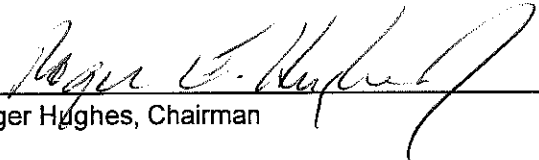
**FUTURE MEETINGS** -

February 19, 2015

February 26, 2015

March 5, 2015

**Adjourn** - Motion made to Adjourn. *Seconded and unanimously passed 6-0.*

  
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Roger Hughes, Chairman