

TOWN OF NORWELL
Advisory Board
Meeting Minutes
December 10, 2015

TOWN OF NORWELL
TOWN CLERK

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RECEIVED

The Advisory Board was called to order by Roger Hughes at 7:00pm. Present were Susan Powell, Jane Stout, Ralph Gordon, Fran Molla, Tim Greene, Mark Maiellano, Karen Reynolds, Jacky McClean arrived several minutes late.

ADMINISTRATIVE MATTERS

Acceptance of Minutes: Roger asked if anyone had comments about the Minutes from the October 1st meeting. With no comments, motion made to accept the Minutes from October 1, 2015. *Seconded and approved 8-0.*

Bill: There were two bills this month.

Motion made to pay a bill in the amount of \$38.50 to W.B. Mason for the purchase of binders for the AB. *Seconded and approved 8-0.*

Motion made to pay a bill to Colleen Corona for in service on the budget process. Total of the bill is \$75.00. *Seconded and approved 8-0.*

Correspondence/Notices: After a short summary, AB accepted the written resignation of Chad Forman.

Liaison Assignments: reminder that each AB member should be meeting with their assigned department, board, committee to be ready for the budget season.

ACTION ITEMS

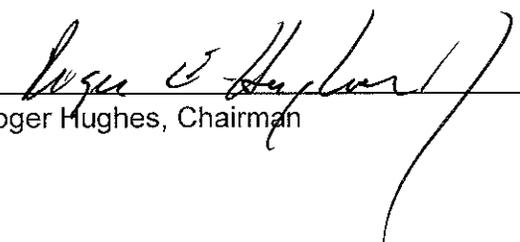
1. **Budget Process:** Discussion about the upcoming budget season. Each member encouraged to express ideas, questions, comments about Town revenues and expenses. Town revenues are generated through property taxes (largest portion), local receipts (excise tax, licenses and fees) and State Aid (determined by State). Many are concerned about property taxes and the impact it has on citizens particularly aging citizens with fixed incomes. While using the framework of the law, many board members believe the Town should work toward rezoning commercial areas to increase, boost and strengthen occupancy in business zones. Growth in the business sector can help to stabilize residential tax burden.
2. **Liaison Discussions:** Brief summary of many departments.
 - a. **Treasurer/Collector** – New regulations with Affordable Care Act require new reporting to Federal Government. May necessitate a reserve fund transfer.
 - b. **School Committee** – Negotiating union contracts with teachers, aides and custodial staff.
 - c. **Building Department** – clerical staff increase to full-time.

- d. Building Maintenance – Dave Sutton does not see Article requests at this time.
 - e. Town Accountant – Audit Fee \$5,000.00
 - f. Human Resources – working to control budget with unemployment compensation and disability benefits increasing.
 - g. Personnel – looking for Library Director.
 - h. Police Department – working with School Administration to add School Security Officer.
 - i. Water Department – upgrade to pump station and electrical but should not cause big budget increase.
 - j. Senior Tax Relief – reviewed previous year requirements & stipend.
 - k. Assessor's Office – tax classification remains unchanged - single rate at \$16.50/K. May request additional p/t clerical staff.
 - l. Library – current director retires Feb '16, facilities audit completed, how much to maintain current library through opening of new in 2018/9?
 - m. Library Study Committee – 20 year strategic plan for new library building. New library approximately 20K sq. ft. based on need/want. Confident Norwell awarded 50% of construction costs, private funding goal \$1M. Green Library Incentive opportunity for additional aid if green certified. Estimated cost \$4-10M.
3. **Summary of In-service:** Colleen Corona led in-service in November for Advisory Board, School Board and Capital Budget members. Most AB members thought it was helpful and a good refresher on the way Town Government works. Several members were cautious about several points including budgeting loosely to have free cash at end of FY, Town has little control over revenue/expenses and budget 7% for debt payment as it is good for rating agencies.

FUTURE MEETINGS

TBA

Adjourn: Motion to adjourn. *Seconded and passed 9-0.*



Roger Hughes, Chairman