

TOWN OF NORWELL
Advisory Board
Meeting Minutes
February 9, 2016

TOWN OF NORWELL
TOWN CLERK

2016 FEB 29 AM 11:29

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The Advisory Board was called to order by Roger Hughes at 7 : 00pm. Present were Susan Powell, Jane Stout, Ralph Gordon, Jacky McClean, Mark Maiellano and Karen Reynolds. Tim Greene arrived a few minutes late. Also present was Town Administrator Peter Morin.

ADMINISTRATIVE MATTERS

Acceptance of Minutes: Roger asked for questions or comments about the February 4, 2016 Meeting Minutes. Jacky suggested a change of wording from level funding to level services to accurately describe the Budget. She also thought it important to make note that the Police Department will add a position at the Schools for public safety. Motion to update February 4, 2016 Meeting Minutes. *Seconded and approved 7-0.*

No Bills, Transfer Requests or Correspondence/Notices.

ACTION ITEMS

Highway Department - The budget for snow and ice removal has been spent. According to General Law, Section 31D Snow and ice removal, & emergency expenditures : Any town may incur liability and make expenditures in any fiscal year in excess of available appropriations for snow and ice removal, provided that such expenditures are approved by the Town Manager (Administrator), Selectmen and Finance/ Advisory committee. This is a public safety issue and motion made to deficit spend on snow and ice removal through 2016 winter as well as regular updates of spending from Town Administrator. *Seconded and approved 8-0.*

Budget Items

1. **Board of Selectmen** - would like to convert a part time employee to full time. The increase in duties include expansion of responsibilities to the Town Administrator, Highway Department, Cemetery duties, along with covering for other employees out due to illness and vacation. Motion to accept the recommendation of the Town Administrator for the total budget of \$371,512 for the Board of Selectmen. *Seconded and approved 8-0.*
2. **Reserve Fund** - an increase in the reserve fund tracks the growth in the overall Budget. Several comments made about the increase being too low. Motion to accept the recommendation of the Town Administrator for the total budget of \$250,000 for Reserve Fund Transfers. *Seconded and approved 7-1.*
3. **Advisory Board** - motion to accept the recommendation of the Town Administrator for the total budget of \$500 for the Advisory Board. *Seconded and approved 8-0.*
4. **Town Accountant** - the level services reflect a budget jump in salaries and wages due to Step and Longevity increases. After submitting the 2016 Town Audit, the Town seeks, for the first time, to apply for a Comprehensive Annual Financial Report - CAFR. This is the highest achievement any government entity can be awarded. It is not a guaranteed award. Many towns do not apply. Many first time applicants do not achieve this award. It is important to note, Norwell achieved a AAA bond rating which boosts our chance to earn the CAFR. Motion to accept the recommendation of the Town Administrator for the total budget of \$255,597 for the Town Accountant. *Seconded and passed 8-0.*

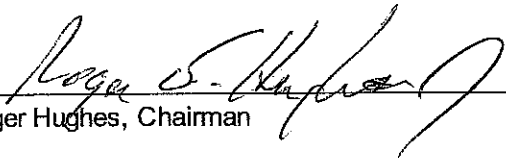
5. **Legal Services** - include but not limited to litigation for zoning board of appeals, insurance for property damage, collective bargaining and grievance. After this brief description and short discussion, it was determined that this is a fair price for Town Legal Services. Motion to accept the recommendation of the Town Administrator for the total budget of \$100,000 for Legal Services. *Seconded and approved 8-0.*
6. **Personnel Board** - motion to accept the recommendation of the Town Administrator for the total budget of \$500 for the Personnel Board. *Seconded and approved 8-0.*
7. **Information Technology** - this budget is shared with the School Department. Motion to accept the recommendation of the Town Administrator for the total budget of \$91,000 for Information Technology. *Seconded and passed 8-0.*
8. **Zoning Board of Appeals** - motion to accept the recommendation of the Town Administrator for the total budget of \$1647 for the Zoning Board of Appeals. *Seconded and passed 8-0.*
9. **Commission on Disabilities** - Brief summary of the mission of this commission including accessibility for people with disabilities especially with regard to new public projects. Motion to accept the recommendation of the Town Administrator for the total budget of \$3,000 for the Commission on Disabilities. *Seconded and passed 8-0.*
10. **PBMC** - motion to accept the recommendation of the Town Administrator for the total budget of \$1,500 for the PBMC. *Seconded and passed 8-0.*
11. **Town Reports** - motion to accept the recommendation of the Town Administrator for the total budget of \$3,000 for Town Reports. *Seconded and passed 8-0.*
12. **Beautification** - motion to accept the recommendation of the Town Administrator for the total budget of \$2,000 for Beautification. *Seconded and passed 8-0.*

FUTURE MEETINGS

February 23, 2016 - Superintendent of Schools, Matt Keegan, is invited to talk about Special Education including the legal obligations to our students and its impact on the School budget. Discussions on Police and Fire Departments will also be on the agenda.

February 25, 2016

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



Roger Hughes, Chairman

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