

**TOWN OF NORWELL
Advisory Board
Meeting Minutes
March 8, 2016**

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TOWN CLERK

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

There were no Administrative Matters.

ACTION ITEMS / DISCUSSIONS
BUDGET ITEMS

Town Clerk, Board of Registrars and Town Meeting & Elections- Patricia Anderson presented the ins and outs of these budgets. Town Clerk and Town Administrator worked together to build an agreeable budget. Most notable changes from FY16 were found in the Town Meeting & Elections budget. This budget increases and decreases based on the number of elections per year. A year that has a high number of elections increases the number of days poll workers, wardens, constable, police detail etc are called to work. Not only are there more elections than usual, but the State approved Early Voting for the Presidential Election in November. Early Voting is open during Town Hall hours for 11 days in late October and early November. Each day requires election checkers for each precinct, a warden and constable. Motion to accept the recommendation of the Town Administrator for the total budget of \$159,374 for Town Clerk. *Seconded and passed 6-0.*

Motion to accept the recommendation of the Town Administrator for the total budget of \$4,450 for Board of Registrars. *Seconded and passed 6-0.*

Motion to accept the recommendation of the Town Administrator for the total budget of \$29,220 for Town Meeting and Elections. *Seconded and passed 6-0.*

Recreation - This is a fee based department. Motion to accept the recommendation of the Town Administrator for the total budget of \$68,505 for Recreation. *Seconded and passed 6-0.*

Cemetery - Lynn Rose introduced the dispute between her request for an increase in stipend/salary and the recommendation of the Town Administrator. This position has changed with the development of the new Stetson Meadows Cemetery that will open in FY17. While still attending to the bereaved, new duties have added up and encompass much of her time. Development of Stetson Meadows involved contracting electricians and engineers for irrigation; staging and maintenance and updating the menu of services the Cemetery provides. Unfortunately another role is aimed at preventing vandalism. The Town Administrator is fully aware of all the functions connected with this department. Once Stetson Meadows is operational, he will move these tasks to Town Hall. The AB recommends meeting once more before making a decision on this budget.

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Facilities Department - Dave Sutton presented this budget. A short discussion about his daily activities include balancing hands on projects at buildings that have a need and operational tasks. This new department is skilled and capable of fixing, repairing and replacing many of the damaged or broken building systems. This is fiscally prudent as the Town saves on labor costs. When asked if the Town could save in other ways, Facilities Manager recommends hiring someone with HVAC certification as that is not his expertise and must contract an outside party for those repairs. Town Administrator agrees, but is not ready to create that position. Facilities Manager concurs. Motion to accept the recommendation of the Town Administrator for the total budget of \$159,408 for the Facilities Department. *Seconded and passed 6-0.*

Town Administrator presented the following budgets.

Building Department - Motion to accept the recommendation of the TA for the total budget of \$217,569. *Seconded and passed 6-0.*

Street Lighting - Motion to accept the recommendation of the TA for the total budget of \$60,000 for Street Lighting. *Seconded and passed 6-0.*

Harbormaster - Motion to accept the recommendation of the TA for the total budget of \$7,048 for the Harbormaster. *Seconded and passed 6-0.*

Animal Control - Motion to accept the recommendation of the TA for the total budget of \$10,988 for Animal Control. *Seconded and passed 6-0.*

Cushing Memorial - Motion to accept the recommendation of the TA for the total budget of \$65,727 for Cushing Memorial. *Seconded and passed 6-0.*

Sealer of Weights & Measures - Motion to accept the recommendation of the TA for the total budget of \$8,193 for Sealer of Weights and Measurers. *Seconded and passed 6-0.*

WARRANT ARTICLES SPECIAL TOWN MEETING

Article 2 - This Article seeks \$93,000 for repairs to the heating, ventilation and air condition systems of the Cole School and the High School. This money is to be reimbursed in part or in full by a grant from the MA Green Communities Program. Motion to accept Article 2 of the Warrant for Special Town Meeting as drafted. *Seconded and passed 6-0.*

Article 3 - This Article seeks \$53,000 for the replacement of the lighting in the Town Hall. This money is to be reimbursed in part or in full by a grant from the MA Green Communities Program. Motion to accept Article 3 of the Warrant for Special Town Meeting as drafted. *Seconded and passed 6-0.*

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Article 8 - This Article seeks to add a sum of money to line item 1-420-211-5532 for Snow Removal and Sanding. Motion for the AB to recommend the sum for this Article at the Special Town Meeting in May. *Seconded and passed 6-0.*

WARRANT ARTICLES ANNUAL TOWN MEETING

Article 25 - This Article seeks to reauthorize the Stetson Ford House Revolving Fund, Student Parking Fees Revolving Fund and Recycling Revolving Fund. Motion to accept Article 25 of the Warrant for the Annual Town Meeting as drafted. *Seconded and passed 6-0.*

Article 26 - This Article seeks to establish a special revenue fund known as the PEG Access and Cable Related Fund to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of cable franchise agreement. Motion to accept Article 26 of the Warrant for the Annual Town Meeting as drafted. *Seconded and passed 6-0.*

Article 28 - This Article seeks a sum of money for School based Medicaid services. Motion to accept Article 28 of the Warrant for the Annual Town Meeting as drafted. *Seconded and passed 6-0.*

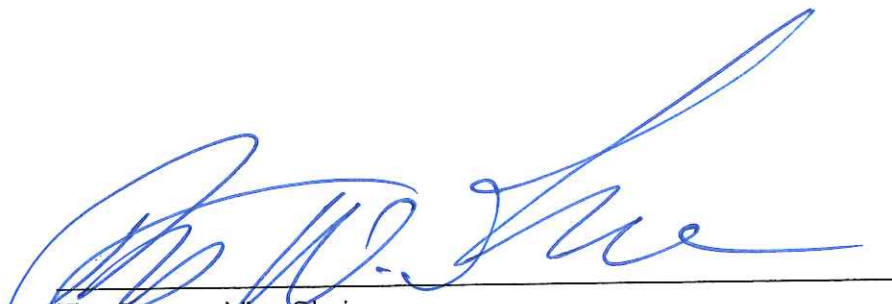
Article 44 - This Article 44 seeks the sum of \$4,000 for a contract with the South Shore Women's Resource Center for domestic violence intervention and prevention services for residents of Norwell. Motion to accept Article 44 of the Warrant for the Annual Town Meeting as drafted. *Seconded and passed 6-0.*

FUTURE MEETINGS

March 15 - School Committee, Council on Aging, Board of Assessors

March 17 - Personnel

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



Tim Greene, Vice-Chairman