

**TOWN OF NORWELL
Advisory Board
Meeting Minutes
January 19, 2016**

TOWN OF NORWELL
TOWN CLERK
2016 FEB -9 PM 3:42

RECEIVED

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

ADMINISTRATIVE MATTERS

Acceptance of Minutes: Roger asked for questions or comments about the December 10, 2015 Meeting Minutes. With no comments, motion made to accept the Minutes from December 10, 2016. *Seconded and approved 9-0.*

Transfer Request: Peter made a reserve fund transfer request for \$25,000 for unforeseen unemployment insurance claims. After a short discussion about state laws, eligibility and duration, motion made to approve the reserve fund transfer in the amount of \$25,000 for unemployment insurance. *Seconded and approved 9-0.*

Correspondence/Notices:

- Annual State of the Town Breakfast January 28, 2016 at the United Church of Christ 7:30-9:00am
- Massachusetts Municipal Association Annual Meeting and Trade Show January 22 & 23, 2016 at the Hynes Convention Center and Sheraton Boston Hotel
- South Shore Regional School District Committee will hold a public hearing on January 20, 2016 at 7:00pm at the Brass Lantern Restaurant of the South Shore Vocational Technical High School
- Town of Norwell Special/Annual Town Meeting is set for May 2, 3 & 4 2016. The Warrant for the Special/Annual Town Meeting opened January 13, 2016 and will close March 2, 2016. The annual Town Election is set for May 14, 2016 at the Norwell Middle School Gymnasium from 8:00am-6:00pm.
- Town of Norwell reports are due in Selectmen's Office by February 26, 2016
- Letter from Cemetery Department regarding 2017 budget request. This letter will be fully vetted during the budget discussions later this season.

ACTION ITEMS

Preliminary Budget: Peter handed out a budget that continues to develop. There are many important pieces that are still missing including State Aid, premium for Mayflower Insurance Group (Town employee health insurance), PAYT and the School Budget. Peter plans to confirm these items by end of January and present a more reliable budget to the Advisory Board by February 2, 2016. He reminded the AB that some increases to the budget this year include contractual requirements, but he will always disclose where he got the figures & information. He


is eager to work together to complete a reasonable budget. Several AB members questioned why a final budget is not ready until long into the budget season? Is it possible to have a budget by end of December? Peter's responded that numbers in December are much too unreliable, but that forecasting may be a way to encourage dialog with department heads and AB.

Advisory Board Update: At the end of the Meeting, Fran read her letter of resignation. Thank you Fran for your service.

FUTURE MEETINGS

Next meeting is February 2, 2016. Roger plans to hold meetings each Tuesday in February and several meetings on Thursday.

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



Roger Hughes, Chairman