

**TOWN OF NORWELL  
ADVISORY BOARD  
MEETING MINUTES  
MAY 24, 2016**

TOWN OF NORWELL  
TOWN CLERK  
2016 JUN 30 AM 11:01  
**RECEIVED**

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

**ADMINISTRATIVE MATTERS**

**Acceptance of Minutes** - Roger asked for questions or comments about the April 26, 2016 and May 2 & 3, 2016 Meeting Minutes. With no discussion, motion to accept the Minutes from April 26, 2016 and May 2 & 3, 2016. *Seconded and passed 5-0.*

**Bills** - Each member of the AB received a binder filled with Town Meeting agenda documents. The bill from W.B.Mason was \$18.54. Motion to pay the bill for \$18.54. *Seconded and passed 5-0.*

**Transfer Request** - Three transfer requests

1. Donna Mangan presented a transfer request for \$1,600.00 for Animal Control. This unforeseen cost is due to the seasonal nature of this on call work. Motion to approve the request to transfer \$1,600.00 for Animal Control. *Seconded and passed 5-0.*
2. Town Clerk, Patricia Anderson presented a transfer request for \$1,592.00 for the combined election held on May 10, 2016. 27 poll workers, wardens, constable and police detail were on duty for this dual State and Town election. Motion to approve the request to transfer \$1,592 for the Town Clerk. *Seconded and passed 5-0.*
3. Donna Mangan asked to rescind \$25,000 from the IT Department and restore it to the Reserve Fund. Earlier this year, \$25,000 was transferred to the IT Salaries line in the budget for expenses. The Town approved a transfer from the Professional Services line to the Salaries line at Special Town Meeting in May because it is not permissible for salaries to be paid from that expense line. The request for the rescind will follow proper budget guidelines. Motion to approve the request to transfer \$25,000 from the IT Department to the Reserve Fund. *Seconded and passed 5-0.*

**ACTION ITEMS / DISCUSSIONS**

**Discussion of Town Meeting**

The following ideas are suggestions to improve the process of the Advisory Board season.

- Begin the budget season earlier
- Open and close the Warrant earlier
- Ask department heads to forward information regarding their budgets and Warrant items to the AB before making presentations

TOWN OF NORWELL  
TOWN CLERK

2016 JUN 30 AM 11:01

RECEIVED

- Emphasize, underline, spotlight, stress to the residents of Norwell the importance of economic growth in Town
- Because Town residents may perceive many initiatives as something foisted upon them instead of designed to enhance quality of life in Norwell, communication with residents early in Warrant process to encourage proactive dialogue and answer questions with transparency and understanding of the multifaceted nature of the issues will result as a win/win for all
- Ask the Selectmen to look into better acoustics for Town Meeting
- Realize the nature of Town Government is a fluid process with many unpredictable and unforeseen events
- Continue to work with Departments, Commissions, and Boards as liaisons to better serve as AB members

#### **General Discussion Regarding Future AB Actions**

- At the next AB Meeting, approve a dollar amount for transfer requests that the Chairman can approve without emergency meetings over the summer
- Several terms will be expiring at the end of June, please let Roger know of intentions to return
- Encourage residents to volunteer for Boards in need of members, possibly the AB

#### **FUTURE MEETINGS**

June 28, 2016

**Adjourn** - Motion made to Adjourn. *Seconded and passed 5-0.*

  
\_\_\_\_\_  
Roger Hughes, Chairman