

**TOWN OF NORWELL**  
**Advisory Board**  
**Meeting Minutes**  
**June 28, 2016**

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

**ADMINISTRATIVE MATTERS**

**Acceptance of Minutes** - Roger asked for questions or comments about the May 24, 2016 Meeting Minutes. With no discussion, motion to accept the Minutes from May 24, 2016. *Seconded and passed 6-0.*

**Transfer Requests** - Five transfer requests were presented by Donna Mangan.

1. An additional \$12,613.00 was requested by the Highway Department for Snow and Ice removal due to payroll obligations. Motion to approve the request to transfer \$12,613 for Snow and Ice. *Seconded and passed 6-0.*
2. Town Clerk inadvertently left off \$83.00 of payroll for the election in May. Motion to approve the request to transfer \$83.00 to Town Clerk for payroll purposes. *Seconded and passed 6-0.*
3. Building Inspector requested \$12,634 for payroll, but Donna calculated the true amount needed to cover the last two payroll cycles of this fiscal year is \$13,149. This covers the vacation and sick days due the Inspector prior to his retirement June 30. Motion to approve the request to transfer \$13,149.00 to Building Inspector for payroll. *Seconded and passed 6-0.*
4. Board of Health estimates a \$25,000.00 deficit in trash expenses. The final bill for FY15 is July 5, 2016. AB recommends \$30,000 to cover all expenses with a reminder that if there is money not used, it goes to the General Fund. Motion to approve a \$30,000 transfer to the Board of Health for trash expenses. *Seconded and passed 6-0.*
5. Council on Aging made a request, but total is not yet determined for compensation for substitute employees while the Director is on sick leave.

**ACTION ITEMS / DISCUSSIONS**

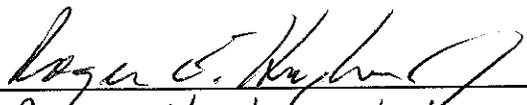
**Matters not anticipated by the Board**

1. Short discussion about the availability of AB members during the summer with regard to meeting to approve unanticipated transfer requests. Motion to give AB Chairman, Roger, the authority to approve transfer requests up to \$5,000.00 and anything over that limit will require an AB Meeting to discuss and approve the transfer. *Seconded and approved 6-0.*

**FUTURE MEETINGS**

To be determined

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

  
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Roger Hughes, Chairman

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