

**TOWN OF NORWELL  
Advisory Board  
Meeting Minutes  
March 28, 2017**

TOWN OF NORWELL  
TOWN CLERK

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

**ACTION ITEMS / DISCUSSIONS**

**Norwell Public School Budget**

Norwell School Administrators, including Warren McCallum, Diane Provenzano, Sue Theodorou and Eliza Burns and School Committee members, including Patrick Reed, Christina Kane and MaryLou O'Leary were present to support the School Budget. Superintendent Matt Keegan and School Committee Chairman Kiersten Warendorf lead the discussion.

Since the 2012 Budget Override, the School Department stayed within conservative budget guidelines. Budget increases held at 3-3.5% per year. This year the request for \$26,332,976 or a 3.49% increase details and balances level services. There are no additional positions, but two positions were reallocated. As always, Out of District Special Education costs are mandated and influence the entire budget.

As the needs of the students change, School Staff evolves to meet those needs. For the last several years, the four Schools shared two School Psychologists. Administrators and teachers recognize the value of the Psychologists and are committed to providing services to students. This year, several members of the teaching staff left the District. Now the School Department is able hire two School Psychologists. There will be one School Psychologist at each school.

The School Budget focuses on yearly planning for Instructional Services including Text Book Adoption, Instructional Technology and Psychological Services along with Operations and Maintenance including Utilities and Technology Infrastructure. It concentrates on long term planning for Out of District Special Education tuitions. The School Department sponsored an Article for Special Town Meeting to ask for \$50,000 from the Special Education Stabilization Fund. This money will help close the tuition gap for FY17, and the remaining gap will be closed using Circuit Breaker reserves. School Department also sponsored an Article for the Annual Town Meeting to request \$50,000 to be placed into the Special Education Stabilization Fund for FY18.

The budget also addresses Facility Maintenance expenses. Each year operational expenses include in house maintenance including refinishing gym floors, HVAC general maintenance, painting, plumbing, floor tile replacement. In recent years, more costly maintenance such as ballast repairs, window tinting in Elementary Schools, High School gym heating, domestic hot water tank at Middle School, roof repairs along with preventive maintenance HVAC, boilers and furnaces have also been incorporated into the annual budget.

Motion to accept the recommendation of the Town Administrator for the total budget of \$26,332,976 for the School Department. *Seconded and passed 7-0.*

Motion to accept the Article for Special Town Meeting for \$50,000 from the Special Education Stabilization Fund for the School Department Out of District Tuition. *Seconded and passed 7-0.*

Motion to accept the Article for Annual Town Meeting for \$50,000 into the Special Education Stabilization Fund. *Seconded and passed 7-0.*

#### **Review of Department Budgets**

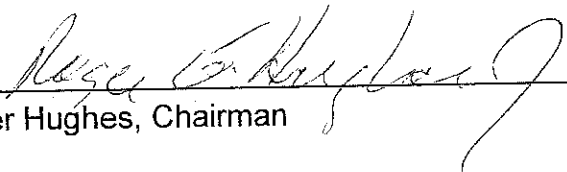
1. **Board of Assessors** - Motion to accept the recommendation of the Town Administrator for the total budget of \$160,746 for the Board of Assessors. *Seconded and passed 7-0.*
2. **Conservation** - Motion to accept the recommendation of the Town Administrator for the total budget of \$120,782 for the Conservation Commission. *Seconded and passed 7-0.*
3. **Cemetery** - TA recommends reducing the expenses to \$5,000 due to Tree and Grounds will increase maintenance responsibilities. Motion to accept the recommendation of the Town Administrator for the total budget of \$10,000 for the Cemetery budget. *Seconded and passed 7-0.*
4. **Veterans Office** - The total budget does not reflect the request for an increase in stipend which is addressed in an Article for the Annual Town Meeting. Motion to accept the recommendation of the Town Administrator for the total budget of \$36,279 for the Veterans Office. *Seconded and passed 7-0.*
5. **Cushing Center** - Mary Lou O'Leary was present for a discussion of the budget for the Cushing Center a community asset. The Center has eight offices in the basement and they are all rented. All rents are up to date as well. The Hall is regularly rented. The rental fee for out of Town clients is \$400 per event. Rental fee for Town residents is \$175. The Cushing Center does not charge a fee for Town Departments to hold off site meetings at the Center. The budget for the

last few years has been much higher than the expenditures. Revenues from the property offset the expenditures, but not the total budget. Motion to accept the recommendation of the Town Administrator for the total budget of \$66,391 for the Cushing Center. *Seconded and passed 7-0.*

#### **FUTURE MEETINGS**

Thursday, March 30, 2017

**Adjourn** - Motion made to Adjourn. *Seconded and passed 7-0.*

  
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Roger Hughes, Chairman