

TOWN OF NORWELL
Advisory Board
Meeting Minutes
March 23, 2017

TOWN OF NORWELL
TOWN CLERK

2017 MAR 31 AM 10:31

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The Advisory Board was called to order by Roger Hughes at 7:00pm. Present were Jane Stout, Susan Powell, Mark Maiellano, Ralph Gordon and Karen Reynolds. Tim Greene arrived after discussion of Articles for Annual Town Meeting. Jacky McClean was absent. As always, Town Administrator, Peter Morin was also present.

ACTION ITEMS / DISCUSSION ITEMS

Annual Town Meeting

1. **Town Budget** - An updated list of the remaining budgets for the AB to discuss include Board of Assessors, Norwell Public Schools, Veterans Services, Cushing Memorial Center, Conservation, Town Reports Budget, and Capital Budget.
2. **Acceptance of Town Reports** - Motion to accept the Article for Town Reports for the Warrant for the Annual Town Meeting. *Seconded and passed 7-0.*
3. **Street Lights** - Motion to accept the recommendation of the Town Administrator for the total budget of \$60,000 for Street Lights. *Seconded and passed 7-0.*
4. **Acceptance of Wildcat Way as Public Way** - will discuss next week. Henry's Way and Forest Ridge have been indefinitely postponed.
5. **Marijuana Ban / Moratorium** - On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. The ballot measure establishes two important provisions that require ballot action by the Town prior to the adoption of zoning.
 - a. The Town must, by ballot, determine whether it will issue licenses for recreational marijuana establishments and retailers.
 - b. The Town, by ballot that cannot occur prior to November 6, 2018, must decide on whether to allow on-site consumption of marijuana products should the Town decide to allow licenses for such facilities.

In the November 8, 2016 election, the Town voted against recreational marijuana. However, because the Town voted, by ballot, for medical marijuana several years ago, it is believed the Town must have at least one recreational establishment which could be the same site as the medical marijuana dispensary. The discussion tonight revolved around creating a temporary moratorium on the sale and distribution of recreational marijuana. This moratorium would freeze or halt the application process in the Town until the State resolves the questions, concerns and logistics of implementing legislation. The moratorium would end June 30, 2018 or when legislation is effectual. Motion to accept the Article for creating a temporary moratorium on the sale and distribution of recreational marijuana. *Seconded and passed 7-0.*

Personnel Board

Barbara Childs and Adrienne Vavpetic were present to review changes to the Personnel Plan.

Local 888 S.E.I.U. Union Retroactive - The Town will vote to adjust the Agreement to reclassify various Town Employee job descriptions by amending the following positions retroactively effective July 1, 2016 (FY 17).

Position	Present Grade	Increase to
Payroll Administrator - Treasurer/Collector	6	7
Administrative Secretary - Water	6	7
Administrative Secretary - Fire	6	8
Administrative Secretary - Police	6	8

These positions had been reviewed and recommended for the upgrades by the AB for the May 2, 2016 Town Meeting, but the Article was withdrawn prior to Town Meeting. The salary for these positions were agreed to by contract with the SEIU and the upgrade is based on updated job descriptions. Motion to accept the Article for Reclassification of various Town Employee job descriptions by amending the positions retroactively effective July 1, 2016. *Seconded and passed 8-0.*

Local 888 S.E.I.U. Union FY18 - The Town will vote to adjust the Agreement to reclassify various Town Employee job descriptions by amending the following positions effective July 1, 2017 (FY18).

Position	Present Grade	Increase to
Accounts Payable Administrator	6	7
Treasurer/Collector's Clerk	6	7
Administrative Secretary - Highway/Tree & Grounds	6	8
Deputy Collector	7	8

The salary for these positions were agreed to by contract with the SEIU and the upgrade is based on updated job descriptions. Motion to accept the Article for Reclassification of various Town Employee job descriptions by amending the positions effective July 1, 2017. *Seconded and passed 8-0.*

Veteran's Service Officer - The Town will vote to amend the following Personnel Classification stipend position as proposed by the Personnel Board.

Position	Current Stipend	Increase to
Veteran's Service Officer	\$8,779	\$12,000

The Veteran's Service Officer is appointed by the BOS. The VSO has a wealth of knowledge about Veteran's Services and he has developed an accessible and dependable outreach program. He is a tremendous asset to the Town Veterans. Among other activities, he is at the Council on Aging weekly to discuss needs of the veterans, makes referrals to benefits programs and drives Vets to appointments. On average, he spends 20 hrs a week providing outreach and services to Norwell Veterans. Motion to accept the Article to increase the stipend position as proposed by the Personnel Board for the Veteran's Service Officer to \$12,000. *Seconded and passed 8-0.*

Wages - This Article seeks a sum of money to meet obligations for the compensation schedule under the Personnel Plan. The Personnel Board recommends a 2% increase in salaries above FY18 compensation. It is estimated that \$20,000 will meet that obligation. Motion to accept the Article for Wage Increase as recommended by the Personnel Board. *Seconded and passed 8-0.*


The Personnel Board proposed changes to Norwell Personnel By-Law Section 6 - Compensation Plan. These changes clarifies language and grants the Town Administrator authority to change compensation on a case-by-case basis for employees working out of class or employees sharing performance duties in a higher class. Motion to accept the Article for the Compensation Plan with regard to Advancement as recommended by the Personnel Board. *Seconded and passed 8-0.*

FUTURE MEETINGS

Tuesday, March 28, 2017

Thursday, March 30, 2017

Adjourn - Motion made to Adjourn. *Seconded and passed 8-0.*


Roger Hughes, Chairman