

**TOWN OF NORWELL**  
**Advisory Board**  
**Meeting Minutes**  
**March 30, 2017**

TOWN OF NORWELL  
TOWN CLERK  
2017 MAY -5 AM 10:48

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

**ADMINISTRATIVE MATTERS**

**Acceptance of Minutes** - Roger asked if everyone reviewed the Minutes or had any questions or comments. With no comments, motion to accept the Minutes from March 21, 2017 and March 23, 2017. *Seconded and passed 6-0.*

The Minutes from March 28, 2017 had a misspelled name. Motion to accept the corrected Minutes from March 28, 2017. *Seconded and passed 6-0.*

**ACTION ITEMS / DISCUSSIONS**

**Warrant Articles for Annual Town Meeting**

1. **Bylaw Review Committee** - The Bylaw Review Committee has been working with the Planning Board to clarify language in the Zoning Bylaws dealing with Open Space Residential Design, OSRD. Chairman of the Bylaw Review Committee Sally Turner and committee member Don Mauch presented the suggested changes by adding.
  - a. *In no event shall the maximum number of house lots in an OSRD exceed the maximum number of house lots allowable under a traditional subdivision. . . An OSRD is meant to preserve useful and meaningful open space in the new development and the added language clarifies the number of houses allowed. Motion to accept the changes suggested by the Bylaw Review Committee to add language to clarify the number of house lots allowable in an OSRD for the Warrant for the Annual Town Meeting. Seconded and passed 7-0*
  - b. A separate, stand-alone lotting plan shall be included in the required plan set that delineates all proposed house lots and all proposed open space parcels. This creates a visual aid that compares the number & size of house lots to the size of open space. Motion to accept the changes suggested by the Bylaw Review Committee to add language that requires a visual aid of the proposed development for the Warrant for the Annual Town Meeting. *Seconded and passed 7-0.*
  - c. To provide annual notice of legal obligations to homeowners who reside on Scenic Roads. This proposal has not gone before the Planning Board. The AB will discuss in the future.
2. **Animal Control** - Norwell, Hull and Cohasset share the Animal Control Officer. This Article request is for \$6,867 to pay our part of the multi-municipal contract for Animal Control. Motion to accept the Article for Animal Control. *Seconded and passed 7-0.*

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3. **Capital Stabilization Fund** - This Article requests \$ 300,000 for the Capital Expenditure Stabilization Fund. Motion to reconsider this Article. *Seconded and passed 7-0.* Motion to accept the request for \$300,000 for Capital Stabilization Fund. *Seconded and passed 7-0.*
4. **Community Preservation Committee** - Motion to reconsider Gaffield Park Rehab Article. *Seconded and passed 7-0.* Motion to accept the new total for Gaffield Park Rehab of \$180,000. *Seconded and passed 7-0.* Motion to reconsider Community Housing Trust. *Seconded and passed 7-0.* Motion to accept the new total for Community Housing Trust of \$120,000. *Seconded and passed 7-0.*
5. **Union and Personal Contracts** - This Article requests \$37,507 to meet obligations for Union and Personal Contracts to be appointed by the Finance Director. Motion to accept the request to meet obligations for union and personal contracts. *Seconded and passed 7-0.*
6. **Highway/Tree & Grounds** - This Article seeks \$20,000 for over time for the Highway/Tree & Grounds. Motion to accept this Article for Highway/Tree & Grounds. *Seconded and passed 7-0.*
7. **Road Acceptance** - Don Mauch, Vice Chairman of the Planning Board, presented a summary of the Wildcat Way Development including Bayberry Lane, Highfield, Summit and Lot Phillips Lane. It has met all the requirements and is certified by special permit to be accepted as a Town road. Motion to accept the Article for Road Acceptance of Wildcat Way. *Seconded and passed 7-0.*
8. **Wages** - This Article was discussed last week. Since then, a more accurate sum has been calculated. This Article seeks \$24,000 to meet obligations for the compensation schedule under the Personnel Plan. Motion to accept the Article for Wage Increase at \$24,000. *Seconded and passed 7-0.*
9. **Information Technology** - This Article requests \$25,000 to transfer from Professional Services of the Information Technology be added to the Reserve Fund Transfers. Earlier this year, \$25,000 was transferred to the IT Department Salaries line to fund payroll with the understanding that the money would be returned to the Reserve Fund at Town Meeting. Motion to accept the Article to return \$25,000 to the Reserve Fund. *Seconded and passed 7-0.*
10. **Historic Preservation** - Alison Demong answered questions about the project to de-lead the rental unit at the Jacobs Farmhouse. Several members of the AB voiced concerns about the Town's liability as landlord of the unit. The handrail on the stairway will be brought to code and any other issue reported in the Building Inspector and Board of Health review of the property will be addressed prior to rental. Most issues regarded as routine maintenance. Town Administrator reviewed insurance policy with agent to confirm full coverage. Motion to accept the Article for \$150,000 for de-leading of Jacobs Farmhouse. *Seconded and passed 5-2*

#### Budgets

1. **Annual Report** - This budget of \$ 3,000 is for printing the Annual Town Reports. Motion to accept the Article of \$3,000 for the Annual Report budget. *Seconded and passed 7-0.*

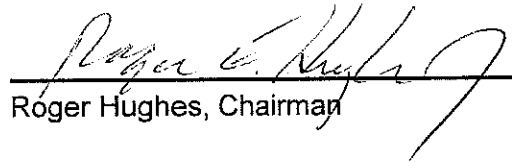
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2. **Highway** - In anticipation of purchasing a new Bucket Truck, TA is recommending a cut of \$50,000 to the Contractor Services line of the Highway Department budget. Motion to reconsider this budget. *Seconded and passed 7-0.* Motion to approve the new budget of \$1,179,350 for Highway Department. *Seconded and passed 7-0.*
  3. **Unclassified Employee Benefits** - TA recommends cutting \$67,600 from this budget. Motion to accept the recommendation of the Town Administrator for the new total of \$8,807,274. *Seconded and passed 7-0.*
  4. **Capital Budget** - Peter Smellie presented the Capital Budget. The total request is \$978,275. See chart. Motion to accept the Article for Capital Budget of \$978,275. *Seconded and passed 7-0.*

Department	Project	Cost	Recommendation
Schools	Phone/Bells	\$80,000	\$80,000
	HVAC//Controls	\$44,000	\$44,000
	Foam Insulation	\$50,000	-
	Kitchen Equipment	\$30,000	\$30,000
	Parking Lot	\$100,000	-
	Carpeting	\$77,000	\$77,000
	Generator	\$50,000	-
Council on Aging	Roof	\$12,275	\$12,275
	Generator Pad	\$8,000	\$8,000
	Restroom Reno	\$18,000	-
	updating	\$5,000	-
Facilities	Asbestos Tile Removal	\$20,000	\$20,000
Highway/T&G	Sidewalk Machine	\$224,000	\$191,000
	Sweeper	\$290,000	-
	Asphalt Hot Box	\$40,000	\$40,000
	Large Mower	\$90,000	\$90,000
	Compressor	\$28,000	\$28,000
	Bucket Truck	\$250,000	\$250,000
Police	Body Armor	\$29,000	\$29,000
Fire	Two Trucks	\$140,000	\$79,000
Library	Doors	\$15,000	-
	Front Desk	\$5,000	-
Library cont.	Bathrooms	\$10,000	-
Total		\$1,614,775	\$978,275

**FUTURE MEETINGS**

**TBD**

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

  
Roger Hughes, Chairman