

TOWN OF NORWELL

Advisory Board

*Amended*

Meeting Minutes

February 16, 2017

TOWN OF NORWELL  
TOWN CLERK

2017 MAR -2 PM 1:40

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

**ADMINISTRATIVE MATTERS**

**Acceptance of Minutes** - Roger asked for questions or comments about the February 13, 2017 Meeting Minutes. With no discussion, motion to accept the Minutes from February 13, 2017.

*Seconded and passed 6-0.*

**ACTION ITEMS / BUDGET DISCUSSIONS**

1. **Town Meeting and Elections** - Patricia Anderson presented a scaled back budget. The Town held six elections in 2016. The Presidential Election included 11 days of early voting which saw 34% of registered voters. Early voting was popular, and total voter turnout was 85%. This is similar to voter turnout in 2008 which also had no incumbent candidate. These unusual circumstances increased the budget for FY17. This budget for FY18 is on track with routine voting cycles. This year only Town Meeting and Town Election are scheduled. Motion to accept the recommendation of the Town Administrator for the total budget of \$12,299 for the Town Meeting and Elections. *Seconded and passed 6-0.*
2. **Town Clerk** - Patricia Anderson was present to summarize her budget. Her salary increase is a result of both the Town Administrator's recommendation and her eligibility for a \$1,000 stipend for her Massachusetts Certification in the CMMC. Motion to accept the recommendation of the Town Administrator for the total budget of \$167,991 for the Town Clerk. *Seconded and passed 6-0.*
3. **Board of Registrars** - This budget covers the cost for printing and mailing the Town Census and printing the resident listing. Motion to accept the recommendation of the Town Administrator for the total budget of \$4,450 for the Board of Registrars.
4. **Building Department** - Peter introduced the new Building Inspector, Tom Barry, to the AB. Tom is new to Norwell, but he has many years experience as Building Inspector. He worked for Hanover, then Cambridge for many years. He entered his position in Norwell at the top step. His duties include general zoning, ensuring proper signage and enforcing codes in the field along with clerical tasks. He has a staff of one full time and one part time employee along with Plumbing and Electrical Inspectors. It is anticipated that Building Permits for FY17 will exceed FY16. There will also be an Article in the Town Warrant addressing signage. Motion to accept the recommendation of the Town Administrator for the total budget of \$220,981 for the Building Department. *Seconded and passed 6-0.*

5. **Sealer of Weights and Measures** - This Department certifies scales at supermarkets, gas pumps, elevators etc. The work is contracted in conjunction with the Town of Cohasset. Motion to accept the recommendation of the Town Administrator for the total budget of \$8,193 for Sealer of Weights and Measures. *Seconded and passed 6-0.*
6. **Board of Health** - Peter Dillon discussed and answered questions about BOH budget. The new PAYT program has reset expectations in Town for garbage removal and recycling. 40% of waste is now recycled. This is up from 22% before program. At the introduction of PAYT, residents bought \$34,000 worth of purple bags for anticipated trash overflow. The bags are used appropriately and the need for purple bags is lower than residents expected as evidenced by a plateau in sales of the bags. The Recycling Center is better organized thanks to Town Highway Department and use by residents is up as well. BOH requests a part time employee for the Recycling Center to help with general use and increased disposal of hazardous and electronic waste. The Town charges residents \$10 for the disposal of electronic waste and other items. These costs do not fully cover the disposal fee. BOH and TA to look into fee increase. Motion to accept the recommendation of the Town Administrator for the total budget of \$1,166,395 for the Board of Health. *Seconded and passed 6-0.*
7. **Water Department** - Fred St Ours and Jack McInnis lead the discussion about this vital Department. Over the last 20 years, there has been a 20% increase in the number of houses (3,000 to 3,600) serviced by the Water Department. During that time, the Department has not requested additional staff until now. The budget request is for one Systems Maintenance Mechanic. Even with this additional Mechanic, the Department is operating with less staff than recommended by the State guidelines. The new State issued water permit will limit the amount of water the Town can pump, but it allows for enough for residential use. This year the Water Department expects to begin water restrictions earlier in the season and issue fines to keep within the limit of the permit. The Water Department is self sufficient in that its revenues are higher than the costs to operate the Department. There will be no rate increase for FY18. Motion to accept the recommendation of the Town Administrator for the total budget of \$1,321,740 for the Water Department. *Seconded and passed 6-0.*
8. **Council on Aging** - Susan Curtain gave a summary of this Town asset. Currently 23% of Town residents are age 60+. By 2025 that population will rise to 35%. The COA has 84 volunteers and the services of the COA are a positive, practical and productive contribution to our aging population. The Building Maintenance line was moved out of the COA budget and added to the Facilities Department. Professional Services was increased due to the charges for the Health and Wellness contract with the Norwell Visiting Nurses. The NVNA provides services to clients and has weekly arthritis exercise program at the COA. Van drivers provide one of the most beneficial services to clients. An increase of 3.5 hrs has been added to this line to better serve the elderly. Motion to accept the recommendation of the Town Administrator for the total budget of \$228,036 for the Council on Aging. *Seconded and passed 6-0.*
9. **Recreation** - The increase to this budget is due to contractual obligations. The revenues from the Recreation Department pay for programing and the Director's

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Assistant salary and maintenance of Reynolds Park and Gaffield Park. CPC funded a renovation and accessibility of Reynolds Park in FY17. It is anticipated that CPC will fund the same for Gaffield Park in FY18. Motion to accept the recommendation of the Town Administrator for the total budget of \$74,235 for the Recreation Department. *Seconded and passed 6-0.*

10. **Historical Commission** - This is a level funded and modest budget. Motion to accept the recommendation of the Town Administrator for the total budget of \$4,000 for the Historical Commission. *Seconded and passed 6-0.*
11. **Highway Department and Tree & Grounds Department** - Peter separated the budgets into the old form. The new numbers reflect a separate budget for each Department. Motion to accept the recommendation of the Town Administrator for the total budget of \$1,229,350 for the Highway Department. *Seconded and passed 6-0.* Motion to accept the recommendation of the Town Administrator for the total budget of \$454,840 for Tree and Grounds Department. *Seconded and passed 6-0.*
12. **Veterans Service Office** - The discussion of this budget was deferred until the Veterans Service Officer Salary has been accepted.

#### FUTURE MEETINGS

The next meeting will be Tuesday February 28, 2017 and Thursday March 2, 2017 at 7:00pm.

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

  
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Roger Hughes, Chairman

