

TOWN OF NORWELL
Advisory Board
Meeting Minutes
February 8, 2018

2018 FEB 28 AM 9:42

The Advisory Board was called to order by Tim Greene at 7:05. Present were Mark Cleveland, Susan Powell, Mark Maiellano, Amy Koch, Jane Stout, Harry Solis and Karen Reynolds. Town Administrator, Peter Morin was also present.

ADMINISTRATIVE MATTERS

Acceptance of Minutes- Tim asked if there were any questions or comments about the Minutes from January 30, 2018. With no discussion, motion made to accept the Minutes from January 30, 2018.

Seconded and passed 8-0.

ACTION ITEMS / DEPARTMENT BUDGET DISCUSSIONS

Planning - The new Town Planner, Ken Kirkland, summarized his priorities for the Planning Board for FY19. Top on the list is a new Master Plan. This Plan is the Town's vision for itself for the next 10 or so years. The vision includes a picture for roadways, traffic circulation, transportation; housing & land use, including open spaces & recreation, and a general policy for the Town to reference when making impactful decisions. Guidelines from the State provide a rough outline and input from the Town at Open Meetings are useful in developing the Plan. A second goal for the year is to make a current Zoning Map of Norwell.

The Planning Board submitted several Articles for Town Meeting seeking Town approval of bylaws & policy changes and a road opening.

The Planning budget experienced a decrease in salaries due to changes in the method of accounting for a previously shared position with another Department. In the past, two people shared part time work in two separate departments. Both positions were budgeted in the Planning Department. Now each person will be responsible for only one department. The salary associated with the position will be reflected in their assigned Department's budget.

Total budget for the Planning Board \$91,187

Highway Department- Glen Ferguson, Highway Surveyor engaged in a thorough discussion of the Highway and Tree & Grounds Departments. The Highway Yard & Recycling Center is more efficient due to organizing & cleanup efforts. However, the overall productivity could be higher if an Assistant was hired to function as a construction manager to supervise work sites, maintain facilities & Town managed resources, such as Pathways, Clipper Community Complex, and Cemeteries. Other responsibilities of the Assistant consist of planning & organizing the daily and weekly work crew schedules and aiding in the preparation of RFPs. Adding an Assistant will allow the Highway Surveyor to focus on long range plans, hiring subcontractors, and overall steering the Works for better productivity. A second person will be hired to work directly for the Cemetery Department that was recently incorporated into the responsibilities of the Highway Department. These two new employees will be accommodated in the budget through decreasing subcontract work for tree work due to the purchase of the bucket truck, newer equipment with less repairs & maintenance and a reduction in the gasoline line due to a surplus. The Highway Department shows an overall reduction in its budget.

Total for Highway Department \$1,122,045

Total for Tree & Grounds \$501,530

Police Department - Police Chief, Ted Ross summarized the developments in the Police Department during the year. Over the last few years, the Department had three retirements. As a result, the Police Force is filled with young officers with a new set of experiences and education. As with Police Departments everywhere, Officers duties and responsibilities are much broader and varied compared to even ten years ago included is Community Outreach. The Schools have one Officer shared between the four Norwell Schools. This Officer has a full curriculum designed to establish a rapport with students & family, faculty and administration. The School Resource Officer also works with students to effectively solve problems especially when these problems negatively affect the Community. Chief Ross works closely with other Public Safety Departments to ensure residents are safe during storms, power outages and summer heat waves. Last year, the Police Department acquired a K-9. The dog and its handler received four months training and are now in the field together and will continue training. The dog lives with its handler. This year Chief Ross expects to hire two Officers. They will go to the Academy separately one in April and the other in July. These Officers uniforms and body armor were part of his budget along with two other sets of body armor for Officers whose body armor expire this year. He also expects to have a Crossing Guard at the Cole School after February Vacation Week. The Chief has not submitted any Articles for the Annual Town Meeting, but has a Capital Budget request for Dashboard Cameras.

Total for Police Department \$2,959,651

Fire Department, Ambulance Service, Emergency Management and Regional Dispatch Service
Fire Chief Andy Reardon presented these budgets with emphasis on the Fire Department. Each department had budgets with minimal increases. Firefighter's contract was settled for 2017, 18 & 19. The salaries line of the budget was higher than average because it includes retroactive pay due to the late contract settlement between the Town and Fire Association. The stipends for insurance opt-out line was eliminated and placed in salaries. The renovations at the Central Fire Station were completed including a new roof and plumbing & bathroom renovations. Chief Reardon has two Capital Budget requests including ballistic vests and replacement of the command car.

Total for Fire Department \$2,564,458

Total for Ambulance Service \$91,000


Emergency Management \$12,000

Thank you to all our Public Safety employees and especially to Chief Ross and Chief Reardon for their strong & courageous leadership and positive, trusting and generous relationships between Departments and throughout our community.

FUTURE MEETINGS

February 13 and 15, 2018

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



Tim Greene, Chairman

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