

TOWN OF NORWELL  
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Advisory Board  
Meeting Minutes  
March 8, 2018

edited

The Advisory Board was called to order by Tim Greene at 7:00pm. Present were Mark Maiellano, Amy Koch, Mark Cleveland, Jane Stout, Harry Solis, Susan Powell and Karen Reynolds. Town Administrator, Peter Morin was also present.

**DEPARTMENT BUDGETS OVERVIEW AND MEETING SCHEDULE**

**Assessor's Office** - Barbara Gingras reviewed the year and briefed the AB on the Board of Assessors budget. This is a revenue generating department. Residential Property Tax, Commercial Tax and Excise Tax bring in the bulk of Local Revenue. Excise Tax revenue is cyclical. Revaluation of residential real estate occurs every five years and will take place in 2019. The budget for the Board of Assessors shows a minimal increase in salaries and wages expenses due primarily to negotiated salary agreements.

*Total budget for the Board of Assessors is \$163,464*

**Treasurer/Collector** - Darleen Sullivan appeared before the AB to outline the budget for the Treasurer/Collector's Office. An increase in department salaries and wages due to previously negotiated salary agreements and increases in banking and professional services produced a budget that is 4.21% higher than last year. Town uses an outside vendor to mail bills and receive payments. The Town must carefully review all documents prior to submittal to the IRS to ensure compliance of the reporting regulations of the Affordable Care Act to avoid substantial penalties.

Treasurer/Collector has one Article for Town Meeting which the AB will discuss at a future meeting.

**Town Accountant** - Donna Mangan presented a budget with a slight increase for contractual salaries and several housekeeping Articles for Town Meeting. These include the unpaid bills for Special Town Meeting & Annual Town Meeting, the Medicaid reimbursements, establishing a mitigation fund to set aside money from the gas company specifically dedicated for the repaving of River Street; \$30,000 for Bay Path Lane conservation restrictions & maintenance in perpetuity and an Article for Special Town Meeting to correct a payroll line item for temporary grounds & maintenance workers. These Articles were introduced for review, and the AB will take action at future Meeting.

*Total budget for Town Accountant is \$291,562*

**Warrant Articles Review** Human Resource Director Barbara Childs, and Personnel Board members Adrienne Vavpetic and Megan Steinberg recommended five Articles for ATM. These Articles are for review and the AB will vote at a future meeting.

1. To see if Town will reclassify the SEIU Local 888 clerical position for the Health Administrator of the Board of Health from a Grade 6/Step 7 to Grade 7/Step7. This is a

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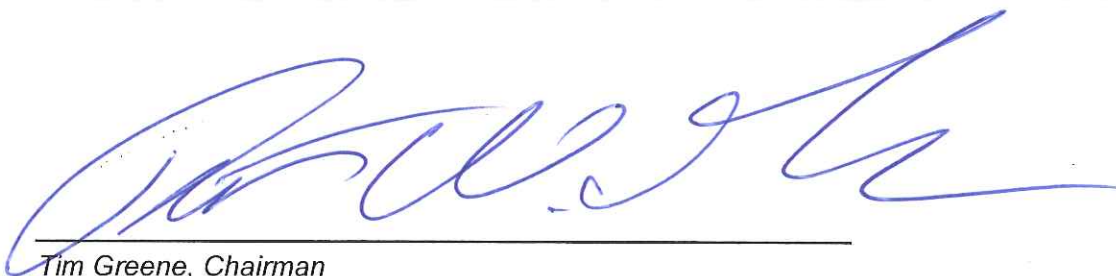
- full time position that provides complex & detailed professional level administrative support to the Health Agent and Board of Health in the carrying out and compliance of proper Public Health standards. This position makes frequent contact with property owners, lawyers, engineers, architects, land surveyors, developers, business owners, realtors, state & local health officials.
2. To see if the Town will reclassify the Personnel Plan clerical position for the Executive Assistant to the Town Administrator from a Grade 11/Step 6 to Grade 12/Step 6. This position performs complex administrative, analytical and professional work in support of the Board of Selectmen and the Town Administrator. Manages and coordinates Town's official executive business functions, including administrative & budget management, record keeping, accounts payable, insurance programs, and any official business of the Town.
  3. To see if the Town will add an Assistant Director / Operations Manager a new full-time position to the Personnel By/Law Plan. This position assists the Highway Surveyor with daily operations of Highway, Tree & Grounds, and Cemetery divisions. Perform administrative & managerial duties, execute & carry out policies, coordinate personnel working under two unions & equipment operations to complete tasks efficiently. Must exercise leadership in all Department 's activities. This Article was presented by Human Resource Director, Barbara Childs, but the AB has many questions for the Highway Surveyor before making recommendations.
  4. To see if Town will approve updates and modifications recommended by the Personnel Board as outlined.
  5. To see if the Town will appropriate a sum of money to meet obligations for compensation scheduled under the Personnel Plan. The Personnel Board recommends a 2% increase in salaries above FY18 compensation.

#### **FUTURE MEETINGS**

March 13, 2018

March 15, 2018

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



Tim Greene, Chairman