

**TOWN OF NORWELL
Advisory Board
Meeting Minutes
January 15, 2019**

TOWN OF NORWELL
TOWN CLERK
2019 FEB -7 AM 11:20
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The Advisory Board was called to order by Susan Powell at 7:00 pm. Present were Mark Cleveland, Peter W. Smellie, Brian Greenberg, Julie Sim, Harry Solis, Mark Maiellano, and Susan Powell. Kate Steele and Karen Reynolds were absent. Town Administrator, Peter Morin, was also present.

ADMINISTRATIVE MATTERS

All members reviewed the Minutes. Motion to accept the Minutes from December 13, 2018. **Seconded and passed 6-0**

AB reminded to complete the Conflict Of Interest State Law training required by all Town employees, board and committee members by January 30.

Bill(s): None

Transfer Request(s): None

Correspondence/Notices: None

Department Budgets Overview

TA anticipates 3% growth in State Aid. TA has received budget requests from all departments. Currently the requests outstrip the anticipated budget by about a half a million dollars. TA does not anticipate a problem to close that gap.

Summary -- FY18 External Auditor's Financial Statements

- TA made comments relating to recent audit conducted by Melanson Heath.
- Norwell received highest level of review.
- TA noted two areas Norwell needs to improve upon:
 1. Norwell should anticipate changes in generally accepted policies for municipalities.
 2. Work on more internal audit functions in house.

FY20 Department Budget Presentations:

Town Administrator

A new Travel stipend line has been added with \$2,400 requested for FY20 as part of TA's negotiated compensation package. TA anticipates an increase in Ellen McKenna's hours by 2 hours a week as reflected in the requested increase to the Clerical Salaries & Wages line.

Board of Selectmen

BOS would like to see a full-time Deputy TA hired to help the TA. TA believes a more cost effective approach would be to hire professional services as required. This may result in an overall increase of \$10,000 to the current BOS FY20 budget request.

TA stated there are two areas in particular where he would benefit from additional professional services:
(1) Administering green community state grants and (2) Procurement

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Legal

Professional Services line item in the budget covers Bob Galvin who is the town lawyer used during negotiating. Town pays reasonable rate for labor and legal services.

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PBMC

Provide oversight of all buildings and maintenance. Monies allocated are for clerical support.

Advisory Board

TA is requesting an additional \$2,000 to allow for the hiring of someone to write the minutes for upcoming AB meetings.

Reserve fund

Line item in budget is required and used for transfers of money that cannot be anticipated.

Information Technology

TA anticipates reducing this line in the budget. The town is currently reviewing the Town's IT infrastructure and is working to streamline and consolidate going forward. This would include making the Sparrell and Town Office IT infrastructure compatible. Any upgrades would be implemented incrementally.

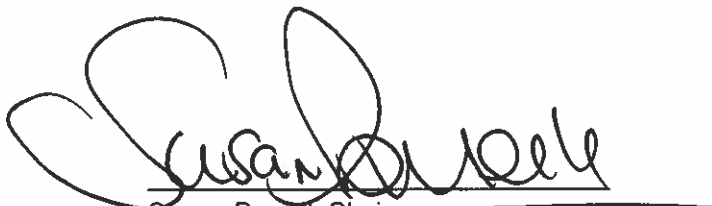
Veterans Services

David Osborne presented a level service budget request. He stated that he has sufficient funds to do his job and provide services to the Veterans of Norwell.

Future Meetings

January 17th
January 22nd
January 24th
January 29th
January 31st

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



Susan Powell, Chair