

**TOWN OF NORWELL
Advisory Board
Meeting Minutes
January 24, 2019**

TOWN OF NORWELL
TOWN CLERK
2019 MAR 12 PM 3:34

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The Advisory Board was called to order by Susan Powell at 7:00 pm. Present were Peter W. Smellie, Julie Sim, Harry Solis, Kate Steele, Susan Powell and Mark Maiellano. Karen Reynolds, Harry Solis and Brian Greenberg were absent. Town Administrator, Peter Morin, was also present.

ADMINISTRATIVE MATTERS

Acceptance of Minutes: There were no minutes ready to vote.

Bill(s): None

Transfer Request(s): None

Correspondence/Notices: The Town Clerk asked Susan Powell to relay to the AB that the Conflict of Interest training session scheduled for January 30, is cancelled.

Department FY20 Budget Presentations: The TA has now completed his budget recommendations and has balanced the budget for FY20. Local state aid came in favorably, as predicted, and the reduced cost of health insurance has helped open up funds. The funding gap, previously noted, between the department requested amount and revenue available, has now been closed. Total Town budget increase for FY20 is 3.39%.

Planning Board

Ken Kirkland summarized his plans for the Planning Department in FY20. He noted that he took time, since being hired in 2016, to standardize all forms in the department which was quite a feat. Ken has captured institutional knowledge, and streamlined scattered files to create a comprehensive and formal procedural guide. He was able to return about \$13,000 in fees owed back to applicants that had been pending for a number of years. One of the main challenges he has faced in the last year is being short staffed. He no longer has a secretary as she has to been transferred to the Building Department. There are no Articles or capital expenditures at this time. In the future, Ken is hoping to purchase a scanner to digitize planning records. Other departments could also greatly benefit from the purchase of a scanner.

A motion was made to accept the proposed budget for the Planning Board in the amount of \$102,726. **Seconded and passed 6-0.**

Conservation Commission

Nancy Hemingway and Marynel Wall presented the proposed FY20 budget to the AB. There have been improvements over the past year in the coordination of regulatory reviews when projects are going through the Conservation/Planning/Zoning process. There have also been significant improvements in interdepartmental collaboration. The Conservation Commission was able to complete and close out seven long term regulatory projects in the past year. The Conversation Department lost staff last July when the Planning and Conservation departments were split into two. As a result they have requested money in the upcoming budget for supplemental office staff to answer phones, greet the public at hearings, and record files.

A motion was made to accept the proposed budget for the Conservation Department in the amount of \$124,702. **Seconded and passed 6-0.**

Department Budgets Previously Discussed - Board Vote

The AB elected to vote on the budgets previously presented, but not voted, pending local state aid confirmation and TA recommendations as follows:

Council on Aging - Motion made to accept the proposed budget for Council on Aging in the amount of \$273,088. **Seconded and passed 6-0**

Board of Selectmen - Motion made to accept the proposed budget for the Board of Selectman in the amount of \$426,571. **Seconded and passed 6-0**

Legal Services - Motion made to accept the proposed budget for Legal in the amount of \$100,000. **Seconded and passed 6-0**

Advisory Board - Motion made to accept the proposed budget for the Advisory Board in the amount of \$2,500. **Seconded and passed 6-0**

Reserve Fund - Motion made to accept the proposed budget for the Reserve Fund in the amount of \$280,000. **Seconded and passed 6-0**

IT - Motion to accept the proposed budget for IT in the amount of \$126,000. **Seconded and passed 6-0**

ZBA - Motion to accept the proposed budget for ZBA in the amount of \$17,815. **Seconded and passed 6-0**

Veteran Services - Motion to accept the proposed budget for Veteran Services in the amount of \$29,500. **Seconded and passed 6-0**

Commission on Disabilities - Motion to accept the proposed budget for the Commission on Disabilities in the amount of \$3,000. **Seconded and passed 6-0**

Facilities - Motion to accept the proposed budget for Facilities in the amount of \$208,565. **Seconded and passed 6-0**

PBMC - Motion to accept the proposed budget for PBMC in the amount of \$1,500. **Seconded and passed 6-0**

Building - Motion to accept the proposed budget for the Building Department in the amount of \$237,142. **Seconded and passed 6-0**

Sealer, Weights & Measures - Motion to accept the proposed budget for Sealer, Weights and Measures in the amount of \$8,515. **Seconded and passed 6-0**

Animal Control - Motion to accept the proposed budget for Animal Control in the amount of \$15,371. **Seconded and passed 6-0**

Harbormaster - Motion to accept the proposed budget for the Harbormaster, in the amount of \$7,500. **Seconded and passed 6-0**

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Future Meetings

January 29th

January 31st

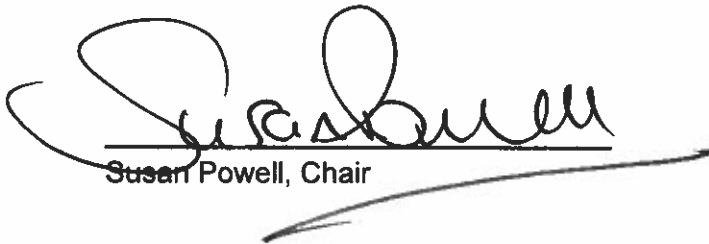
February 5th

February 7th

February 12th

February 26th

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



Susan Powell, Chair