

**TOWN OF NORWELL
Advisory Board
Meeting Minutes
January 17, 2019**

TOWN OF NORWELL
TOWN CLERK
2019 MAY 13 AM 10:17
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The Advisory Board was called to order by Susan Powell at 7:00 pm. Present were Peter W. Smellie, Brian Greenberg, Julie Sim, Harry Solis, Kate Steele and Susan Powell. Karen Reynolds, Mark Maiellano and Mark Cleveland were absent. Town Administrator, Peter Morin, was also present.

ADMINISTRATIVE MATTERS

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

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

Bill(s): None

Transfer Request(s): None

Correspondence/Notices: None

Department FY20 Budget Presentations:

Building

Tom Barry was present and reported that there are no major increase requests in the FY20 budget for the Building Department.

Tom stated that the new online permitting system has been challenging, but going better than when they started using it. There is an annual maintenance fee for the online permitting system.

40 River St. development has begun. This will necessitate 3 or 4 site visits per week to inspect building.

The Building Inspector is also responsible for sign bylaw enforcement. The Town is currently reviewing its outdated sign bylaws and is working with local businesses to help determine new workable and aesthetically pleasing solutions.

Facilities

Ted Nichols was present and reported to the AB. He is responsible for all of the facilities in town except for the schools. Ted is requesting two additional hours per week to for a custodian that serves the Town Hall and the COA.

The building maintenance line also increased as COA budget line was transferred to Facilities. He stated that the Professional Service line has increased due to architectural fees and assessments.

There will be multiple new/renovation projects starting this spring:

- Public Library
- Jacobs Property Renovation (museum, carriage house and rental apartment)
- Moving of Stetson House to new site at entrance to new cemetery

Sealer, Weights and Measures

Norwell shares this department with Cohasset. This comprises inspecting gas stations and any equipment that has to be calibrated for weights and measures by state law. There is no increase in the department budget request for FY20. The TA reported that it creates more revenue than it costs.

Zoning Board of Appeals

The TA presented the requested budget for the Zoning Board of Appeals. There are some added hours per week in the budget for additional support to transcribe minutes and perform administrative duties relating to advertising and hearings. It will remain a part-time position.

Council on Aging

Susan Curtain, director of the COA was present and gave a comprehensive report of the growing needs and positive outreach work the COA continues to do.

Susan started a "100 Cups of Coffee" initiative to engage and educate the community about COA services. This initiative includes collaborating with local businesses and organizations with the potential to help support the COA. She has had 52 cups of coffee so far and many positive results have been yielded from the new program.

The COA recently installed a new generator and that makes them a warming and cooling shelter for the town. \$8,000 was approved at 2017 Town Meeting to cover the installation, however, the cost was subsequently covered by a state grant. \$8,000 will be returned to free cash.

The COA has seen increased participation in day trips by 35%, meals delivered by 14%, and SHINE appointments by 41% between FY17 and FY18.

Susan reported that 5 out of 7 board members stepped down last year for various reasons. Four new board members have been appointed (3 through the 100 Cups of Coffee Initiative).

The only challenges Susan foresees in FY20 is that some of the COA Health & Wellness programs are beginning to outgrow the physical space available at the COA.

TA may need to adjust budget line for Van Driver Wages, but will confirm at a later date.

Following discussions at last year's Advisory Board meetings regarding Town wide costs of telephone usage, the TA announced there may be an opportunity to realize savings of between \$10,000 - \$20,000 p.a. by switching telephone vendors.

Commission on Disabilities

The TA reported to the AB that the money requested for FY20 will assist in overseeing that all town facilities are accessible and provide printed materials for outreach and minutes.

Future Meetings

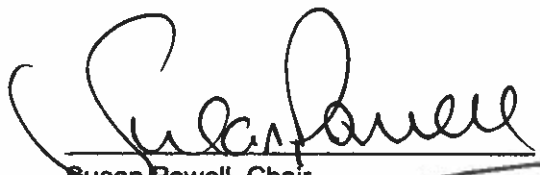
January 22nd

January 24th

January 29th

January 31st

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


Susan Powell, Chair