

**TOWN OF NORWELL**  
**Advisory Board Meeting Minutes**

**March 12, 2019**

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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 Mark Cleveland, Peter W. Smellie, Karen Reynolds, Kate Steele and Susan Powell. Brian Greenberg, Mark Maiellano, Julie Sim and Harry Solis were not in attendance. Town Administrator, Peter Morin, was also present.

**ADMINISTRATIVE MATTERS**

**Minutes – None Available**

**Bill(s) -- None**

**Reserve Fund Transfer Requests -- None**

**Correspondence/Notices -- None**

**DEPARTMENT/COMMITTEE ARTICLES:**

**Electronic Voting**

AB discussed the pilot program for Electronic Voting at the upcoming Town meeting. Further discussion will be held until the March 19th AB meeting when the Electronic Voting committee will be present to address questions.

**Animal Control**

Brian Willard, Animal Control Officer, has asked for clarification as to whether a Bylaw amendment is required as a result of recent changes to the PAWS II law at the state level. This law impacts the fine structure for infractions. Peter Morin has reached out to Bob Galvin, Town Counsel, for guidance on compliance with the new law. As we wait for a response from Bob Galvin's office, the AB will defer further discussion until the March 19th AB meeting. Susan Powell suggested to Peter Morin to invite Brian Willard to the meeting.

**Board of Selectmen Articles:**

TA, Peter Morin, began the discussion of Articles by providing background on the different categories of Norwell's stabilization funds: Stabilization, SPED, Capital, Athletic Fields, and Free Cash. The corresponding policies, goals and levels of such funds were explained.

**Capital Stabilization Transfer—** *Motion made to accept the TA's recommendation to transfer \$100,000 from Free Cash into Capital Stabilization to assist in replenishing the Capitalization Stabilization fund in accordance with Town policy. **Seconded and passed 5-0***

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**Stabilization Transfer**— *Motion made to accept the TA recommended transfer of \$200,000 from Free Cash to (regular) Stabilization account to comply with Town policy of having 3-5% of Town's annual operating budget in Stabilization. **Seconded and passed 5-0***

**OPEB Transfer**— Peter Morin discussed the findings from actuarial consulting regarding the Town's OPEB Trust. Each year the Meals Tax and appropriations fund the Trust. Per the actuarial consultant, it is recommended that the amount added to the OPEB Trust increases by \$25,000 each year in order to eliminate the debt by 2048. Current balance of OPEB Trust is \$2.87M. Commencing FY21, the annual increases will likely be funded from the Operating Budget rather than being sought through an Article.

*Motion made to accept the TA recommended transfer of \$25,000 from Free Cash to the OPEB Trust as recommended by the actuarial consultant to augment the annual operating appropriation and Meals Tax revenue. **Seconded and passed 5-0***

**Reduce Tax Rate**— Withdrawn from BOS Articles

### **Article Funding**

The TA will provide the BOS with his recommendations regarding funding for requested Articles at their meeting, March 13, before presenting at the next AB meeting, March 14th.

### **Other Matters**

#### **Review of AB Questionnaire for Department Heads**

Susan Powell discussed the use of the new template introduced this year to help department heads present to the AB, and sought feedback from the AB and Peter Morin. Overall compliance was strong and comprehensive, and was generally very well received by department heads. The consensus is to proceed using this format in the future. In addition, the Liaison role will continue. Future goal is to report pertinent information to the AB.

#### **Update from Capital Budget Committee Meeting**

Peter Smellie reported his notes from the Capital Budget Committee meeting held March 11th. Departments were well represented at the meeting. Chairperson Linda Martin-Dyer will present the Capital Budget to the AB on Thursday, March 14th. She will discuss how the Capital Budget aligns with the Town's 10 Year Capital Plan.

### **FUTURE MEETINGS:**

March 14th

March 19th

March 21st

March 26th

March 28th

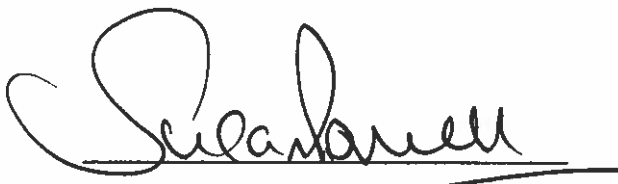
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**Adjourn - Motion made to Adjourn. *Seconded and passed 5-0***



Susan Powell, Chair