

**TOWN OF NORWELL  
Advisory Board  
Meeting Minutes  
April 2, 2019**

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

**ADMINISTRATIVE MATTERS**

**Acceptance of Minutes** - All members reviewed the minutes from 3/21/19. *Motion made to accept the minutes from March 21, 2019. Seconded and passed 8-0*

**Bill(s) -- None**

**Transfer Request(s) -- None**

**Correspondence/Notices -- None**

**ARTICLES:**

**1. Assessors: Property Assessment Inspections**

\$20,000 is requested to perform interim revaluation of homes and personal property.

*Motion made to accept Article. Seconded and passed 8-0*

**2. Bylaw Review Committee: Bylaw Language Amendments - General; Zoning**

Two more Bylaw Articles were presented. Both are efforts to make changes consistent with the Charter.

General -- *Motion made to accept Article for General Bylaws as stated in the Warrant.*

**Seconded and passed 8-0**

Zoning -- *Motion made to accept the Zoning Bylaws as proposed in the Town Warrant.*

**Seconded and passed 8-0**

**3. Personnel: 4 Articles - Plan Funding; Reclassifications; Amend Appx. A; Bylaws**

**Plan Funding** -- *Motion made to see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to meet obligations for the compensation schedule under the Personnel Plan. Seconded and passed 8-0*

**Reclassifications** -- Three positions have been amended as follows:

Administrative Asst. to the TA/BOS grade increase from 6 to 8; mail clerk compensated at minimum hourly rate; Harbormaster stipend removed. *Motion made to see if the Town will raise and appropriate from available funds, a sum of money to meet obligations for the compensation schedule by amending positions. Seconded and passed 8-0*

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**Amendments Appx. A** – This Article updates and modifies the Personnel Bylaws to include the amendments to Appendix A as recommended by the Personnel Board. *Motion made to accept the changes to Appendix A as written. Seconded and passed 8-0*

**Bylaws** – The Personnel Board performed an extensive review of the Personnel Bylaws and updated to incorporate policies and changes to the law that have been adopted since its last revision. *Motion made to accept Article as written. Seconded and passed 8-0*

**4. BOS - 2 Articles: Acceptance of Town Report; Union and Personal Contracts**

**First** -- This is a standard Article and a basic procedural vote to see if the Town will vote to accept the reports of its Officers, Boards, Departments, Committees and Commissions, as printed in the 2019 Annual report. *Motion made to accept. Seconded and passed 8-0*

**Second** -- This Article deals with the Town's obligations to meet Union and Personal contracts. *Motion made to accept Article as written. Seconded and passed 8-0*

**5. Street Acceptance: Forest Ridge and Henry's Lane**

Two private ways, as above, have submitted a request to become public ways. It is a rigorous process to get to this point, but the Town is satisfied that these private ways meet the requirements. A third private way, Franklin Road, is still pending assessment for public way acceptance and will therefore not be presented at May 6 Town Meeting.

*Motion made to accept Forest Ridge as a public way. Seconded and passed 8-0*

*Motion made to accept Henry's Lane as a public way. Seconded and passed 8-0*

**6. New Highway Barn: Reconsideration of Vote; Discuss Alternate Funding Proposal**

The TA outlined an alternative under levy funding proposal to the AB for consideration. This is a change the previous debt exclusion override scenario as voted 3/26, 8-1. Since the vote, the TA met with the Treasurer to determine the Town's future debt capacity. New information was presented demonstrating that the Town's reduced debt load would allow for renovations to the Highway Barn to be funded under levy through the potential issuance of a future bond. This would remove the need for a debt exclusion override.

Some AB members expressed their frustration that not all available funding options were presented at the previous meeting when voted. The TA apologized for the situation.

*Motion made to reconsider Highway Barn. Seconded and passed 8-0.*

*Motion made to accept a \$5.9M debt exclusion override to fund a new Highway barn as presented 3/26/19. Seconded and failed 0-8*

**7. Highway: Snow and Ice (Special Town Meeting)**

Approximately \$187,00 has been expended to date. This is below budget with no further major snow storms anticipated. On this basis, it was agreed a vote could be taken, however, the exact cost for FY19 snow and ice removal will be announced at Town Meeting.

*Motion made to accept cost of snow and ice removal. Seconded and passed 8-0*

**8. Advisory Board: Town Budget, Article 2**

This is a routine procedural Article to accept the operating budget for the upcoming financial year, FY20. The total Town budget increase for FY20 is 3.41%. *Motion made to accept Article 2 as written. Seconded and passed 8-0*

**Other Agenda Items**

**1. Revote Unpaid Bills - STM Article 1**

*A motion was made to reopen and reconsider STM Article 1. Seconded and passed 8-0*

*A motion was made to accept the revised sum of \$1,735. Seconded and passed 8-0*

**2. Revote Revolving Fund:** The Finance Director requested an increase to the previously voted amount for the Stetson Ford House Revolving Fund from \$21,000 to \$50,000. The original figure needs to be increased to allow flexibility for any unexpected repairs at this property. *Motion made to accept the increase as requested. Seconded and passed 8-0*

**3. Cemetery Maintenance Article**

*A motion was made to transfer \$80,000 from the perpetual care fund to the Cemetery operating budget to allow for necessary cemetery maintenance. Seconded and passed 8-0*

**4. Town Meeting Procedures for AB Members**

Each member will be allocated a number of Articles to be presented at Town Meeting to be advised by the AB Chair in due course. There are a few Articles printed in the Warrant that the AB has not yet voted and will therefore make its recommendation at Town Meeting.

**5. AB Nominee/s for Reserve Fund Transfers**

Karen Reynolds agreed to act as first point of call, and Mark Cleveland agreed to act as the second, to take responsibility for the authorization of any required Reserve Fund Transfers to the value of \$10,000/request during the summer months when it is difficult for the AB to meet as required quorum.

**6. AB Representative – AB Nominating Committee**

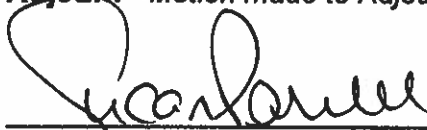
Karen Reynolds agreed to be the AB representative to serve on the AB Nominating Committee. This Committee is responsible for appointing AB members to the Board.

**FUTURE MEETINGS:**

**April 30th**

**Town Meeting - May 6th/7th**

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



**Susan Powell, Chair**