



TOWN OF NORWELL
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TOWN OF NORWELL
TOWN CLERK
2020 MAR 11 AM 9:19

**Norwell Advisory Board Meeting Minutes
3/3/2020**

RECEIVED

The Advisory Board was called to order by Chair Peter Smellie at 7:00 P.M. Also present were Town Administrator Peter Morin and Board Members Mark Cleveland, Harry Solis, Susan Darnell, Rick Goulding, Jesse McSweeney, and Karen Reynolds. Unable to attend were Kate Steele and Julie Sim.

ADMINISTRATIVE MATTERS

Minutes – The minutes of the February 27 meeting were distributed and reviewed.

Motion made to accept the Minutes of the February 7, 2020 meeting as submitted. Seconded and passed 7-0-0.

Bills – The following invoices were presented for approval:

Christopher Sullivan	Meeting Minutes	\$56.25
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Motion made to approve the invoices as submitted/amended. Seconded and passed 7-0-0.

The Board granted Mr. Morin authorization to sign vouchers to expedite payment of the stenographer. Mr. Morin will report any signed vouchers at the next Board meeting.

Motion made to authorize the Town Administrator to sign vouchers for payment of the stenographer on behalf of the Board. Seconded and passed 7-0-0.

Reserve Fund Transfer Requests – None

Correspondence/Notices – None

Action Items / Discussions – None

2020 TOWN MEETING WARRANT ARTICLE REVIEW

Town Administrator Peter Morin gave an overview of the following draft warrant articles.

Capital Stabilization Transfer

Requested by the Board of Selectmen

To see if the Town will vote to transfer from available funds a sum of money, to be added to the Capital Expenditure Stabilization Fund, as established in accordance with the provisions of M.G.L. Chapter 40 section 5B, or take any other action relative thereto.

This is an annual article whereby funds from free cash and overlay surplus are transferred into the Capital Expenditure Stabilization Fund, which is used to pay for capital expenditures such as fire trucks/ambulances, building construction or renovation, and other large projects. The fund hasn't been tapped in the past three years and currently has a balance of approximately \$1.7 million. The Town tries to replenish any withdrawals within a two-year period, and its existence helps the Town's bond rating.

The actual dollar amount and source(s) will be specified during the motion at Town Meeting. Mr. Morin requested that the Board not vote on the article at this meeting.

Stabilization Article

Requested by the Board of Selectmen

To see if the Town will vote to transfer from available funds, a sum of money, to be added to the Stabilization Fund, as established in accordance with M.G.L. Chapter 40 section 5B, or take any other action relative thereto.

This annual article proposes the transfer of monies from available funds to the Town's Stabilization Fund. All towns are required by statute to maintain a such a fund for nonrecurring emergency or capital expenses. The fund has a \$2 million balance currently, about 3.58% of the FY 19 operating budget. The Town tries to maintain this fund at between 3%–5% of the operating budget, and transfers in should be made whenever possible to keep up with the increase in the town budget.

The actual dollar amount and source(s) will be specified during the motion at Town Meeting. Mr. Morin requested that the Board not vote on the article at this meeting.

OPEB Transfer

Requested by the Board of Selectmen

To see if the Town will vote to transfer from available funds the sum of \$50,000 or any other sum, to the Town's OPEB Trust Fund to offset the cost of retired employee health insurance, or take any other action relative thereto.

The OPEB ("other post-employment benefits") Trust Fund primarily pays for retired employee health insurance. This is a significant ongoing expense for the Town. Currently, all meals tax revenues (about \$250K per year) are used to fund the Trust, but additional funds are needed to keep up with the costs.

The proposed FY 21 appropriation is \$50K, an increase from \$25K in FY 20 as per actuarial recommendation. Mr. Morin indicated that proactive additions to this fund were a priority, as credit rating agencies look closely at how towns address this expense. He will try to increase contributions to this fund once the town pension is fully funded.

Motion made to recommend the article entitled OPEB Trust Transfer as written. Seconded and passed 7-0-0.

Chapter 90 Funding

Requested by the Highway Surveyor

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money in anticipation of full (100%) reimbursement by the Commonwealth of Massachusetts of Chapter 90, Acts of 2008, one apportionment for State and Highway purposes under the provisions of M.G.L. Chapter 90 section 34, clause 2(A), work on highways, to be expended under the direction of the Highway Surveyor, or take any other action relative thereto.

This annual article allows the Town to raise or borrow funds in anticipation of 100% state reimbursement under M.G.L. Chapter 90. Mr. Morin has been advised by the Governor's Office that the town's reimbursement this year will be \$465K, with possible additional supplements from the legislature. The reimbursements go a long way towards keeping town roads in good order.

Motion made to recommend the article entitled Chapter 90 Acceptance as written. Seconded and passed 7-0-0.

Medicaid Reimbursement

Requested by the Finance Director

To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$3,000, or any other sum, for School based Medicaid services, or take any other action relative thereto.

This annual article authorizes funds for an outside vendor to file for the town to receive reimbursement from Medicaid for certain special needs services provided by the schools.

Motion made to recommend the article titled Medicaid Reimbursement as written. Seconded and passed 7-0-0.

Repurpose Cemetery Articles

Requested by the Cemetery Committee and Highway Surveyor

To see if the Town will vote to repurpose funds previously approved for expenditure under Article 3 of the 2018 Annual Town Meeting for construction of a shed in the amount of \$30,000 and a well in the amount of \$20,000 and approve the use of the aforementioned funds for the design, engineering and other related expenses to the construction of a columbarium, or take any other action relative thereto.

Mr. Morin noted that the Cemetery Committee had changed composition since the 2018 Town Meeting. The new Committee would like to use the funds already appropriated for the construction of a shed and well to construct a columbarium for the storage of cremation urns. This would not require any additional funds.

Motion made to recommend the article entitled Repurpose Cemetery Articles as written. Seconded and passed 7-0-0.

Cell Tower Leases

Norwell High School

That the Town vote to allow the lease of a portion of a parcel of land for the purpose of operating or installing and operating a wireless telecommunications facility, under terms and conditions deemed favorable to the Town by the Board of Selectmen, for a term of up to ten years, with an option to renew for two additional five year periods.

Mr. Morin indicated that the proposed lease renewals for cell towers on Pine and South Streets were with the same company at largely the same terms, including a 4% annual increase per year for up to 10 years, with two additional 5-year renewal options; the Town would receive a 75% share of any sublease proceeds.

Mr. Morin felt these lease terms were substantially more favorable than those other towns receive, and generated significant revenue. The Town would have the option to purchase the towers at the end of the lease period.

Motion made to recommend renewal of the Cell Tower Lease on South Street as written. Seconded and passed 7-0-0.

Motion made to recommend renewal of the Cell Tower Lease on Pine Street as written. Seconded and passed 7-0-0.

Jacobs Pond Weed Removal

Stony Brook Cottage Demolition

Tabled to Thursday, when Conservation Agent Nancy Hemingway will be appearing before the Board.

MISCELLANEOUS

Thursday's meeting will include budget and article discussions with the Conservation Commission, Planning Department, and Weights & Measures.

Members McSweeney and Cleveland attended the budget discussion at the School Committee meeting on Monday. The School Department will be requesting funding for an additional bus for the Cole School, four additional Kindergarten aides, and an additional music teacher; these requests have been worked into the proposed budget the Board will be reviewing. Mr. Smellie would like to receive all information regarding budgetary requests for the schools as soon as possible so Board members can review. Budget voting will begin the meeting after the School Department's presentation.

FUTURE MEETINGS

March 5, 10, 12, 17, 19, 24, 26, and 31; April 2.

ADJOURNMENT

There being no further business, a motion was made to adjourn at 7:39 P.M. Seconded and passed 7-0-0.

A handwritten signature in black ink, appearing to read 'Peter Smellie', written over a horizontal line.

Peter Smellie, Chair