



**TOWN OF NORWELL**  
Norwell Town Offices, Room 112  
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TOWN OF NORWELL  
TOWN CLERK  
2021 JUL 28 PM 12:57

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**Norwell Advisory Board Meeting Minutes  
2/9/2021**

The Advisory Board was called to order by Chair Peter Smellie at 7:00 P.M. Also present were Town Administrator Peter Morin, Town Accountant Donna Mangan, and Board Members Mark Cleveland, Bob Perniola, Susan Darnell, Rick Goulding, Jesse McSweeney, Andrew Reardon, and Kate Steele. Unable to attend was Julie Sim.

**ADMINISTRATIVE MATTERS**

**Minutes**

None

**Bills**

None

**Reserve Fund Transfer Requests**

None; one will be forthcoming for the Police Chief Search

**Correspondence/Notices**

None

**Action Items / Discussions**

None.

**FY 2022 BUDGET OVERVIEW**

**Police**

New Police Chief Ed Lee present. Mr. Morin indicated that the proposed FY 22 budget has been increased by approximately \$183,000 over the approved FY 21 budget, with the major increases being for purchases of a command vehicle and cruiser cut from the previous year's budget, and for salaries. The salary line increases will allow for all current vacancies in the org chart, including two patrolmen, to be filled.

Mr. Morin's recommended FY 22 budget totals \$3,447,319. He made reductions in certain areas, including clerical hours, overtime, and certain educational incentives, based on actual historic usage. Computer maintenance had been reduced from \$40K to about \$25K, as some of this need will be paid for through other articles.

Mr. Smellie asked about the funding of overtime expenses beyond what is budgeted; Mr. Morin's preference is to fund these through reserve fund transfer.

Ms. Steele asked about a reduction in funding for crossing guards. Mr. Morin indicated that one guard had been cut due to the switch to remote learning; this will be restored when the schools

return to in-person learning. An increase in the Education line could be due to an increase in eligible personnel, as well as a widened list of subjects covered by the Quinn Bill.

Mr. Smellie asked Chief Lee for his view as to the ideal structure of Command staff. Mr. Lee is looking to appoint a Lieutenant to oversee the five Sergeants in the Uniform Division; this will create a foundation for future growth, and provide an opportunity for young officers to advance their careers while remaining with the Department. A Lieutenant's salary runs about 15% higher than a Sergeant's on average. Mr. Perniola asked if this addition would reduce departmental overtime; Chief Lee indicated that this technically would not increase staffing, but filling the two patrol vacancies would.

Mr. Cleveland asked about "FLSA Overtime." This stands for "Fair Labor Standards Act" Overtime and, according to Chief Lee, is a special overtime rate an individual reaches once they work beyond a certain number of hours. Mr. Reardon added that based on his experience as Fire Chief, workers rarely passed the required threshold to get this rate.

Mr. McSweeney noted that building maintenance seemed to have fallen short of what was actually spent in recent years, and asked about the condition of the building. Mr. Morin is hoping, six years in, that the Town is past some initial issues related to the HVAC system. He is trying to get a feel for the actual carrying cost of the building and will fund any additional maintenance needs through a reserve fund transfer if necessary. McSweeney also asked about capital spending articles related to police. There may be some relating to communication, but Mr. Morin was not anticipating any others. Chief Lee indicated he had reviewed departmental needs with his deputy, and made no additional requests.

Mr. Morin requested that the Board not vote on this budget at this time to allow for possible adjustments, thanked the Admins and Deputies for their assistance in the hiring process, and noted he is working forward to working with Chief Lee. Chief Lee thanked his deputy and administrators for working with Mr. Morin to prepare the budget.

#### **MISCELLANEOUS**

Thursday's budget presentations will include Treasurer/Collector, Town Accountant, and Town Clerk.

#### **FUTURE MEETINGS**

2/11/21, 2/23/21, 2/25/21, 3/2/21, 3/4/21, 3/9/20, 3/11/21, 3/16/21, 3/18/21, 3/23/21, 3/25/21, 3/30/21, 4/1/21

#### **ADJOURNMENT**

*There being no further business, a motion was made to adjourn at 8:16 P.M. Seconded and passed 8-0-0 by roll call.*

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Peter Smellie, Chair