

TOWN OF NORWELL
Norwell Town Offices, Room 112
345 Main Street
Norwell, Massachusetts 02061
(781) 659-8000

Norwell Advisory Board Meeting Minutes
6/15/2021

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

ADMINISTRATIVE MATTERS

Minutes – None

RESERVE FUND TRANSFER REQUESTS

Select Board

A request of \$6,350.00 was submitted to cover the cost of the consultant used in the police chief search, as well as COVID-related postage costs.

Motion made to transfer \$6,350.00 from the Reserve Fund to the Select Board. Seconded and passed 5-0-0 by roll call.

Town Accountant Payroll

A request of \$1,200.00 was submitted to cover overtime costs the Accounting Office incurred in preparing CARES Act reimbursement paperwork.

Motion made to transfer \$1,200.00 from the Reserve Fund to the Town Accountant Payroll. Seconded and passed 5-0-0 by roll call.

Town Accountant Expenses

A request of \$5,500.00 was submitted to cover expenses related to the preparation of CARES Act reimbursement paperwork. Ms. Mangan indicated the bulk of these expenses were related to equipment and office supplies needed to work remotely. Mr. Morin added that the majority of these expenses are themselves reimbursable; the reimbursements will go into Free Cash when received.

Motion made to transfer \$5,500.00 from the Reserve Fund to the Town Accountant Office. Seconded and passed 5-0-0 by roll call.

Assessor's Department

A request of \$8,500.00 was submitted to cover a previously unpaid bill for \$5,040.00 plus unanticipated office expenses.

Motion made to transfer \$8,500.00 from the Reserve Fund to the Assessor's Department. Seconded and passed 5-0-0 by roll call.

IT Support

A request of \$30,000.00 was submitted to cover unforeseen expenses related to the transfer of this function to an outside contractor which took place in the middle of the fiscal year.

Mr. Morin stated that the new contractor is better equipped to address certain security issues. The transfer also involves transfer of the Town e-mail system to the Cloud and will allow for equipment and maintenance purchasing through an outside consultant.

Motion made to transfer \$30,000.00 from the Reserve Fund to the IT Department. Seconded and passed 5-0-0 by roll call.

Facilities Department

A request of \$51,000.00 was submitted to cover various COVID-related costs incurred during the fiscal year, including cleaning and plexiglass installation. These funds have been approved for CARES Act reimbursement but have not yet been received.

Motion made to transfer \$51,000.00 from the Reserve Fund to the Facilities Department. Seconded and passed 5-0-0 by roll call.

Town Report

A request of \$1,700.00 was submitted to cover a larger than expected bill for the printing of the warrant. Mr. Morin noted that the printing company had to increase pay for their workers during the pandemic; this cost is expected to be reduced next year.

Motion made to transfer \$1,700.00 from the Reserve Fund to cover the printing of the Town Report. Seconded and passed 5-0-0 by roll call.

Emergency Management

A request of \$32,000.00 was submitted to cover COVID testing for Town employees and Town-run vaccine clinics. These expenses are reimbursable under the CARES Act.

Motion made to transfer \$32,000.00 from the Reserve Fund for Emergency Management expenses. Seconded and passed 5-0-0 by roll call.

Highway Department

A request of \$57,000.00 was submitted to cover vehicle repairs and unanticipated increased fuel costs. Ms. Darnell asks whether additional funds for fuel costs will be needed through the rest of the year. Mr. Morin feels this transfer should carry the Department through the balance of the year. New fuel tanks will allow for greater savings, moving forward, through bulk purchasing.

Motion made to transfer \$57,000.00 from the Reserve Fund to the Highway Department. Seconded and passed 5-0-0 by roll call.

Snow and Ice

A request of \$4,751.00 was submitted to cover a late bill that came in after Town Meeting, related to a repair to the salt shed made in the spring. Mr. Morin clarified that Snow and Ice funds are also used on the maintenance of storage structures and vehicles. Snow and Ice expenses this year were slightly greater than average but much lower than 2015.

Motion made to transfer \$4,751.00 from the Reserve Fund for Snow and Ice expenses. Seconded and passed 5-0-0 by roll call.

Street Lighting

A request of \$12,500.00 was submitted. Mr. Morin indicated that about \$45,000.00 in abatement payments related to the Town switching to LED lighting are pending and will eventually go into Free Cash. This switch will reduce annual lighting expenses going forward.

Motion made to transfer \$12,500.00 from the Reserve Fund for Street Lighting expenses. Seconded and passed 5-0-0 by roll call.

Council on Aging

A request of \$10,000.00 was submitted to cover COVID-related expenses, including transitioning to remote programs and increased transportation/meal delivery expenses. These expenses are reimbursable under the CARES Act.

Motion made to transfer \$10,000.00 from the Reserve Fund for Council on Aging expenses. Seconded and passed 5-0-0 by roll call.

Veterans Expenses

A request of \$2,592.00 was submitted to cover expenses incurred by the Veteran's Service Officer and the Memorial Day celebration. These expenses are reimbursable under the CARES Act.

Motion made to transfer \$2,592.00 from the Reserve Fund for Veterans expenses. Seconded and passed 5-0-0 by roll call.

Historical Commission

A request of \$3,400.00 was submitted to cover the cost of an on-call administrative assistant to assist with paperwork related to the Jacobs Farm property and the demolition delay bylaw.

Motion made to transfer \$3,400.00 from the Reserve Fund for Historical Commission payroll expenses. Seconded and passed 5-0-0 by roll call.

Recreation Commission

A request of \$4,000.00 was submitted to cover COVID-related expenses during the Department's summer and winter programming.

Motion made to transfer \$4,000.00 from the Reserve Fund for Recreation Commission expenses. Seconded and passed 5-0-0 by roll call.

Summer Reserve Fund Approval Signatures

Mr. McSweeney indicated he is still available to sign transfer requests over the summer. Ms. Mangan will check as to Mr. Perniola's availability. Ms. Mangan indicated that additional transfer requests from the Building Department and Board of Health are pending, and other requests may come in on or around July 14th.

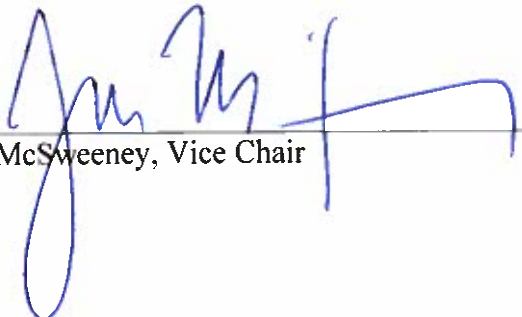
MISCELLANEOUS

Ms. Steele asked whether future COVID-related expenses would be eligible for any reimbursements. Some expenses may be reimbursable under the American Rescue Plan Act, which additionally allows for revenue replacement. The Town will be receiving about \$500,000 from ARPA this year and next year. Mr. Morin expects that COVID expenses moving forward will generally be much lower than what has already been incurred, and the Town has the ability to address them. Many of these expenses were one-time, such as the purchase of cleaning and computer equipment for remote participation.

Mr. Cleveland asked how many current vacancies exist on the Board; there will be 2-4 vacancies depending on the decisions of the two members whose terms are expiring.

ADJOURNMENT

There being no further business, a motion was made to adjourn at 7:35 P.M. Seconded and passed 5-0-0 by roll call.



Jesse McSweeney, Vice Chair