

**TOWN OF NORWELL – ADVISORY BOARD
MEETING MINUTES
Thursday, November 4, 2010**

The Advisory Board was called to order by Chairman Ellen Allen at 7:30 p.m. Present were: Ellen Allen, Ralph Gordon, Tim Greene, Mary Ellen Coffey, Gary Thomas, Ralph Rivkind, Peter Shea and Town Administrator James Boudreau. Not present Jason Brown.

Acceptance of Minutes

MOTION: Ellen Allen moved that the Board accept the minutes for the October 6, 2010 meeting. Seconded and UNANIMOUSLY PASSED.

Amended Minutes for October 19, 2010 to add after decrease in administrators.... "Over the last nine fiscal years."

MOTION: Ellen Allen moved that the Board accept the minutes as amended for the October 19, 2010 meeting. Seconded and Passed with Tim Greene abstaining.

Transfer Requests

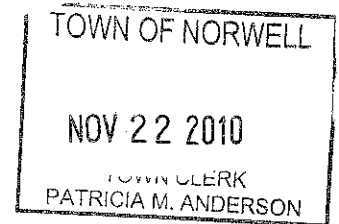
None

Bills

None

Correspondence / Notices

None



Old Business:

Discussion on the meeting between School Committee and Advisory Board held on 10/19/10. MaryEllen wanted to clarify some misunderstanding after our last meeting. There was a list of School Administrators' salaries that came out of Town Hall and she stated that it is all public record. Questions were asked about the purpose of list, who prepared the list and why, and whether there is a list for Town Hall employees? Jim stated that this is prepared for the Board of Selectmen every year.

Updates

Best Practices Project – Jim updated the AB. They met with the Department Heads, Board of Selectmen, Town Administrator and 2 Advisory Board Members and the report should be back in about a month. The Cost for service is \$10,000. The report from Ipswich is completed and we should have a copy soon. Ellen suggested it be scanned & emailed to the AB.

OPEB – Waiting for information on GIC.

5 Year Capital Plan – Discussed items that are or have been on the 5 year plan. Capital Budget committee working on this.

BOS / TA Budget Requests & Assumptions. – Jim has requested level services. Ellen would like to have the first pass by the 18th if possible. AB members had been inquiring about the AB vacancy and Rick Merritt explained that there are 6 applicants for the AB opening. No date when one will be appointed for the vacancy.

AB Budget Preparation

Guiding Principles – Ellen handed out a guideline for what the AB could use going forward. Circumstances have not changed much from last year. AB discussed the level of services going forward can't be the same as the past but the group needs to do its best to preserve town services. AB discussed how to handle TM articles going forward (example: last year the Library had the Budget in two places). Ellen said the AB sometimes votes on an article not knowing whether it is legal. Override discussions; question if there were guiding principles. Only the Board of Selectmen can offer an override to the citizens and picture would be clearer in January / February. Citizens cannot petition override.

Budget Request Letter – Finalized details of the Budget Requests for FY 2012 to be sent to all Departments, Boards, Committees and Commissions from the Advisory Board.

MOTION: Ralph Rivkind moved to approve the Budget Request Letter as written. Seconded and UNANIMOUSLY PASSED.

Review of Prior Years' Actuals vs. Appropriated – Ellen prepared a review of prior years actual vs. appropriated.

Liaison Meetings – Schools will be in Nov. 30th and Ellen will schedule Police, Fire, Highway, Water and Assessors.

Future Meetings Dates: November 4, 2010

Public Comments: – Gregg asked why the AB never had a hearing for the Schools Technology Article. Reason was that the Schools said that they could pay for part of it with stimulus money.

Adjourn – Motion was made to Adjourn. Seconded and UNANIMOUSLY PASSED.

Approval by the Advisory Board in session this 18th day of November, 2010.

Ellen H. Allen

Ellen Allen, Chairman

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