

**TOWN OF NORWELL
Advisory Board
Meeting Minutes
August 14, 2014**

TOWN OF NORWELL
TOWN CLERK

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RECEIVED

The Advisory Board was called to order by Vice Chairman Mark Maiellano at 7:30 p.m. Present were: Jacky McClean, Chad Forman, Karen Reynolds, Roger Hughes, Brian Noble, Fran Molla, Skip Joseph and David McEachern. Also present Ellen Allen.

ADMINISTRATIVE MATTERS

Welcome new Advisory Board Members – The Advisory Board introduced themselves and how long they have been on the Advisory Board. Brian Noble volunteered to take notes for the Minutes.

Ellen Allen was present to brief the Board on the Association of Town Finance Committee and what this Organization offers. October 18th will be there year conference which is very valuable and recommends the Board takes advantage of attending.

Bill – Association of Town Finance Committee Dues: \$204.00 Association of Town Finance Committee Yearly Dues. *MOTION was made to approve and sign a bill from Association of Town Finance Committee in the amount of \$204.00 for yearly dues. Seconded and passed unanimously.*

Transfer Requests – None

NEW BUSINESS

Reorganization of Advisory Board – Chair – Skip Joseph nominated Roger Hughes for Chair, Seconded. Roger Hughes explained to the Board that he knows very little about municipal finance but if he is the Chair he can run a meeting. Fran, Mark and Jackie all felt that the members on this Board are very helpful, knowledgeable, willing to help and you can run/moderate a meeting. *MOTION: Skip Joseph moved to nominate Roger Hughes as the Chairman of the Advisory Board. Seconded and unanimously voted.*

Vice Chair – Skip nominated Mark as Vice Chair and Jackie seconded with no further discussions. *MOTION: Skip Joseph moved to appoint Mark as Vice Chair to the Advisory Board. Seconded and unanimously voted.* Roger then took over the meeting.

Clerk – Roger nominated Brian seconded by Jackie. *MOTION: Roger Hughes moved to appoint Brian Noble as the Clerk to the Advisory Board. Seconded and unanimously voted.*

Capital Budget Liaison – The Board agreed to keep Skip on the Capital Budget. *MOTION: Roger Hughes moved to appoint Skip Joseph to the Capital Budget Committee. Seconded and unanimously voted.*

Liaison Discussions for Departments and Boards – Mark explained that in the past there had been AB liaisons to the larger departments (police, fire, school) and was not sure if the Board would like to continue this practice. The Board discussed and will take up at next meeting. Ellen will send Roger a list she had from the past.

Future Meetings – Bylaws states meet monthly, Charter the Board does not need to. Ellen Allen invited the Advisory Board to attend Selectmen meetings with a few agenda items that may be of interest Police Department going dark, green communities, future use of the River Street Police Station and

Board of Health pay as you throw meeting on Monday, August 18th. Brian strongly feels the Board of Health should meet with the Advisory Board and should not go forward until the AB has discussed this topic. Roger proposes that the Advisory Board meet on Thursday, September 18th at 7:30.

Acceptance of Meeting Minutes for June 19, 2014 – *MOTION was made to accept the Advisory Board Meeting Minutes for June 19, 2014. Seconded and voted to approve.*

Next Steps – Brian will provide copies of the Conflict of Interest for the AB to sign, liaisons discussions and discuss a transfer policy.

Correspondence/Notices:

- 2015 Association of Town Finance Committee (AFTC) Dues
- AFTC Newsletter June 2014
- AFTC Newsletter July 2014
- S.S. Regional School – Reduction and Certification of 2014-2015

OLD BUSINESS – None

PUBLIC COMMENTS – None

NEXT MEETING(s)

Attend Board of Health Public Forum on August 18, 2014
September 18, 2014 at 7:30 pm.

Adjourn – Motion was made to Adjourn. Seconded and unanimously passed.



Roger Hughes, Chairman