

**TOWN OF NORWELL
Advisory Board
Meeting Minutes
May 26, 2015**

TOWN OF NORWELL
TOWN CLERK

2015 JUL -1 AM 9:18

RECEIVED

The Advisory Board was called to order by Roger Hughes at 7:06p.m. Present were Ralph Gordon, Jacky McClean, Mark Maiellano, Skip Joseph, Chad Forman and Karen Reynolds. Fran Molla arrived after the acceptance of the Minutes. David McEachern was absent.

ADMINISTRATIVE MATTERS

Acceptance of Minutes - After reviewing the Minutes from February 19, 2015, April 14, 2015, and May 4-5, 2015, Roger asked for questions. Motion to accept Meeting Minutes from February 19, 2015 and May 4-5, 2015. *Seconded and passed 7-0.*

Motion to accept Meeting Minutes from April 14, 2015. *Seconded and passed 6-0-1.*

Transfer Request - Donna Mangan presented a brief explanation of a request to fund the Unemployment Budget to pay May's unemployment bill. The current balance in the account is \$11,663.06. A bill for \$12,761.00 was received and payment due by June 17, 2015. A request was prepared for \$1,097.94. Motion to approve the transfer request for \$1,097.94 to pay the unemployment bill. *Seconded and passed 8-0.*

It was also decided that as Chairman, Roger has the authority to approve any transfer up to \$5,000.00 for the summer months. Any transfer more than \$5,000.00 must be approved by a quorum of AB members.

NEW BUSINESS

Town Meeting Wrap-up and Future AB Plans - Roger began by praising the AB for all the hard work and diligence leading up to the May 4-5, 2015 Town Meeting. He believes that everyone asked appropriate questions of board members and truly had the best interests of the Town at heart.

The AB then discussed ways to improve the process for next year. Suggestions include increased communication between the AB and other departments/boards/commissions. The liaisons must begin earlier in the season and be more active. Report back to the AB at next meeting. Set expectations for the departments/boards/commissions to follow. Ask same set of questions to each department/board/commission to make fair comparisons and final recommendations. Look at revenues. Have a round table meeting with AB, BOS and CPC and other departments to make a master plan for the Town. Make all decisions before the day of Town Meeting. (No last minute decisions) Follow the Town Charter page 6 Section 4-3c "**Responsibilities of the Advisory Board**: The Advisory Board shall investigate and consider all articles in the warrant to be brought before the Town and shall report and advise on such articles at Town

meeting. The Advisory Board shall consider short and long-range financial impacts, including both revenue and expenses to ensure financial stability.”

Appoint Advisory Board Member to Advisory Board Nominating Committee -

All members agreed that the Advisory Board should include equal representation from both men and women, people of varying ages and from all geographic areas of Norwell. Motion to elect Roger to the Nominating Committee. *Seconded and passed 8-0.*

FUTURE MEETINGS

June 9, 2015

Adjourn - Motion made to Adjourn. *Seconded and passed 8-0.*



Roger Hughes, Chairman