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**TOWN OF NORWELL
Advisory Board
Meeting Minutes
February 5, 2015**

The Advisory Board was called to order by Chairman Roger Hughes at 7:00p.m. Present were Skip Joseph, Chad Forman, Fran Molla, Ralph Gordon, David McEachern, Mark Maiellano, Jacky McClean, and Karen Reynolds. Also present were Peter Hechenbleikner, Ellen Allen, Greg McBride, and Jason Brown.

ADMINISTRATIVE MATTERS

Acceptance of Minute: Roger asked members of the AB if they had questions about the Minutes from January 6, January 15, and January 26, 2015. Motion made to approve the Minutes from January 6, 15, and 26, 2015. *Seconded and unanimously passed 9-0.*

Bill: None

Transfer Request: None

Correspondences/Notices:None

NEW BUSINESS

Budget Discussions:

- Town Meeting and Elections - Brief description of the Town Meeting and Elections given. Motion to accept the recommendation of the Town Administrator for the total budget of \$24,310. *Seconded and unanimously passed 9-0.*
- Selectmen - Review of the revised budget worksheets include an increase for a Recording Secretary for the Board of Selectmen because new laws require increased detail in the recording of the Minutes. Also a reminder that the Facilities Manager and Human Resources positions were created to help save resources for the long term. Finally this worksheet is a work in progress. Peter plans to have revised version next week.
- Advisory Board - Brief description of the Advisory Board given. Motion to accept the recommendation of the Town Administrator for the total budget of \$500. *Seconded and unanimously passed 9-0.*
- Reserve Fund - An increase of \$35K recommended to make the total budget of Reserve Fund 5% of the Total Operating Budget minus the Water Department. It is the policy of the Selectmen to have 5-10% of operating budget in the Reserve Fund. Motion to accept the recommendation of the Town Administrator for the total budget of \$235,000. *Seconded and unanimously passed 9-0.*
- Town Accountant - Donna Mangan present to discuss a modest increase in the Town Accountant budget due to new personnel step and cola raises. Student activity fund is now part of Town Accountant budget. Town Accountant requests the School Budget pay for Student Activity Fund. The contract for the services of the professional auditor expires this year. To cover the cost of a new contract, an increase in the budget was proposed. Motion to accept the recommendation of the Town Administrator for the total budget of \$241,316. *Seconded and unanimously passed 9-0.*
- Board of Assessors - Brief description of the Board of Assessors given. Motion to accept the recommendation of the Town Administrator for the total budget of \$143,540. *Seconded and unanimously passed 9-0.*
- Treasurer/Collector - Darlene Sullivan present to discuss request for increase in hours for two part time clerks to full time. This will take the department to 5 full time employees. Peter, Ellen and Jim supported this request so the professionals on this team can concentrate on more important work

and leave clerical work to the clerks. Motion to accept the recommendation of the Town Administrator for the total budget of \$356,842. *Seconded and unanimously passed 9-0.*

- Legal Services - Brief description of Legal Services given including 40B Litigation, Labor counsel, and Town counsel. Motion to accept the recommendation of the Town Administrator for the total budget of \$100,000. *Seconded and unanimously passed 9-0.*
- Personnel - Brief description of Personnel given. Motion to accept the recommendation of the Town Administrator for the total budget of \$500. *Seconded and unanimously passed 9-0.*
- Central Computer - Town Hall has no IT Department. Therefore the Town contracts services for Town Hall only. The School Department has its own in house IT Department. The Advisory Board questioned if it might make more sense, and save money, to have one IT Department that services both departments. While this occurred in the past with some success, the employee left and has not been replaced. This could be considered in the future. Motion to accept the recommendation of the Town Administrator for the total budget of \$105,000. *Seconded and unanimously passed 9-0.*
- Town Clerk/Board of Registrars - After Peter gave a brief description of why the Town Clerk was requesting an increase of 15 hours for office staff, Skip asked if the Town Clerk can come in and defend the increase in her own words. The Advisory Board agreed.
- Debt Retirement/ Interest on Long Term Debt/ Interest on Short Term Debt - While briefing the AB on these three debt service budgets, Peter also talked about a long term capital budget plan that would map a course for covering more building projects without incurring debt exclusion overrides. Motion to accept the recommendation of the Town Administrator for the total budget for Debt Retirement of \$2,615,434. *Seconded and unanimously passed 9-0.* Motion to accept the recommendation of the Town Administrator for the total budget for Interest on Long Term Debt of \$771,890. *Seconded and unanimously passed 9-0.* Motion to accept the recommendation of the Town Administrator for the total budget for Interest on Short Term Debt of \$28,600. *Seconded and unanimously passed 9-0.*
- Unclassified/ Employee Benefits/ Total Unclassified/ Employee Benefits - Plymouth County sets the rate and the Town must pay that rate. This year it is set for \$2,158,588. Peter continues to work this page of the budget and asked to revisit in two weeks.

OLD BUSINESS - None

Adjourn - Motion made to Adjourn. *Seconded and unanimously passed 9-0.*



Roger Hughes, Chairman