

TOWN OF NORWELL
Advisory Board
Meeting Minutes
October 1, 2015

TOWN OF NORWELL
TOWN CLERK
2015 DEC 14 AM 9:08

RECEIVED

The Advisory Board was called to order by Roger Hughes at 7:00pm. Present were Chad Forman, Ralph Gordon, Fran Molla, Jacky McClean, Mark Maiellano, Jane Stout, Susan Powell and Karen Reynolds. Also present was Town Administrator Peter Morin.

ADMINISTRATIVE MATTERS

Acceptance of Minute: After reviewing the minutes, Ralph suggested adding words of appreciation for the years of service Skip provided the Advisory Board. Motion to amend minutes of June 30, 2015 meeting. *Seconded and approved 8-1.*

Bill: Motion made to pay a bill in the amount of \$204.00 for the Association of Town Finance Committees. *Motion seconded and passed 9-0.*

Transfer Requests:

- **School Department** - Peter made a request on behalf of the School Department for a reserve fund transfer in the amount of \$25,000. This transfer allows the School personnel that are presently performing the IT function for the Town to be compensated in accord with the agreement reached between the Board of Selectmen and the School Committee. If the reserve fund transfer is approved, a subsequent transfer from the IT Professional Services line to the reserve fund will be requested at the May 2016 Special Town Meeting to replenish the reserve fund. Motion to approve the reserve fund transfer in the amount of \$25,000 to the School Department. *Seconded and approved 8-1.*

Correspondence/Notices:

Advisory Board received four notices, three via email and one hard copy, including

- CPC 2015-201 CPC Application form - Deadline 10/16, 2015
- Deer tick Awareness Workshop - 09/29/2015
- Open Meeting Law Guide - 03/18/2015
- Association of Town Finance Committees Letter dated 07/07/2015

NEW BUSINESS

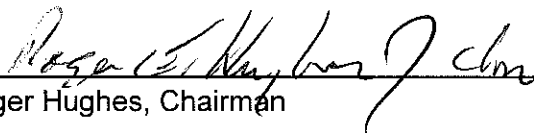
- **Welcome new AB Members** - Roger welcomed the two new members of the AB and each member introduced him/herself.
- **Reorganization of AB** - After short discussion about the structure of the AB, motion to re-elect Roger Hughes as Chairman, Mark Maiellano as Vice Chairman, and Karen Reynolds as Clerk. *Seconded and passed 9-0.*
- **Capital Budget Liaison** - Mark volunteered to be liaison and voting member of the Capital Budget Committee. Motion to elect Mark to Capital Budget Committee. *Seconded and passed 9-0.*

- **Liaison Discussions for Departments, Boards, Commissions and Committees -** Liaison Assignment sheet was distributed to each member. Roger asked each member to consider the list then volunteer for liaison position. Each member should choose 4 or 5 to fill all positions. Assignments will be reviewed at the next meeting.
- **Future Meetings Attendance -** The Advisory Board nominating committee wrote a list of expectations for each member to strive for while serving the Town. These include attending all meetings; participating in fulsome discussions not only at AB meetings, but as liaison with the assigned departments; absences for unforeseen reasons occur, but AB members shouldn't have repeated or extended absences; attendance from February through April is critical and members should work to ensure they will not miss more than a week of meetings; and any member planning to have extended absences during the February through April season may want to consider stepping down.
- **Next Steps -** 1. Board of Selectman Ellen Allen to invite a former Easton Selectmen to give seminar on process of Town Finance as an introduction for our new board members as well as a way to remind veteran members of the procedures and policies the Town uses to stay in compliance and run Town Government. The AB will invite the School Committee and Capital Budget Committee to join this useful seminar. 2. The AB is aware that generating revenues helps to keep taxes from rising too quickly. A long term goal for the AB is to encourage growth and bring new business to Town to increase tax revenue for the Town.

FUTURE MEETINGS

Next meeting to be determined once date for Seminar on Town Finance is set.

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



Roger Hughes, Chairman