

**Norwell Board of Selectmen  
Meeting Minutes  
February 29, 2012**

John Mariano opened the meeting and introduced Gregg McBride, Ellen Allen and Town Administrator James Boudreau.

*MOTION: Gregg McBride moved the Board approve the agenda as written. Seconded by Ellen Allen and unanimously voted.*

**CITIZEN COMMENTS** – None

**7:35 Donna Mangan, Town Accountant – Financial Reserve Policy** – John Mariano explained that the Board would like a formal written Policy. Donna Mangan explained that most of the Financial Policies have always been in place just not formally written on paper. Topics discussed: Reserved Fund for expenditures which is used by the Advisory Board to vote in an emergency or unforeseen situation; Stabilization Fund; Unassigned Fund Balance; Free Cash, Overlay Surplus Fund, General Fund. The Board is in agreement with this policy and will adopt after a few items are clarified.

**7:45 Jason Brown – Capital Budget Update** – Chairman Jason Brown briefed the Selectmen on the Capital Budget requests and how the Capital Budget Committee has evaluated the requests. The Selectmen discussed ways of funding Capital purchases in the future such as creating a Stabilization Fund for Capital items.

**8:00 Chief Ross – Dispatch Discussion** – Chief Ted Ross discussed security of the station and maintaining personnel when switched over to regional dispatch. There will be additional information gathered for the Capital Budget Committee and John Mariano asked if a copy can also be forwarded to the Selectmen. Question was asked if the design utilizing the Washington Street Location would help in reducing staffing and it was stated that the Fire Station is always staffed.

**8:15 Rebecca Freer – Request to Fill Library Vacancy** – Present: Rebecca Freer, Jeanne Hagelstein-Ivas, Henry Goldman and Sarah Summers. The Library is requesting to fill the Circulation Assistant position. The hours for this position are 8.5 per week but would vary weekly and would start at \$14.73/hour. John Mariano suggested, since budgets may be cut to make the individual aware that this position could be eliminated. *MOTION: Gregg McBride moved that the Board authorize the Librarian to post the Circulation Assistant position for Monday and Wednesday 5-8 and every other Saturday. Seconded by Ellen Allen and unanimously voted.*

**Housing Production Plan** – The Board discussed the plan which is now in the hands of the Planning Board waiting for signature. *MOTION: Gregg McBride moved that the Board send a letter to the Affordable Housing Partnership to accept comments made by the Planning Board and send to the Consultant so the changes can be made. Seconded by Ellen Allen and unanimously voted.*

Gregg McBride thanked Chris Diorio and Peggy Etzel for all the time and work that went into this plan.

## OLD BUSINESS

**Budget Discussions** – The Board then had a budget working session and discussed where cuts could be made. The Board of Selectmen invited the School Committee Member Amy Koch to join for a discussion of the override. This included: the number used for the Override should be structured to include the Schools' annual funding for technology; it should be sufficient to last three years and hopefully longer since new growth should start to add revenue by that time. Also discussed was the need for an HR person, especially due to the risk of liability to save money. John Mariano stated that the structural deficit needs to be corrected. The Board will discuss budget numbers at the next meeting.

## NEW BUSINESS

### **Norwell High School Boosters Foundation One Day License Request – March 15, 2012**

*MOTION: Gregg McBride moved that the Board approve a request from the Norwell High School Boosters Foundation for a one day license to serve Wines and malts only for the Men's Night Out Event held at the St. Helens Parish Hall located at 383 Washington Street on March 15, 2012 between the hours of 6:30PM–10:00PM. Seconded by Ellen Allen and unanimously voted.*

## UPCOMING MEETINGS

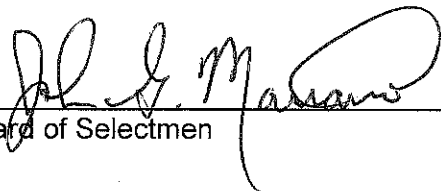
March 7, 2012

## ANNOUNCEMENTS

- Letter – Massachusetts Association of Conservation Commissions informing the Selectmen that William Grafton has completed the MACC's training program.
- Reminder – 2011 Town Reports were due to the Selectmen's Office by February 24, 2012.

## EXECUTIVE SESSION – Not needed

**ADJOURNMENT** – *MOTION: Gregg McBride moved that the Board adjourn from open session. Seconded by Ellen Allen and unanimously voted.*

  
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Board of Selectmen