1. Call to Order by Chairman

The July 9, 2019 meeting of the Norton Board of Selectmen was held in the Board of
Selectmen’s Meeting Room and was called to order at 7:00 P.M., by Mr. Bradford K. Bramwell,
Chairman. Member(s) present: Mr. John Conway, Ms. Mary Steele, and Ms. Renee Deley.

2. Business
A. New Business
i. Year End Transfers Approval.

The Town Manager reviewed M.G.L. c. 44, §33B and the transfer of appropriations. The total
transfers equal $58,758.00 or 0.46% of the General Fund Budget. The first transfer request is to
the salary line item of the Finance Committee in the amount of $619.00 for the part-time
secretary, which will be coming from the health insurance budget. The next transfer request is
for Legal Services in the amount of $38,903.00, which would also be coming from the health
insurance budget. The Police Department put in a transfer request of $4,180.00, which they need
to add to their education fund. Mr. Yunits explained that this amount would come from their
salary line item. The Fire Department is asking for $11,425.00 to be transferred to their expense
line due to an unanticipated emergency repair on Engine 2; these funds would come from the
Fire Department’s salary account. Mr. Yunits explained that the Inspections Department is
requesting a transfer of $2,400.00 for work that the Building Department had to do with putting
up the fence and boarding up the building on Elm Street; this would come from their salary
account. Next, Animal Control requested that $861.00 be transferred to salaries due to overtime
that was not anticipated, which would come from health insurance. Lastly, the Council on Aging
requested a transfer of $450.00 from the Council on Aging’s expense line item to their salary line
item for longevity that they failed to put in their budget.

Ms. Deley asked Mr. Yunits to explain on the spreadsheet provided to the Selectmen what the
$40,000.00 figure next to the $58,758.00 was. Mr. Yunits stated that the $58,758.00 is the grand
total and the $40,000.00 is what is coming out of the health insurance budget. Ms. Deley asked if
there is a risk of the health insurance budget running short due to this $40,000.00 transfer or if
this was leftover funds from the previous fiscal year. Mr. Yunits answered that there would be no
risk of running short because these are leftover funds from FY19.

Ms. Deley then asked if it is typical that the legal services runs this far over, which Mr. Yunits
answered it was not. The Town Manager further explained that due to the Bay Road Solar
project, the Blue Star Industrial project, the Charter Commission (which was not anticipated),
and the extensive title work that was done for the Route 123 project the legal expenses were
significantly higher than usual. Ms. Deley then asked about the education transfer for the Police Department because that seemed slightly high to her. Mr. Yunits explained that the Police Department by contract has to budget at least $15,000.00 a year for educational assistance and this year they had more people apply than they normally do, so this is why this budget was short $4,100.00. Ms. Deley asked if this was for training or classes. The Town Manager stated that this was for classes; three officers received a master’s degree, one officer received a bachelor’s degree, and one officer received an associate’s degree.

Mr. Conway asked what longevity is. Mr. Yunits explained that longevity is in the wage and salary plan and are in the contracts where if you are an employee for “x” amount of years you get a certain amount of longevity pay.

MOTION was made by Mr. Conway to approve the budget transfer recommendations dated June 30, 2019 provided by the Town Manager. Seconded by Ms. Steele Vote: Unanimous. MOTION CARRIES.

Adjournment
MOTION was made by Mr. Conway to adjourn at 7:10 P.M. Seconded by Ms. Deley. Vote: Unanimous. MOTION CARRIES.

Respectfully Submitted by:

Jennifer Reid, Office Administrator
BOARD OF SELECTMEN
MINUTES OF MEETING
JULY 9, 2019

Bradford K. Bramwell, Chairman

Michael Flaherty, Vice-Chairman

John Conway, Clerk

Mary T. Steele

Renee Deley

Minutes Approved by Board on: 7/05/19