November 6, 2017

SECOND SPECIAL TOWN MEETING
19 ARTICLES

To Town Meeting Members,

This is the “Yellow Sheet” for the Second Special Town Meeting. Again, we hope that the information proves useful to you in your deliberations.

The Board supports almost all of the individual requests being made at this Special; we have indicated otherwise if we have not.

**Articles 1 and 2.** These two articles were submitted independently, but both request that you petition the Legislature to authorize the Selectmen to issue additional beer and wine licenses for “on-premises consumption” in the Town. Article 1 doesn’t specify a specific location or area, or a specific number of licenses to be requested. Article 2 does explicitly refer to the Norwood Commerce Center property, at the end of Endicott St., site of the former Winslow Brothers and Smith tannery.

There is precedent for these requests. Both the Central Business District and the South Norwood Business District have benefitted from special legislation for additional beer and wine licenses beyond the statutory limits imposed by state law. We believe that both of these requests are for similar licenses outside those two business districts.

In general, the Board supports both requests, although we have not yet seen the actual motions to be offered.

**Article 1.** This article was submitted by petition of a group of registered voters. They request that you petition the Legislature to authorize the Selectmen to issue additional beer and wine licenses in the community. The number of such licenses is not specified in the article.

It is up to the Proponents of this petition to submit a motion to the Body and to explain their request.

**Article 2.** This article has been submitted by request of the Grass Roots Cultural and Performing Arts Center, located in the Old Tannery complex at the end of Endicott St., now called the Norwood Commerce Center.
They request that you petition the Legislature to authorize the Selectmen to issue up to a maximum of two (2) beer and wine licenses specifically at the Norwood Commerce Center complex.

The Grass Roots Center maintains a music production venue within the Commerce Center complex. This Board has currently issued them a series of so-called “one-night” beer and wine licenses. However, the law limits the number of such one-night licenses that may be issued to a single applicant to 30.

The Proponent will provide you with more specific information about their request.

Even if the Legislature ultimately authorizes the additional licenses, the proponents would still be required to apply for and be licensed by the Board of Selectmen at a public hearing.

Again, it is up to the Proponent to submit a motion to the Body.

**Article 3.** This article has been submitted at the request of Treasurer Mark Good, and is somewhat “technical” in nature. It requests that you authorize the use of bond premiums received for the Capital Outlay borrowing authorizations approved by the 2017 Annual Town Meeting last May to offset project costs and to reduce the amounts to be borrowed.

The authorization to reduce the amount of a borrowing by the amount of any bond premium received must be contained in a vote of Town Meeting, in compliance with a new provision governing borrowings by cities and towns that became effective on November 7, 2016. Regulations governing implementation of this provision were not adopted until after the Annual Town Meeting Warrant had been signed.

The borrowing articles and motions voted at the 2017 Spring Annual Town did not include the required language. The specific borrowings were for the Highland Cemetery Chapel repairs, the Town Hall interior renovation project, repairs to the Town Hall elevator and installation of Town Hall security locks, purchase of a new Fire Department ambulance, purchase and installation of ovens for the Elementary Schools, and Recreation Department building improvements.

The actual mechanics will work as follows: if, for example, $1 million is borrowed for Chapel Repairs and a bond premium of $10,000 is received (again, as an example), the actual amount borrowed would be reduced to $990,000. The premium would also be used to offset the project costs along with the amount borrowed.
Application of premiums to reduce borrowings cannot be utilized for bonds that have previously been issued. Any premiums received prior to November 7, 2016 are general fund revenue and may not be spent without further appropriation.

The language found in Article 3 will appear in all borrowing authorizations brought before future town meetings.

**Article 4.** This article has been submitted by the Planning Department. It requests $30,000 to update the Town’s Open Space & Recreation Plan (OSRP).

The Town’s current Open Space Plan was first developed in 1997, and was updated in 2003 and again in 2010. These were submitted to the State Department of Conservation & Recreation (DCR) for approval, making the Town eligible for a number of State grant programs.

The DCR approval is valid for up to 7 years. Norwood’s Open Space & Recreation Plan expires this year, and it must be updated if the Town is to remain eligible for future grants.

Past State OSRP grants have been used to help acquire and build the Sumner Street Playground, replace the Ellis Pond Dam, and rebuild the Tennis Courts at the Coakley Middle School.

When the Town voted to adopt the Community Preservation Act, we told voters that CPA funds could be used as a local monetary match for several types of State grants. This will not be the case if the Open Space & Recreation Plan is allowed to lapse.

The funding request will allow the Town to contract with the Metropolitan Area Planning Council (MAPC), our regional planning agency, to serve as a consultant and assist with the preparation of the OSRP. They also assisted with preparation of the 2010 Plan. The 2010 document was over 100 pages in length, and contained extensive GIS-based (computerized Geographical Information Systems) mapping. MAPC projects that it will take over a year to update the plan.

Funds were originally included in the Planning Department’s FY 18 budget, but were deferred during the budget balancing process leading up to the Annual. An amendment at the Annual to include the funding did not pass, but several speakers stated that they hoped that it could be funded at a future Special Town Meeting.

In the meantime, the Planning Department has applied for a grant from the State’s Community Compact Program. We are hopeful that we will receive some funding to update the OSRP and help offset some (but not all) of the $30,000 cost.
The Planning Board has unanimously voted to request the $30,000 to update the Open Space & Recreation Plan.

**Article 5.** This article has been submitted by the Planning Board, and proposes to amend to the Official Zoning Map.

Approval of this Zoning Map amendment will create a continuous Limited Business Zoning District along the east side of Pleasant Street, between Rock Street and East Cross Street, in an area where several businesses (including a long-time gas station) are already located.

The article proposes to change the Zoning District designation on a portion of 238 Pleasant Street, from General Residence (G) to Limited Business (LB). The subject property is shown on the Town Assessor’s Maps as Map 18, Sheet 12, Lot 28. This lot is currently split by existing zoning lines, with two strips on the two “outer” sides already zoned Limited Business, while the strip in the middle is still zoned General Residence. The area of land that is being rezoned is approximately 17,171 square feet.

The Planning Board is trying to “clean up” this zoning anomaly. The attached map may make this request somewhat clearer.

**Article 6.** The School Committee would like to relocate the Norwood Public Schools preschool program. This public preschool provides special education for students needing these services, beginning at age three, as mandated by the Commonwealth of Massachusetts. The program also serves peer models who pay tuition to attend the program. Currently, this program is located in the Willett Early Childhood Center along with the kindergarten program.

- The Willett has been over crowded for several years.
- This year, the library is located in the gymnasium, two teachers teach small groups of students on the stage, and other students are taught in the back of the cafeteria.
- A unique solution presented itself when space became available at the Savage Center over the summer when a lease was not renewed.

In moving the Preschool, more space will become available for essential educational functions at the Willett. The School Committee is requesting an additional $55,900 to cover the additional salaries needed for the remainder of the year following the mid-year relocation of the preschool. These positions include:

- School Nurse
- Administrative Assistant
- 0.2 increase in the Special Education Coordinator position
o Lead Teacher stipend for the new Preschool

Note: this information has been provided by the School Committee.

**Article 7.** The School Committee is requesting financial assistance in funding an additional English Language Learner teacher for the remainder of the 2017-2018 school year. This August the district had over 100 new registrations of English Language Learners in the district, and over 60 of these new students qualified for English Language Learning services as required by law. Many of these new students are at the kindergarten level, and our present staffing levels cannot match the need. Across the district, we have over 300 students who require language services, and we currently have 7.5 ESL teachers. The Norwood Public Schools is requesting $60,000 to add one additional teacher to our ESL department.

Note: this information has been provided by the School Committee. The Board of Selectmen has taken no position on this article.

**Article 8.** The relocation of the preschool to the Savage Center will necessitate some rehabilitation of the building, including painting, the installation of additional phone and computer access cables and connections, and lighting improvements. The Schools’ buildings and grounds staff will do almost all of the work in-house. Cost estimates for the work will not exceed $91,000.

We are requesting that Town Meeting reallocate existing funds previously borrowed for other school building projects that came in under estimates to this project. The sources of those funds are as follows:

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<th>Description</th>
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Note: this information has been provided by the School Committee.

**Article 9.** This article has been withdrawn by the Library Trustees.

**Article 10.** The Library Trustees are requesting that you authorize $45,000 to replace two roof-top air-conditioning units (RTUs) at the Morrill Memorial Library.

The Library has two roof-top 7½ ton HVAC units that are 17 years old. They were originally installed when renovations were done at the Library in 2000. These Carrier units provide heat and air conditioning for the entire first floor, including the Children’s area. The maintenance company which repairs the units has notified
the Library Director that the two units have outlived their useful life and should be replaced before they fail.

These units are separate from the chiller at the rear of the building for which we've spent funds to abate noise problems in the past. That unit serves the rest of the building.

This project, if approved, will be completed before the cooling season begins in the late spring. The estimated replacement cost, including engineering and preparation of design specifications, as well as equipment and installation costs, is $45,000.

**Article 11.** The Permanent Building Construction Committee (PBCC) is requesting that you authorize $60,000 for anticipated legal costs related to continuing litigation involving the construction of the now-complete Public Works Yard.

The original project to construct a new Public Works facility was funded by the February 24, 2014 Special Town Meeting with an appropriation of $16,800,000. Public Works occupied the new facility in August, 2015.

In the fall of 2015, the PBCC received a “fourth-party” claim from the project’s General Contractor as a defense against a claim filed by a subcontractor for alleged damages; the subcontractor’s claim named the General Contractor (and the Contractor’s insurance carrier), not the Town. The General Contractor then added the Town as a defendant in the event that the subcontractor prevailed in its suit. The PBCC believes that the claim, at least as it involves the Town, is without merit. Nevertheless, the suit still required a defense, and Town Meeting appropriated $60,000 in November, 2015 for special legal services for this purpose. In May of this year, Town Meeting appropriated an additional $18,500 for defense costs, in the belief that this litigation would soon be concluded. Those funds were used to reduce the potential exposure to the Town of approximately $450,000, if no defense had been made, to a current estimated $135,000, which we still believe is unjustified.

Those appropriations have been expended, and an additional $12,700 obligated (this latter amount will appear under the Unpaid Bills article).

The case has been before Superior Court for several months, amid settlement negotiations among the parties. If the funds now being requested are appropriated, they will be used to pay for a new settlement offer and settlement negotiations to conclude our part in the litigation. At this point, the amount of the actual offer must remain confidential, but the overall request includes both a proposed settlement amount, as well as the additional legal costs to cover the settlement negotiations.
If the new settlement offer is rejected, as was an earlier one, the case will most likely proceed to trial. The current trial date, after several delays requested by the Plaintiff, is set for early February. If the case does go to trial, the current request would fund the legal expenses associated with that trial, which is expected to last up to eight days. The PBCC is represented by an experienced attorney (Robert Garrity) specializing in construction litigation.

We believe that the PBCC has done a good job under difficult circumstances, and that they deserve your support.

Article 12. This article requests $35,000 for an Information Technology consultant to conduct a top-level review of our existing Enterprise Resource Systems and Programs (financial, human resources, utilities, etc.) and make any recommendations that are appropriate.

We have been using the existing system ("AMC") for approximately 30 years and it has been constantly improved and updated to fit the needs of the Town.

The Town has been following the guidelines of the Commonwealth's Statutory Accounting System, a prescribed method of accounting developed many years ago. We wish to convert to the more recent, recommended Uniform Massachusetts Accounting System (UMAS). We believe we are among a handful of municipalities still using the Statutory method. Converting to the UMAS method of accounting entails redesigning the chart of accounts and reporting requirements.

Management believes we may be best served by purchasing a commercial package that already uses the UMAS accounting system. Since the initial investment in such a system will be a major investment we are asking Town meeting to authorize hiring an independent consultant to review our options and to provide an independent opinion.

Article 13. The Fire Department is requesting that you authorize $45,000 for the purchase of a patient-loading and transport system for their 2nd Ambulance.

The new Ambulance (NA-1), just delivered in early October, is equipped with a similar system, complying with new standards promulgated last year by the State's Office of Emergency Medical Services. These funds will allow the Department to similarly equip our existing 2nd Ambulance, now designated as NA-2.

The system improves the safety of a patient being loading in and out of the Ambulance, and at the same time reduces injuries to our Paramedics. Any ambulance (municipal or private) purchased and delivered after July 1, 2016 must be equipped with the system. It meets both National Highway Traffic Safety Administration and Department of Transportation (DOT) standards.
Article 14. As of this writing, the Contract with the Fire Department Union remains unsettled. It has been inserted in the Warrant as a “placeholder”, in case an agreement is reached prior to Town Meeting.

The Fire Union has filed for arbitration with the Joint Labor-Management Committee.

Article 15. This article requests $60,000 for the design and replacement of the air conditioning system on the third (or top) floor of the Town Hall.

The system consists of two separate units: a primary unit (located on the roof of Town Hall) and a secondary or back-up unit (located in the ceiling of the server room). They cool the IT/Computer server room at the Town Hall, and operate twenty-four hours a day, year-round. Both units have experienced problems this past summer that necessitated the use of portable air conditioning units until parts were located and repairs could be made. The units are 15 years old and 17 years old, respectively.

We are requesting funds now so that the units can be replaced before hot weather returns next spring.

Article 16. This article requests a total of $6,709 to supplement the salary accounts in two (2) General Government departments. Both are small departments and neither can absorb the changes within their salary budgets.

The first request is for $3,059 for the Animal Control Officer’s Longevity account. The A.C.O. is a member of the Public Safety bargaining unit, and the contract with that unit (and several others as well) calls for conversion of the Longevity payments from a flat dollar amount to an amount equal to 3% percentage of salary after 25 years of employment. The individual affected has reached his 25th year of employment with the Town and is now eligible for the new amount. The request for $3,059 represents 3% of his salary less the flat $850 that had been budgeted.

The second request is for $3,606 for reclassification of an employee in the General Manager’s Office. The Personnel Board approved the request in June, after the close of the Annual Town Meeting (but too late to include in the F.Y. 2018 budget request). The position was reclassified from N-07 (Administrative Assistant) to N-09 (Executive Assistant & Risk Management Administrator) and reflected changes to the position’s job description. The reclassification is effective July 1, 2017.

Article 17. We think that all of you are aware by now of the impending retirement of long-time General Manager John Carroll. This article deals with the impact of his retirement on the Manager’s Salary budget.
Our request is made up of two parts. The first request is for funds for Mr. Carroll’s separation pay or “buy-out”. The second is a request for funds to increase the salary of the General Manager’s position to make it more attractive in today’s highly-competitive market for professional managers.

Mr. Carroll’s current salary is $161,029. He also receives a longevity payment of $2,000, based upon his 39 years of service. Upon his retirement on or about December 1st, he will be entitled to a pay-out of accrued benefits totaling $38,302 for unused vacation and for sick leave buy-back (just like any other retiring employee).

The second part of our request concerns revisions to the salary level for a new General Manager, who we hope to have on-board soon.

In the 39 years that he has served this Town, Mr. Carroll has never come to this Board seeking a pay increase or a benefits package for himself that was any different than that offered other employees. He is not the Town’s highest paid employee.

But as a result, the compensation that we offer has fallen behind that paid in other similar communities. We asked the Human Resources Department to conduct a survey of comparable Town Manager positions in similarly-sized communities, and they determined that the average salary is approximately $185,000. Many also offer an enhanced benefits package. The Board voted to adopt this salary change in September of this year and will be submitting it to the Personnel Board for formal incorporation into the Town’s classification and compensation plan at their (the Personnel Board’s) October meeting.

In line with this survey, we are projecting that a new General Manager will be paid approximately $185,000 annually. Assuming that the new Manager starts on January 1st, we will need only half of that amount this year, or $92,500.

Taking all of these factors into account, we project that we will need an additional $52,000 to fund the account through the end of the fiscal year.

**Article 18.** This article requests an additional $39,600 for the salary of the substitute Wiring Inspector.

Our permanent Wiring Inspector has been on a non-work-related medical leave of absence for several months.

We have employed the services of a Substitute Wiring Inspector to provide services in the interim. We project that we will require an additional $39,600 to fund this position through February.
At this point, we are not certain whether additional funding will be required later in the year.

**Article 19.** This is the usual article for Unpaid Bills; i.e., unpaid obligations from a prior fiscal period for which there is no valid purchase order or other source of funds.

The total amount is $11,209. The largest single individual invoice ($3,422.50) is from the Permanent Building Construction Committee’s litigation attorney for work performed at various times in May and June related to the New DPW project (referred to in the discussion of Article 11) but not billed until August.

A total or $5,819 is also owed to the Police Chief and the Deputy Chief for Holiday Pay and for Education Incentive for the fiscal periods F.Y.’15 through F.Y.’17. The amounts due these non-unit employees were incorrectly calculated and the error was literally just discovered this month.

A full list of the bills is attached at the end of this Yellow Sheet.

State law requires a nine-tenths vote for passage at a Special Town Meeting.

**NORWOOD BOARD OF SELECTMEN**

William J. Plasko, Chairman
Helen Abdallah Donohue
Paul A. Bishop
Allan D. Howard
Thomas F. Maloney
## Special Town Meeting of November 6, 2017 -- Schedule of Unpaid Bills

**as of 10/24/2017 #2**

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