

Regular meeting of the Board of Selectmen convened at 7 p.m. on Tuesday, March 12, 2019 in Room 34, Norwood Memorial Municipal Building, with the Pledge of Allegiance, and a silent moment of prayer and reflection.

Present: Chairman Thomas F. Maloney, Selectmen William J. Plasko, Helen Abdallah Donohue, Paul A. Bishop, and Allan D. Howard. Also present General Manager Tony Mazzucco, and Clerk Christina K. Mulvehill, and Assistant Aoife Kelly.

Appointments – Budget Hearings

6:00 p.m. – Thomas McQuaid, Town Accountant

Mr. McQuaid gave overview of the Town financial situation, starting with the recent history of town revenue. At the last Budget Balancing meeting Finance commission Chairman Alan Slater suggested using Free Cash for expenses related to Forbes Mansion of approximately \$400,000 in interested payments and \$75,000 in maintenance. By using Free Cash for these specific items, it lessens the overall deficit to the Town and the committee also voted that the School Committee should use that money to help balance their budget. The revenue is split on a 55% School Department 45% General Government basis and then adjustments are made. The original General Government budget was \$163,056,000 and then adjustments were made and at this point it is \$141,812,000. These account numbers are from the old system AMC, but the blue budget book is in the new Tyler Munis format. Based on the 55%/45% split with 45% going to General Government, the General Government budget target is \$36,391,346. Over the course of the first two budget passes, the General Manager, in conjunction with the Board of Selectmen have made cuts of \$1,020,837 and is at a balanced budget state. The school budget reflects that they have a \$940,000 deficit, but that will be reduced by the Free Cash amount of \$475,000. The shared costs total \$42,000,000 with the big unknown being health insurance. We think there will be migration from Harvard Pilgrim to Unicare during the open enrollment period in May because the plans are basically the same but Harvard Pilgrim is 30% more expensive. An increase of 5% was built into the budget. Mr. McQuaid gave a summary of the debt budget, and most of it is related to utilities. For FY 2020 we have \$3,687,000 debt service. In general debt service should not be more than 5% of the budget, and the non-utility budget is \$124,000,000 so we are at 2.9%. The long-term goal is to get more of the recurring capital items into the operating budget. Mr. McQuaid spoke about a letter from the auditors and their conclusion was that Norwood is in good shape, with no internal control problems. They did offer suggestions on how certain things could be improved.

Chairman Maloney commented on the Side Letter from Melanson Heath. Mr. McQuaid said most of the items were minor. There was a change in Government Accounting Standard Board which changed the way cities and towns report OPEB liabilities. The rating agencies understand it is a difference in bookkeeping. If there is any money left over in the Health Insurance budget, the Finance Commission will recommend to Town Meeting that it go into OPEB. Selectman Donohue asked about the debt service ratio. She asked whether a stabilization fund is reflected in this budget. Mr. McQuaid said the Town has a regular stabilization fund in which there is approximately \$4.8 million. About seven years ago the Town took \$3 million out for a down payment on the new DPW garage and administration building, with a plan to put money back into stabilization every year as repayment. This year's budget contains \$428,000 going into the stabilization fund. Selectman Donohue inquired about the budget bottom line. Mr. McQuaid gave a brief explanation of the budgeting process. The total budget proposal originally was \$196,000,000 and we only have available \$192,000,000, so we collectively cut \$4.5 million dollars from the budget over a process involving several passes. Selectman Donohue noted the department budgets look good. Mr. McQuaid explained Mr. Mazzucco's order to departments was to submit flat budgets unless they could justify an increase. He then spoke about a Human Resources portion of the new software system called Position Control, which will allow them to put in every position in town and project out for five years what the expenditures will be. This will be invaluable for the Schools. Selectman Plasko stated there is a balanced budget, but that comes at the expense of not having department heads submit recommendations of things they think their departments might need to move forward, and services to the community. We have also cut over \$1 million of things that should be in the budget that will have to be done through free cash, and borrowing. Chairman Maloney spoke about gradually increasing Snow and Ice, which the town has been doing for about five years. Selectman Donohue asked what programs will be lost due to lack of funding and spoke about the roads. Mr. McQuaid said with budgets, each year you lose a little bit of what you wanted to do. General Government has different constraints from the Schools. Selectman Donohue asked if the schools could take more money from the budget. This would mean cutting more on General Government.

6:15 p.m. – Travis Farley, Recreation Supt.

Mr. Farley gave a brief overview of his budget, noting that the minimum wage increase caused an increase of approximately \$50 k this year. There was brief discussion of improvements proposed for the facility. Selectman Plasko pointed out that the fairly extensive façade improvement done a few years ago is already showing problems. The Manager added that the town tends to patch the buildings and at some point must think about where we are going with this building.

6:30 p.m. – Mary Lou Folan, Town Clerk

Ms. Folan gave a brief overview of her budget. The salary change in the budget is due to moving Elections into the Clerk's budget instead of Election and Registration. Early voting and absentee voting are both popular and can increase expenses. She anticipates a shortfall in June due to the special election scheduled for June 3, 2019.

6:45 p.m. – James Collins, Supt. Light Department

Mr. Collins gave a brief overview of his budget. This year the Manager pulled out the cost of services the Town provides to the Light Department to make it more transparent, and that accounts for \$ 340,000. Mr. Collins went on to say they are currently working with the Personnel Board to add a Junior Engineer. In addition, as of the beginning of February, the Light Department now falls under OSHA and reporting is much more involved. There are compliance requirements with FERC, and the like. In response to Selectman Donohue's question, Mr. Collins said the changes connected to the \$340,000 are part of an effort to move toward an enterprise system, where the Light Department will pay for certain expenses related to services provided to them by the Manager, Treasurer, Selectmen's Office, etc. Mr. Collins spoke further about expenses, stating purchase power costs are estimated to be a little higher and there has been an increase in expenses such as postage, OSHA training.

Mr. Hanson reported on the Broadband budget, stating there are no significant changes. They are not borrowing this year, rather they are spending more out of the operational budget.

On motion of Selectman Plasko, seconded by Selectman Bishop, in their capacity as Light Commissioners, voted unanimously to approve Light Department and Broadband budgets as presented.

7:00 p.m. – Chief William Brooks, Police Department

Chief Brooks gave an overview of his budget, noting they are struggling with vehicle maintenance costs, but are managing as best they can. Selectman Donohue thanked the Chief for putting the vehicles in his operating budget. The Chief pointed out this is basically a level funded budget, with increases being mostly contractual.

7:15 p.m. – Chief George Morrice, Fire Department

Chief Morrice gave an overview of his budget, noting minimal changes for FY 2020. He explained the increase in department head salary as Mr. Greeley had a base salary with a lot of extras, where he has agreed with the Manager on one salary number with no extras. Further increases are the contractual salary increases and the second deputy chief position proposal. Chief Morrice explained he would like the department to move into the future by adding an additional full time deputy chief who would become a training officer for the department. This would be instrumental in standardizing the training for the entire department. This position would also handle personnel issues and grant writing. Selectman Bishop said he could see the need for a second deputy. An additional \$10,000 was added to the budget to provide for officer meetings four times per year. He and the Manager agree this would improve operations. Selectman Plasko asked the Chief if he had to do without \$100,000 in his budget, what he would do without. Chief Morrice said his priority is the second deputy chief. Chairman Maloney thanked Bernie Cooper and Cathy Carney for being present this evening to help.

7:30 p.m. - Mark Ryan, Director of Public Works/Town Engineer

Mr. Ryan gave an overview of the Public Works budget. There is an increase of \$109,000 in salaries due to COLA and step increases spread over 42 positions. Mr. Ryan said they have definitely seen the benefit of housing vehicles indoors. He then reviewed the Engineering budget, noting step increases. The operational budget is level funded. The

7:30 p.m. - Mark Ryan, Director of Public Works/Town Engineer-(cont'd)

highway maintenance decrease in budget is \$277,000. Mr. Ryan said he has applied to be a Complete Streets Community which will help with some bigger projects, such as intersections. Mr. Ryan assured the Board his department is actively applying for and receiving grants. Next Mr. Ryan discussed Snow and Ice, which budget has less than \$30,000 remaining. Mr. Ryan spoke about waste collection and disposal, which is contract driven. As with sewer, water service is covered by water rates. The Cemetery budget reflects an increase of \$19,000 for salaries. Operating expenses are reduced by \$119,000 due to completion of the chip sealing project. Selectman Donohue asked if any money has been made selling those liners. Mr. Ryan said they make about \$400 per liner and sell between 80 and 90 per year. He gives all the credit to Paul Ranalli and his staff. The park maintenance budget is down \$14,000 and operating expense is level funded. Selectman Plasko asked Mr. Ryan what it would cut, were he to be required \$100,000. Mr. Ryan said he could not cut anything and still provide the services they provide.

7:45 p.m. – Tony Mazzucco, General Manager

Mr. Mazzucco gave an overview of the Manager's Budget, noting there is not much of a change. Selectman Howard asked about possible projected budget cuts FY 21-24 and there will be no staff cuts at this time. Selectman Donohue asked whether or not Debby Melcher had been replaced. Mr. Mazzucco said they are waiting for the vacation and sick time payout to conclude. We will probably fill it in June. Selectman Howard asked if the Facilities Department is in the budget. Mr. Mazzucco said they have programmed in to bring the facilities director on to General Government cost as well as two employees. The School Committee has yet to agree to the process and if they do not agree, he recommends moving that money back to the road money, which is realistically where it came from. The idea being working out the next ten years when we talk about finding efficiencies, this is the only place we are going to find those efficiencies. Mr. Mazzucco explained we are intentionally sacrificing General Government money, road resources in this case, to make this work so not only is the start-up no cost to the School Department, and will eventually save them money. Town wide facilities is a standard among cities and towns. Mr. Mazzucco said we would book the facilities manager and his administrative assistant and centralize them, then bring on an assistant director mid-year in addition to a plumbing position. The budget shows four positions but two of those are already existing positions that will be booked to General Government as opposed to the School Department, which will result in a net savings in their budget of approximately \$160,000. Selectman Donohue suggested holding a meeting with the School Department. Selectman Donohue made a motion to meet with the School Department, which failed with no second.

Five Year Capital Plan

The Manager asked if the Board has any specific questions on the Capital Plan. He then gave an overview. The plan is to do over all of the municipal parking lots in addition to installation of traffic signals at Washington and Short Streets in Fiscal 2020. This would be a borrowing. Pavement Management includes a list of streets they intend to do. Selectman Plasko inquired about the plan. Mr. Mazzucco said after the spring he would come to the Board with a plan of specifically what is going on before putting it out for bid. Cleaning and lining would be borrowing from MWRA, main lining, and meter maintenance. Selectman Donohue inquired about the meters and noted there is a meter fee on every water bill. Another item is cemetery work. The School Department has three major IT projects coming up. Police Department will have two items involving equipment replacement. There is a proposed borrowing of \$1.5 million for first phase of feasibility and design study for Coakley Middle School. The Manager recommended getting the design and engineering done first on the concession stand project. There are several projects for the Public Safety building, including design for updating the Community Room and design of the HVAC system. The Civic will need design of the elevator for the rebuild in addition to engineering and design of exterior of the building. The library will be updated to LED lighting. Airport project is vegetation control and the wildlife fence. There is a proposal to pay for the acquisition of Saint Street lots out of CPA funds and we are seeing if that is possible. There are three DPW replacements in this capital plan totaling \$265,000. Three Fire ambulance fleet vehicles will be replaced. The school department proposal is to replace two vehicles. The Manager then outlined the different sources of funding for these capital items and the related debt service analysis. He then referred to the proposed funding schedule.

New Business

Burn Bootcamp, 686 Washington Street

On motion of Selectman Howard, seconded by Selectman Bishop, voted to approve request for 1Day AAB License for Thursday March 14, 2019.

Norwood League of Women Voters

On motion of Selectman Donohue, seconded by Selectman Bishop, voted to approve request to use Norwood Police and Fire Department Community Room on Thursday March 14th at 7 p.m. for a general meeting of the members.

Unfinished Business

Abdul N. Shuman, 100 Winfield Street

On motion of Selectman Howard, seconded by Selectman Bishop, voted to schedule public hearing on application for Class II Auto Dealer License. Tabled from March 5, 2019.

Selectmen's Adenda

Selectman Bishop

Pajama Drive

This coming Friday, March 15th is last day for pajama drive. Please keep donating.

Tim Fruci

Sincere heartfelt condolences to the Fruci family for the sad loss. He was a good man and a gentleman.

Selectman Howard

Tim Fruci

Condolences to the Fruci family.

Selectman Donohue

Tim Fruci

Condolences to the Fruci family on the loss of Tim. That family has served this town well.

Happy 75th Birthday Olga

Happy Saint Patrick's Day

Selectman Plasko

Tim Fruci

Condolences and prayers to the Fruci family on the loss.

Mr. Mazzucco's trip

This trip did not cost the Town anything. He took the trip on his own vacation time and it was sponsored, so major travel expenses were paid for and everything else was out of his pocket.

Chairman Maloney

Tim Fruci

Condolences to my friends Diane and Tony Fruci on the loss of Tim.

Thank you

To the department heads who came in tonight to discuss their respective budget requests.

Adjournment

No other business being presented for consideration, on motion of Selectman Howard, seconded by Selectman Bishop, voted to adjourn and the meeting was adjourned accordingly at 9:12 p.m.

A True Record.

ATTEST: _____

Clerk