



The TOWN OF NORWOOD

Commonwealth of Massachusetts

FINANCE COMMISSION

JOHN W. HAYES
JOSEPH P. GREELEY

JUDITH A. LANGONE
CHAIR

ANNE MARIE HALEY
ALAN D. SLATER

FINANCE COMMISSION MEETING

Meeting, Wednesday, October 5, 2016 at 5:30 pm in the Robert M. Thornton Room,
Town Hall, 566 Washington Street, Norwood, MA.

AGENDA

5:30 pm Approval of Minutes of Tuesday, August 30, 2016

5:35 pm Personnel Board - Update

5:45 pm Articles for October 24, 2016 Special Town Meeting

Article 07 Tennis Courts \$50,000 (P3-5)
Article 08 Schools: All-Day Kindergarten (P6-11)
Article 09 Schools : Special Education \$300,000 info at meeting
Article 10 Fire replace NC-2 Command Vehicle \$50,000 info at meeting
Article 11 Police / Fire Rooftop HVAC Unit \$125,000 (P12)
Article 12 Unpaid Bills \$430 (P13)

Also included Moderna Information (P14 and 15)

6:15 pm Other business

RESERVE FUND

Reserve Fund ATM Appropriation for Fiscal 2017:	\$125,000.00
Fiscal 2017 transfers to-date	<u>0.00</u>
Balance prior to this meeting	<u>\$125,000.00</u>

Agenda times are approximate

Tentative List of Articles
Special Town Meeting
October 24, 2016

as of 9-28-16

#	DESCRIPTION	Requested Amount	Recommended by FINCOM	SOURCE of FUNDS				COMMENT
				Free Cash	Internal	Borrowing	Local AID	
	A	B	C	D	E	F	G	H
1	Moderna TIF	N/A						
2	Council on Aging Bylaw change	N/A						
3	Planning Board - Univ. Ave. expedited permitting district	N/A						
4	Planning Board - 1237-43 Washington St. - zoning amendment	N/A						
5	Planning Board - 60 Lenox St. - drainage easement	N/A						
6	Light Dept. - Vanderbilt Ave. access easement	N/A						
7	Ivatts Tennis Courts - repairs	\$ 50,000		\$ 50,000				Concannon's Village parcel access to 115KV trans. lines for work in the Spring
8	Schools - All-Day K. program	109,877					\$ 109,877	Chapter 70 "additional" aid
9	Schools - Special Needs	300,000		300,000				deferred at Annual
10	Fire New Equipment - replace NC-2 Command Vehicle	50,000		50,000				
11	Fire Maint. of Bldg. - replace A/C RTU-4 (roof-top unit)	125,000		125,000				
12	Unpaid Bills	430		430				
Totals:		\$ 635,307		\$ 525,430	\$ -	\$ -	\$ 109,877	

P1

THE TOWN OF NORWOOD
AVAILABLE BALANCES AT SEPTEMBER 27, 2016

LIST OF SURPLUS FUNDS RECOMMENDED TO OFFSET THE FY16 BUDGET

		Balances As of 09/27/16	Proposed 10/24/2016 STM	Balances Available after STM
1.)	FREE CASH as originally ctfd. November 16, 2015 STM for School Text Books May 9, 2016 STM YR 1 Amortization of Fiscal 2015 Snow Deficit May 9, 2016 STM for Fiscal 2016 Snow Deficit May 9, 2016 ATM used to balance the FY2017 Budget May 9, 2016 ATM used for Christmas lights in South Norwood	\$ 2,598,112 (137,375) (449,220) (286,081) (1,332,500) (7,500)		
	Free Cash - Available before TMtgs.	\$ 385,436	\$ -	\$ 385,436
2.)	OTHER SURPLUS <u>(Recurring)</u>			
	(a.) Cemetery Receipts (Lots/Graves) 26-1420-0000	\$ 100,100		\$ 100,100
	(b.) AMR Meter Receipts 99-2213-0000	286,682		286,682
	(c.) School Dept. Grant (Hlth.Insurance) 99-6020-2016	-		-
	(d.) Chapter 90 Highway Aid	-		-
	Subtotal (Recurring)	\$ 386,782	\$ -	\$ 386,782
3.)	OTHER SURPLUS- <u>(Non-Recurring)</u>			
	Subtotal (Non-Recurring)	\$ -	\$ -	\$ -
4.)	STABILIZATION FUND 83-3730-4516	\$ 3,383,609		\$ 3,383,609
5.)	GRAND TOTALS	\$ 4,155,827	\$ -	\$ 4,155,827

March 28, 2016

TO: John J. Carroll
FROM: Gerald F. Miller
SUBJECT: Bob Ivatts' Tennis Courts at the Coakley Middle School

The past four years, the Recreation Department has kept any proposed maintenance monies off the budget because of the Rink Project. It now looks as if there will be no rink at the Ivatts' tennis courts. During that time, the cracks have grown, and there was a need to look at the lights, also.

We now have two proposals to bring the courts up to a safe level. Proposal #1 is from New England Sealcoating that would fix all the cracks and apply a new textured surface for a sum of \$36,736.00. I recommend that we make this figure an even \$40,000 to cover any unforeseen circumstances.

Proposal Two would address the lights, which we originally thought might have some problems with the poles. I had Island Lighting look at our courts and they felt the poles could be adjusted, and still provide the lighting needed. While looking at the lights, I asked as to why they were so bright. They told me the settings were wrong and they would suggest adding two poles outside the courts at center court, then we could site the fixtures correctly. Right now, both light poles are set on the far side of the court, thus giving you a huge amount of brightness and spray. The additional poles, utilizing the existing fixtures, would allow for more direct lighting. The cost for the additional poles and lighting would be \$6,850.00. Here, too, I would advise we go to \$10,000 in case there are complications.

The total would be \$50,000.00 for courts and lighting and address long-due maintenance problems.

P3



74



PS



NORWOOD SCHOOL COMMITTEE



JAMES F. GORMLEY, *CHAIR*

MYEV A. BODENHOFER

LISA M. IGOE

PATRICK J. MCDONOUGH

MICHELE EYSIE MULLEN

Date: August 17, 2016

To: Finance Commission Members
Thomas J. McQuaid, Town Clerk & Accountant

From: James Gormley, School Committee Chairman
James Hayden, Superintendent of Schools *JGH*

Re: Changes to FY17 School Budget

Two events or variances, one negative and one positive, have come to our attention as the Commonwealth of Massachusetts FY17 Budget was passed on July 1, 2016.

We were recently notified by the Massachusetts Department of Elementary and Secondary Education that the Quality Full Day Kindergarten Grant Fund Code 701 was not funded in this year's FY17 State Budget and was not reinstated in final days of the Legislative Session. That \$114,360 grant allowed the School Department to fund five (5) kindergarten paraprofessional salaries. Due to class size and the need for bus supervision of our kindergarten students on a daily basis these positions cannot be eliminated and must be funded for the upcoming school year. The timing of this reduction leaves us with limited options for making up this significant change to our financial profile.

There is a solution in the form of increased local aid through the Chapter 70 distribution which is \$199,776 above the Town Meeting budget estimate. Total Cherry Sheet aid (Blue Book TM 8-03) was projected to be \$10,588,668 and the final State budget lists Norwood's aid to be \$10,788,444. A 55% share of this difference would represent \$109,877 and allow the School Department to carry forward the plans they have made for the students and not have to announce significant budget reductions before the school year begins.

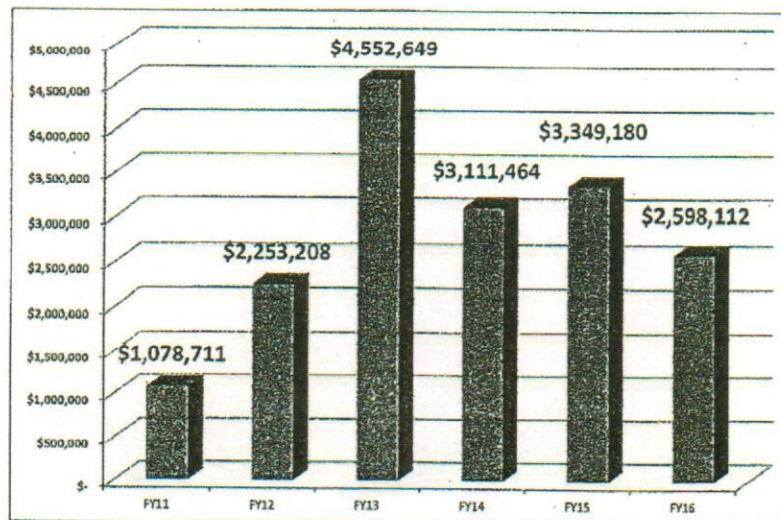
We request that School Department's share of the increased Chapter 70 aid be added to P0711-17 Tutor-Aides account for the upcoming school year.

P6

**TOWN OF NORWOOD
STATE CHERRY SHEET AID DETAILS
FY2017**

State Aid Category	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Estimate
CSI C-13 AID TO VETS, BLIND	\$ 229,014	\$ 207,572	\$ 219,828	\$ 210,211	\$ 228,266	\$ 223,359
CSI-SCHOOL LUNCH	23,020	22,953	23,369	23,171	-	-
CSI-CHARTER SCHOOL ASSESSMENT	52,534	32,913	78,691	16,074	40,883	38,242
CSI A-1: SCHOOL AID CH.70	4,808,800	5,111,751	5,372,189	5,663,726	5,751,026	5,820,426
CSI A-2: UNRESTRICTED GEN GOVT	3,649,810	3,934,274	4,027,272	4,138,956	4,287,958	4,472,340
CSI STATE AID TO LIBRARIES	27,004	27,287	27,820	36,795	35,565	34,301
TOTAL STATE CHERRY SHEET A	\$ 8,790,182	\$ 9,336,750	\$ 9,749,159	\$ 10,088,933	\$ 10,343,688	\$ 10,588,668
	(-3.3%)	106.2%	104.4%	103.5%	102.5%	102.4%

**TOWN OF NORWOOD
HISTORY OF CERTIFIED FREE CASH
AT BEGINNING OF FISCAL YEAR**



**FY2017 Local Aid Estimates
Norwood**

	FY2016 Cherry Sheet Estimate	FY2017 Governor's Budget Proposal	FY2017 House Budget Proposal	FY2017 SWM Budget Proposal	FY2017 Conference Committee
Education:					
Chapter 70	5,751,026	5,820,426	5,941,876	5,941,876	5,941,876
School Transportation	0	0	0	0	0
Charter Tuition Reimbursement	40,883	38,242	92,621	97,588	113,318
Smart Growth School Reimbursement	0	0	0	0	0
Offset Receipts:					
School Choice Receiving Tuition	0	0	0	0	0
Sub-total, All Education Items:	5,791,909	5,858,668	6,034,497	6,039,464	6,055,194
General Government:					
Unrestricted Gen Gov't Aid	4,287,958	4,472,340	4,472,340	4,472,340	4,472,340
Local Sh of Racing Taxes	0	0	0	0	0
Regional Public Libraries	0	0	0	0	0
Urban Revitalization	0	0	0	0	0
Veterans Benefits	121,705	121,705	124,955	124,955	124,955
State Owned Land	0	0	0	0	0
Exemp: VBS and Elderly	106,551	101,654	101,654	101,654	101,654
Offset Receipts:					
Public Libraries	35,565	34,301	34,301	34,301	34,301
Sub-Total, All General Government	4,551,779	4,730,000	4,733,250	4,733,250	4,733,250
Total Estimated Receipts	10,343,688	10,588,668	10,767,747	10,772,714	10,788,444

Norwood Public Schools
Average Class Size
Elementary Schools

Grade	15-16	16-17*
K	22	22
1	18	17.63
2	17.6	22.25
3	20	17.67
4	20.8	21.17
5	22.5	21.5
Total	1612	1604

Secondary Enrollment

Grade	15-16	16-17*
6	255	270
7	247	254
8	249	245
Total	751	769
9	220	251
10	233	225
11	245	230
12	270	241
Total	968	947

*Projections for upcoming school year
 Registrations will take place in late
 August and early September

SPECIAL ED & STUDENT SERVICES**Proposed Budget
FY 2017
Department #618**

Account Key and Description		FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Requested
P1397	SCH SPED - INSTR SUP/TEXTBK <i>Testing Supplies (WISC, GORT, WJ, BRIEF, CELF, BASC, CONNORS, WIAT)</i> <i>LBLD redaing supplies</i> <i>ABA supplies</i> <i>Willett Parent Inventories</i> <i>Student Services Supplies</i> <i>PACS, LEAD, PLC classroom reimbursement</i>	22,864	23,904	25,000	22,600 13,000 5,000 1,000 1,400 1,000 1,200
P1439	SCH SPED - MEDICAL FEES <i>North East Vision and Orientation</i> <i>Maxim (Required Monitor)</i> <i>Perkins (Evaluations)</i> <i>Easter Seals (Evaluations)</i> <i>May Institute (Home Services)</i> <i>The Education Collaborative (Evaluations)</i> <i>Communicative Health</i> <i>Clarke School for the Deaf (Consulting fee)</i> <i>Independent Evaluations</i>	168,807	137,550	166,000	128,600 22,000 33,600 8,000 3,000 25,000 5,000 5,000 12,000 15,000
P1440	SCH SPED - TUITIONS <i>Tuitions projected from FY 16 with 3% increase</i> <i>Circuit Breaker Estimated Reimbursement Offset</i>	1,981,242	3,030,976	3,041,456	3,439,959 4,639,959 -1,200,000
P1451	SCH SPED - EQUIP. REP AND REP <i>FM systems and maintance</i> <i>IPADS, chrome books</i> <i>Apps for technology</i>	13,042	9,936	20,000	20,000 8,000 10,000 2,000
P1550	SCH SPED - POSTAGE <i>Mailing IEPSS, Student Services, and all Correspondence</i>	3,640	3,656	4,000	4,000
I 6180	SPECIAL ED & STUDENT SERVICES	2,189,595	3,206,022	3,256,456	3,615,159
618	SPECIAL ED & STUDENT SERVICES	2,189,595	3,206,022	3,256,456	3,615,159

P10

Sped Tuitions 15-16

8/17/2016

51	Crossroads	226	\$459.26	103,792.76	16,687.37
52	Charms	180	\$357.66	64,379.10	
53	May Institute	242	\$388.77	94,082.54	
54	Tec Newton	180	\$120.03	21,606.00	
55	Tec Newton	180	\$120.03	21,606.00	
56	Tec Newton	180	\$120.03	21,606.00	
57	Tec Newton	180	\$120.03	21,606.00	
58	Tec Newton	180	\$120.03	21,606.00	
	Mass Hosp 1:1			4,411.50	
	Total Tuitions			5,057,156.80	300,000.00
	Prepaid Tuitions			300,000.00	
	projected FY17			4,757,156.80	

Town Meeting Projection - 4,639,959

\$117,197

P11

September 26, 2016

Mr. John J. Carroll
General Manager
Town of Norwood
566 Washington Street
Norwood, MA 02062

RE: Rooftop Unit RTU-4
Public Safety Building

Dear Mr. Carroll:

In regards to the rooftop unit, RTU-4, at the Public Safety Building, BLW Engineers offers the following:

- The rooftop unit was installed as part of the original building construction in 2001.
- In accordance with ASHRAE standards, a packaged rooftop air conditioning unit's anticipated life expectancy is 15 years.
- The nature of a public safety building is not typical of most commercial buildings; the building and HVAC system usage are a continual 24 hour, 7 days a week and 52 weeks a year schedule.
- The rooftop has reached its anticipated life expectancy of 15 years.
- The rooftop unit is now starting to fail and requires significant component replacement costs to continue operation; these failures are not related to a lack of preventative maintenance.
- The existing refrigerant, R22, is no longer available.
- Due to the age of the unit and the equipment usage, it is recommended that the unit be replaced rather than maintained.
- A new rooftop unit would provide better energy efficiency and utilize a more environmental friendly refrigerant.
- The replacement of the unit will require disconnection of existing electrical, controls, and ductwork; rigging the existing unit off the roof; a new adaptor curb (the replacement unit from the same manufacturer is larger than existing unit due to current code energy efficiency requirements); rigging the new unit onto the roof; reconnection to existing electrical, controls and ductwork; and commissioning of new rooftop unit.
- This project is conservatively estimated due to the current bidding climate, public bidding requirements and unknown bid date.

If there should be any questions, comments and/or concerns regarding the above, please do not hesitate to contact our office.

Respectively,

BLW Engineers, Inc.

Kenneth R. Beck

Ken Beck, PE, LEED AP
Principal

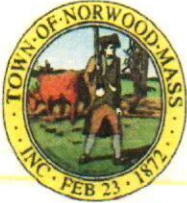
P12

Special Town Meeting of October 24, 2016 -- Schedule of Unpaid Bills

as of: 29-Sep-16

#	Department & Description	Vendor	V #	Date	Invoice #	Amount	TOTAL
1	HR - Office Supplies	W. B. Mason	29936	6/29/16	I35730276	\$ 163.14	
2	HR - Cell Phone	AT&T Mobility	21648	5/28/16	824060246	\$ 114.08	
3	HR - Cell Phone	AT&T Mobility	21648	6/28/16	824060246	\$ 114.98	
4	HR - Office Supplies	W. B. Mason	29936	6/22/16	I37044345	\$ 37.68	\$ 429.88
TOTAL UNPAID BILLS						\$	\$ 429.88

P13



The TOWN OF NORWOOD

Commonwealth of Massachusetts

FXI
MODERNA
PREVIOUSLY
SUPPORTED

July 21, 2016

Allan Howard, Chairman
Board of Selectmen
566 Washington Street
Norwood, MA 02062

TOWN CLERK AND ACCOUNTANT

THOMAS J. MCQUAID, CPA

ASST. TOWN ACCOUNTANT

LINDA A. LARIDIS

ASST. TOWN CLERK

MARY LOU FOLAN

Dear Mr. Howard,

I have reviewed the proposed Tax Increment Financing Agreement (TIF) between The Town of Norwood, Moderna Therapeutics, Inc. and Campanelli-TrigateNorwood Upland, LLC.

My understanding is that the property has sat idle for several years and portion related to the potential TIF currently generates \$277,888 annually in real estate taxes and \$-0- in Personal Property Taxes.

Approximately 100 people will staff the facility in its initial stage with approximately 120 to follow as the Company expands its operations. Having come from the biomedical research sector I can attest that the average salary will be well above averages for the Commonwealth and the Town of Norwood. In addition to net real estate and property tax gains noted in the agreement, a great deal of positive ancillary economic effect will be felt in the form of local purchase of food, clothing and restaurant patronage. This will help local business in Norwood and add to our overall tax collection in the form of additional local meals taxes.


I have illustrated the direct effect of the TIF to the Town in the attached table. Compared to the property's current condition and occupancy, the Town can expect to benefit in the following ways over a 15 year period:

	<u>Each Year</u>	<u>15 Year total</u>
Incremental Real Estate Tax (Year 1-10)	\$253,237	
Incremental Real Estate Tax (Year 11-15)	\$422,062	\$4,642,680
Incremental Personal Prop Tax (Years 1-10)	\$130,260	
Incremental Personal Prop Tax (Years 11-15)	\$217,100	\$2,388,100
Total		<u>\$7,030,780</u>

Of course, with annual tax levy increases of 2.5%, greater savings can be expected.

Based upon my analysis, I recommend strongly that the Town of Norwood enters into this TIF agreement.

Sincerely,


Thomas J. McQuaid, CPA
Town Clerk & Accountant

10 year Norwood Tax Increment Financing (TIF) Proposal Assumptions This Presentation Highlights the Benefits to the Town

Estimated Square Footage =	200,431
Base Assessed Value =	\$12,800,000
Incremental Assessed Value =	\$19,440,900
New Market Assessed Value =	\$32,240,900
Estimated Annual Base Tax Payment =	\$ 277,888
Estimated Personal Property Value =	\$10,000,000
FY16 Tax Rate per \$1000 =	\$ 21.71
Estimated Personal Property Tax =	\$ 217,100
TIF Incremental Annual Tax =	\$ 422,062

Year	MODERNA BENEFIT				TOWN BENEFIT				Totals	
	Estimated Current Property Tax (Base Only)	Estimated Incremental Assessed Value	Estimated New Annual Property Tax	% Exempt	Estimated Incremental Tax w/TIF to Town	Estimated Incremental PP Tax to Town	Incremental Benefit to the Town	Total Taxes if TIF Accepted		
1	277,888	19,440,900	422,062	40%	253,237	130,260	383,497	661,385	277,888	
2	277,888	19,440,900	422,062	40%	253,237	130,260	383,497	661,385	277,888	
3	277,888	19,440,900	422,062	40%	253,237	130,260	383,497	661,385	277,888	
4	277,888	19,440,900	422,062	40%	253,237	130,260	383,497	661,385	277,888	
5	277,888	19,440,900	422,062	40%	253,237	130,260	383,497	661,385	277,888	
6	277,888	19,440,900	422,062	40%	253,237	130,260	383,497	661,385	277,888	
7	277,888	19,440,900	422,062	40%	253,237	130,260	383,497	661,385	277,888	
8	277,888	19,440,900	422,062	40%	253,237	130,260	383,497	661,385	277,888	
9	277,888	19,440,900	422,062	40%	253,237	130,260	383,497	661,385	277,888	
10	277,888	19,440,900	422,062	40%	253,237	130,260	383,497	661,385	277,888	
11	277,888	19,440,900	422,062	40%	253,237	130,260	383,497	661,385	277,888	
12	277,888	19,440,900	422,062	40%	422,062	217,100	639,162	917,050	277,888	
13	277,888	19,440,900	422,062	40%	422,062	217,100	639,162	917,050	277,888	
14	277,888	19,440,900	422,062	40%	422,062	217,100	639,162	917,050	277,888	
15	277,888	19,440,900	422,062	40%	422,062	217,100	639,162	917,050	277,888	
TOTAL:	4,168,320	291,613,500	6,330,930		4,542,680	2,388,100	7,030,780	11,199,100	4,168,320	

Projected assessed values shown are estimated, actual assessed values to be determined by local Assessor
Assumptions based on no annual inflation factor increase in assessed property values or tax rate
Actual property values or tax rate may change

P15