



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

FY 2018 BUDGET HEARINGS WITH FINANCE COMMISSION

Meeting, Tuesday, February 14, 2017 at 3:15 pm in the Robert M. Thornton Room, Town Hall

A G E N D A

- 3:15 pm Acceptance of minutes from Wednesday, February 2 & 8, 2017
- 3:15 pm Fiscal 2018 School Budget Proposal
- 4:30 pm Discussion of Capital Outlay target amounts
- 4:45 pm Other business

RESERVE FUND

Reserve Fund ATM Appropriation:	\$125,000
Treasurer Departmental Salaries	(15,340)
Wiring Inspector Salary	<u>(2,000)</u>
Current balance	<u>\$107,660</u>



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FINANCE COMMISSION MEETING

Thursday, February 2, 2017

MINUTES OF MEETING

*THIS DRAFT
INCORPORATES MS. HALEY'S
CHANGES.*

A meeting of the Finance Commission was held at 5:30 pm, Thursday February 2, 2017 in the Robert M. Thornton Room, Town Hall. Attending the meeting were members Judith Langone, Chair, Alan Slater, Vice-Chair, Joseph Greeley and Anne Haley supported by Tom McQuaid, Clerk to the Finance Commission. The purpose of the meeting was to hold budget hearings for General Government expenses for the Fiscal 2018 budget.

Sigalle Reiss, Director of Public Health and Joan Jacobs, Chair of the Board of Health presented the budget proposal for the Health Department. Mrs. Reiss stated that in general the Health Department is level funded as potential increases have not yet been negotiated with the bargaining units. The Department is losing a grant and now has to assume the cost of mobile telephones for 2 individuals in the department. They are on call 24 hours per day in case of a health emergency. Total departmental budget request is \$518,333 which represents an increase of \$3,598.

Treasurer Robert Marsh appeared and presented a budget of \$702,835, an increase of \$45,467 over the current budget. One significant increase relates to management and collection fees of 4% which will increase as ambulance revenues climb. Another area relates to net bank fees. In the past few years we have borrowed funds and deposited them while awaiting construction. These temporary excess funds helped give us robust cash balances to offset fees. We no longer have these additional funds.

Tom McQuaid presented the budget for the Town Clerk and Accountant operation. The request is for \$566,912, down \$3,402 from Fiscal 2017 levels. Elections and Registration budget request is \$211,514 down \$15,698 due to fewer elections in the fiscal year. Mr. McQuaid also pointed out that Blue Hills just sent us its assessment for Norwood and it is approximately higher by \$75,000. This will raise shared cost and leave less for the School and General Government.

Tim McDonough, Assessor presented his departmental budget. The whole town must be revalued by the end of Fiscal 2019. Mr. McDonough built in some extra funds in the Fiscal 2017 budget which will be encumbered at year end for the revaluation effort. There are slight salary increases for part-time Board Members. Total proposed budget for Fiscal 2018 is \$466,430.

Ramanda Morgan presented the budget for the Board of Appeals. There is a proposed increase of \$1,889 for part-time help. Total budget proposal for Fiscal 2018 is \$58,740. Ms. Morgan also presented the Fiscal 2018 Budget for the Conservation Commission with a request of \$90,125.

David Hajjar and Michelle Pizzi presented the Fiscal 2018 budget proposal for the Personnel Board. The Board passionately believes the Town should perform a professional salary comparison with other Towns as the last study was 15 years ago. Industry standards dictate 10 years. The Board has been receiving an unusually high number of reclassification requests because our numbers have become skewed. The Board conceded the \$60,000 study could be split into 2 parts to lessen the impact on one year's budget.

After Mr. Carroll presented an overview of the General Government budget process, Michelle Pizzi presented the fiscal 2018 budget request of \$269,079 for Human Resources. This figure reflects cuts made by the General Manager of \$13,600. Mrs. Langone asked how the Senior Tax program is working where seniors provide services to the Town in exchange for abated taxes. Matching up talents and needs seem to be the biggest drawback.

Mark Redlich, Computer Director presented the Fiscal 2018 budget of \$879,568 for the Computer Department. This figure contains the request for one position deemed critical for future operations. It also includes \$35,000 for office renovation and furnishings for the new position. The General Manager had previously cut \$100,000 from the request related to first floor wiring, VOIP at the police station, new equipment and general computer operations.

Mark Chubet, Building Inspector presented a \$431,804 budget request for Fiscal 2018. This includes a slight increase to cover substitute inspectors when regular inspectors are out due to illness.

Mark Ryan, Director of Engineering and DPW, presented the \$371,719 budget request for the Airport. He noted a slight increase of \$5,000 in the snow and ice budget. Mr. Greeley asked for an analysis of revenues and expenses at that airport.

Mr. Ryan continued with budget presentations for the DPW of \$3,310,078; Cemetery \$646,772; roadwork \$1,175,450; permanent sidewalks \$26,000; streetlights \$358,140 and snow and ice \$575,000.

Jim Collins, Director of the Light Department presented budgets for the Light Department \$47,272,368 and Broadband \$7,097,370. The cost of power and programming continue to increase.

On a motion by Mr. Slater, seconded by Mr. Greeley the minutes of October 24, 2016 were unanimously ***Voted 4-0.***

There being no other business, on a motion by Mr. Slater, seconded by Mrs. Haley it was
Voted Unanimously 4-0 to adjourn at 8:41 pm.

A True Copy

Attest: _____

Thomas J. McQuaid, CPA, Clerk-Finance Commission



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JOSEPH P. GREELEY

JUDITH A. LANGONE
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ALAN D. SLATER

FINANCE COMMISSION MEETING Wednesday, February 8, 2017 MINUTES OF MEETING

DRAFT

A meeting of the Finance Commission was held at 5:30 pm, Wednesday February 8, 2017 in the Robert M. Thornton Room, Town Hall. Attending the meeting were members Judith Langone, Chair, Alan Slater, Vice-Chair and Joseph Greeley supported by Tom McQuaid, Clerk to the Finance Commission. Anne Haley, liaison to the Norwood Public Schools, was not in attendance as she was asked by Chairman Langone to attend the School Committee Meeting during overlapping times. The purpose of the meeting was to hold budget hearings for General Government expenses for the Fiscal 2018 budget.

Charlotte Canelli, Library Director, was accompanied by 5 Trustees of the Library. The Library has settled its contract but the numbers are not yet included in the individual salary lines. There has been a lot of activity at the library and programs and services continue to increase. Two things added this year are processing of passports which carry a fee and notary services offered free of charge. Both services require an appointment. The budget includes 12% for materials as required for all public libraries in Massachusetts. Much of the lighting has been replaced by LED bulbs which provide greater light and should produce future savings. The total library request for the Fiscal 2018 budget is \$1,736,614.

Gerry Hopcroft, Chairman of the PBCC presented the budget request of \$10,900 which is primarily spent on administrative services. The request includes two mobile phone services for the Chairman and the Board Member handling day-to-day construction management. He noted that the Town Hall has some water leakage around lintels and windows as well as small roof repairs to be completed. Town Meeting previously authorized funds for this which should be sufficient.

The planning Board was represented by Paul Halkiotis, Town Planner, Chair Debbie Holmwood and Ernie Paciorkowski. The budget, as amended by Mr. Carroll includes a new position for a part-time planner while eliminating an administrative position upon the incumbent's retirement in June. The total Fiscal 2018 budget request is \$187,944.

Gerry Miller, Travis Farley and Howie Weinstein represented the Recreation Department's Fiscal 2018 Budget Requests of Parks Maintenance of \$180,000, Recreations Staff and Building Maintenance of \$693,397 and outdoor recreation and playground maintenance of \$451,500.

These requests are net of the General Manager's actions to reduce the operational requests by \$256,675. Some of the reductions in operations have been moved to a Capital Outlay request. Kerry Maguire presented the \$402,590 Fiscal 2018 budget request for the Council on Aging and related Senior Center. Programs and attendance are growing at the Senior Center.

Animal Control Officer Henry Cerqueira presented the Fiscal 2018 budget request of \$90,474. In addition he is seeking a new vehicle for \$34,000 which was referred to the Capital Outlay Committee. The purpose of the position is to control animals for the purpose of public safety. We have temporary facilities housing animals for up to one month but we are not set up like a true shelter for adoptions, etc. In General the Animal Control Officer is at the shelter 3:30 to 5:00 pm weekdays. Otherwise he is out satisfying calls.

Bernie Cooper, Assistant Town Manager presented the Veterans Department budget request of \$414,042. Ted Mulvehill, Veterans agent had another engagement and was unable to attend. Direct aid to Veterans has been steadily rising. The office also handles parking ticket enforcement and that budget request is \$8,700, down \$1,000 from Fiscal 2017.

Tony Greeley, Fire Chief, presented the Fiscal 2018 Fire Department operational budget request of \$6,655,960. The request does not seek any new positions. The Chief also presented the Police / Fire Medical budget of \$40,000 and the Police / Fire Facility budget of \$412,586 which is down from the Fiscal 2017 of \$430,000. In addition he noted a \$295,000 ambulance request through Capital Outlay. Mrs. Langone complimented the Chief on his successful financial management history. Mr. McQuaid pointed out that the Chief majored in Accounting in college and that he had a tremendous grasp on financial matters.

Chief William Brooks, Deputy Chief Peter Kelly and Business Manager Kevin Grasso presented the Police Department's \$7,513,283 Fiscal 2018 Budget Request. It includes a new officer position to be hired 1/1/18 and a new crossing guard at St. Catherine's which is currently performed by an officer. The new officer addition is to keep up with population growth. Capital Outlay also has a request from the department for 4 new cruisers which is part of the long-term rotation plan.

Bernie Cooper and Cathy Carney, Purchasing Manager presented multiple budgets including:

Board of Selectmen \$239,977

General Manager's Office \$605,325 (request for ½ time purchasing had been cut)

Municipal Building Maintenance and Repairs \$280,314

Holidays \$44,200

General Government Incidentals \$110,550

Worker's Compensation \$500,000

Insurance Account \$689,000

Group Insurance \$14,277,500 early approximation, rates issued in March, Enrollment Apr-May

Medicare \$924,013

Mr. McQuaid noted that we recently received the assessment from Blue Hill Regional School and our \$1,000,000 initial estimate is short by \$59,561. This must be added to shared costs for the 3rd Pass of the Budget Balancing Committee.

There being no other business, on a motion by Mr. Slater, seconded by Mr. Greeley it was

Voted Unanimously 3-0 to adjourn at 8:22 pm.

A True Copy

Attest: _____

Thomas J. McQuaid, CPA, Clerk-Finance Commission