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, Thursday, March 23, 2017 at 5:30 pm in the Robert M. Thornton Room, Town Hall, 566 Washington Street, Norwood, MA 02062

AGENDA

5:30 pm	Acceptance of minutes from Thursday, March 16, 2017
5:30 pm	Review of Fiscal 2018 Budget Proposals
6:00 pm	Capital Outlay Proposals
6:15 pm	Reserve Fund Request – Wiring salaries $20,500
6:25 pm	Snow and Ice Update
6:30 pm	Other business

<u>RESERVE FUND</u>

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

566 Washington Street P.O. Box 40 Norwood, MA 02062-0040
Tel. (781) 762-1240 VOICE/TTY - Use Phone Relay

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FINANCE COMMISSION MEETING
Thursday, March 16, 2017
MINUTES OF MEETING

A meeting of the Finance Commission was held at 5:30 pm, Thursday, March 16, 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. The main purpose of the meeting was to discuss the upcoming operational and capital budget plans for Blue Hills Regional School for Fiscal 2018.

Superintendent Hayden was given a last-minute invitation to join the meeting to relay news from last night's School Committee meeting. The Circuit Breaker Revenues were increased to $2,056,602 because Norwood qualified for extraordinary relief because its SPED budget rose over 25% in one year. Combined with funds voted at the Budget Balancing Committee, the School Committee was able to restore several positions including the Assistant Superintendent and the vice-principal at the Coakley Middle School.

Jim Quaglia, Superintendent and Steve Moore Assistant Superintendent for Business and Personnel and Kevin Connolly, Regional School Committee Member represented Blue Hills Regional School.

Superintendent Quaglia laid out a major renovation project for the school in which virtually every system and surface would be upgraded. Total cost is expected to be $86,500,000 but they are working diligently to lower that amount. Massachusetts School Business Assistance (MSBA) will reimburse 50% of the project. Norwood's share of the annual debt service would begin in Fiscal 2019 and is expected to be approximately $175,000 per year or an increase in the annual budget of 16%. If one of the 9 district towns takes negative action the project will not move forward. After a Blue Hills School Committee votes, towns have 6 days to take action. Only negative action counts. If a town does not call a town meeting, they are essentially voting yes.

Mrs. Langone moved to the next agenda item which is a request from the Airport for a reserve fund transfer of $20,000 for snow removal. Such request was recommended by the Board of Selectmen on Tuesday, February 21, 2017. Mr. McQuaid recommended that this request be denied as the additional cost of snow coverage has already been authorized by the General

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Manager through a snow emergency declaration. On a motion by Mr. Slater, seconded by Mr. Greeley it was ***voted unanimously 3-0 to deny the request.***

Mrs. Langone asked Mr. McQuaid to review the results of the Budget Balancing Committee meeting of March 13, 2017. The Budget Balancing Committee recommends the following:

- $300,000 of Free Cash be allocated to the Fiscal 2017 School Budget to prepay FY2018 SPED costs
- $295,000 from FY 2017 GIC account be allocated to the Fiscal 2017 School Budget to prepay FY2018 SPED costs
- $108,158 from Medicare Part D Subsidy to be allocated to the Fiscal 2017 School Budget to prepay FY2018 SPED costs and $100,000 for OPEB

This $703,158 will indirectly benefit the FY2018 Budget. Additionally, the BBC recommends reducing the FY2018 shared cost of health insurance by $540,000 and allocating 55% or $297,000 to the Schools and $243,000 to general government.

The Chair, Mrs. Langone passed the gavel to the Vice-Chair Mr. Slater. On a motion by Mr. Greeley, seconded by Mrs. Langone the minutes of February 22, 2017 were ***unanimously approved 2-0.*** Mr. Slater abstained as he was unable to attend the meeting on the 22nd.

There being no other business, on a motion by Mr. Slater, seconded by Mr. Greeley it was ***Voted Unanimously 3-0*** to adjourn at 7:25 pm.

A True Copy

Attest: ______________________________

Thomas J. McQuaid, CPA, Clerk-Finance Commission

TOWN OF NORWOOD
PROGRESSION OF FY2018 BUDGET

	Schools	General	Total
Pass #1	$41,401,023	$33,873,565	$75,274,588
Pass #2	1,011,841	827,870	1,839,711
Pass #3	297,000	243,000	540,000
Fiscal 2018 Budget	42,709,864	34,944,435	77,654,299
FY2017 Prepaid SPED	703,158	-	703,158
FY2018 Available Funds	43,413,022	34,944,435	78,357,457
	55.4%	44.6%	
Final Fiscal 2017 Budget	40,933,188	33,624,878	74,558,066
Additional over Fiscal 2017	$ 2,479,834	$ 1,319,557	$ 3,799,391
	6.1%	3.9%	5.1%

TOWN OF NORWOOD

PROGRESSION OF FY2018 BUDGET

	Changes	Schools	General	Total
Pass #1		$41,401,023	$33,873,565	$75,274,588
Pass 2 Revenues changes:				
Ambulance Receipts	$ 304,495			
Light Dept Revenues	800,000			
Local Aid	389,757			
Debt Exclusion	(126,503)			
Cemetery Receipts	30,000			
Transfare Fees	10,000			
AMR Receipts	200,000			
Chapter 90 Highway Funds	20,000			
	1,627,749			
Pass 2 Shared Cost changes:				
Reductions in Debt Service	100,000			
Reductions in GIC Health	300,000			
Employer Medicare	30,000			
Blue Hills School	(59,561)			
Local aid charges	(158,477)			
	211,962			
Pass #2	1,839,711	1,011,841	827,870	1,839,711
Pass #3	540,000	297,000	243,000	540,000
Fiscal 2018 Budget		42,709,864	34,944,435	77,654,299
FY2017 Prepaid SPED	703,158	703,158	-	703,158
Additional funds found	3,082,869	2,011,999	1,070,870	3,082,869
FY2018 Available Funds		43,413,022	34,944,435	78,357,457
Percent of budget		55.4%	44.6%	
Final Fiscal 2017 Budget		40,933,188	33,624,878	74,558,066
Additional over Fiscal 2017		$ 2,479,834	$ 1,319,557	$ 3,799,391
		6.1%	3.9%	5.1%

TOWN OF NORWOOD
BUDGET-BALANCING RECAP
FISCAL 2018

	A. REVENUE ITEMS	Final Budget FY2016	Base Budget FY2017	Changes During FY2017	TAX RECAP FY 2017	1ST PASS EST. FY2018	2ND PASS FY2018	3RD PASS FY2018	4TH PASS FY2018	3RD PASS TOTAL
	TOWN DEPARTMENTAL RECEIPTS									
1	NON-UTILITY DEPTS (DEPARTMENTAL RCTS)	$ 13,997,514	$ 13,997,514	$ 653,355	$ 14,650,869	$ 14,650,869	$ 304,495			$ 14,955,364
	UTILITY RECEIPTS:									
2	LIGHT DEPARTMENT	$ 54,349,606	54,627,910	(714,489)	53,913,421	60,096,162	800,000			60,896,162
3	WATER / SEWER DEPT.	$ 14,196,070	14,599,080	-	14,599,080	15,558,972				15,558,972
4	BROADBAND / CABLE	$ 7,465,550	8,007,720	2,249	8,009,969	8,322,760				8,322,760
5	Subtotal - Utilities Operations	$ 76,011,226	77,234,710	(712,240)	76,522,470	83,977,894	800,000			84,777,894
6	TOTAL DEPT. RECEIPTS	$ 90,008,740	91,232,224	(58,885)	91,173,339	98,628,763	1,104,495			99,733,258
	STATE AID:									
7	CHERRY SHEET AID	$ 10,315,902	10,588,668	199,388	10,788,056	10,788,056	389,757			11,177,813
	TAX LEVY:									
8	PRIOR YEAR LEVY CEILING	$ 62,827,200	65,319,412		65,319,412	68,098,582				68,098,582
9	2.5% INCREASE (ON MAX)	$ 1,570,680	1,632,985		1,632,985	1,702,465				1,702,465
10	NEW GROWTH LEVY ALLOWANCE	$ 800,000	900,000	246,185	1,146,185	1,100,000				1,100,000
	S/T- LEVY LIMIT WITHOUT DEBT EXCLUSION	$ 65,197,880	67,852,397	246,185	68,098,582	70,901,047				70,901,047
11	PROP 2 1/2 DEBT EXCLUSION LEVY	$ 2,173,470	2,071,395		2,071,395	2,071,395	(126,503)			1,944,892
	TAX LEVY CEILING	$ 67,371,350	69,923,792	246,185	70,169,977	72,972,442	(126,503)			72,845,939
12	MINUS UNUSED LEVY	$ -								
13	EQUALS ACTUAL TAX LEVY PER TAX RATE RECAP	$ 67,371,350	69,923,792	246,185	70,169,977	72,972,442	(126,503)			72,845,939
	FROM SURPLUS(SAVINGS):									
	RECURRING SOURCES OF SURPLUS:									
14	FREE CASH- REDUCE THE LEVY	$ 1,300,000	1,332,500		1,332,500	1,000,000				1,000,000
15	FREE CASH	$ 872,676	7,500	175,520	183,020	-				-
16	CEMETERY 26-1420/ TRANSFARE 26-3262/CON COM	$ 190,000	190,000		190,000	190,000	40,000			230,000
17	SCHOOL GRANT 'EES HEALTH INSUR. 99-6020	$ 200,000	200,000		200,000	200,000				200,000
18	A.M.R. WATER METER FUND RECTS. 99-2213	$ 300,000	300,000		300,000	300,000	200,000			500,000
19	CH.90 HIGHWAY AID	$ 889,737	880,178		880,178	880,000	20,000			900,000
20	S/T- RECURRING SURPLUS	$ 3,752,413	2,910,178	175,520	3,085,698	2,570,000	260,000			2,830,000
	NON-RECURRING SOURCES OF SURPLUS:									
21	STABILIZATION FUND	$ -								
22	PROCEEDS FROM SALE OF REAL ESTATE	$ -								
23	FROM PRIOR YEARS APPROPRIATIONS	$ 2,904,856								
24	GEN'L GOV'T BUDGET FROZEN FUNDS									
24	LIGHT DEPT. RATE STABILIZATION FUND	$ -								
25	S/T- NON-RECURRING SURPLUS	$ 2,904,856		-	-	-				-
26	TOTAL SURPLUS (RECURRING + NON)	$ 6,657,269	2,910,178	175,520	3,085,698	2,570,000	260,000			2,830,000
27	**TOTAL ESTIMATED REVENUES**	$ 174,353,261	$ 174,654,862	$ 562,208	$ 175,217,070	$ 184,959,261	$ 1,627,749			$ 186,587,010

TOWN OF NORWOOD
BUDGET-BALANCING RECAP
FISCAL 2018

B. BUDGET REQUESTS:

28	GENERAL GOV'T BUDGETS	$ 32,543,699	$ 33,449,878	$ 175,000	$ 33,624,878	$ 37,186,520			$ (2,242,085)	$ 34,944,435
29	SCHOOL DEPT. BUDGET	$ 40,491,849	40,823,311	109,877	40,933,188	44,757,799			(2,047,935)	42,709,864
30	SHARED COST BUDGETS	$ 37,453,961	38,364,146	520	38,364,666	41,455,292	(370,439)	(540,000)		40,544,853
31	TOTAL TOWN BUDGET	$ 110,489,509	112,637,335	285,397	112,922,732	123,399,611	(370,439)	(540,000)	(4,290,020)	118,199,152
32	UTILITY BUDGETS- Light Dept.	$ 44,476,154	42,110,088		42,110,088	47,272,368				47,272,368
33	UTILITY BUDGETS- Water&Sewer	$ 10,492,401	10,775,643		10,775,643	11,234,834				11,234,834
34	UTILITY BUDGETS- Broadband	$ 6,721,753	6,782,560		6,782,560	7,097,370				7,097,370
35	Subtotal-Utilities Budgets	$ 61,690,308	59,668,291	-	59,668,291	65,604,572	-			65,604,572
36	TOTAL TOWN BUDGETS	$ 172,179,817	172,305,626	285,397	172,591,023	189,004,183	(370,439)	(540,000)		183,803,724
37	STATE CHERRY SHEET CHARGES	$ 1,363,478	1,564,935	25,961	1,590,896	1,590,896	157,616			1,748,512
38	Cherry Sheet Offsets	$ 59,966	34,301	(388)	33,913	33,913	861			34,774
39	OVERLAY REQUIREMENTS	$ 750,000	750,000	250,000	1,000,000	1,000,000				1,000,000
40	OVERLAY Deficit			1,238	1,238	-				
41	**TOTAL BUDGET REQUESTS**	$ 174,353,261	$ 174,654,862	$ 562,208	$ 175,217,070	$ 191,628,992	$ (211,962)	$ (540,000)		$ 186,587,010
42	**Surplus or (Deficit)**	$ -	-	-	-	(6,669,731)	1,839,711	540,000		-

Additions to Shared Costs

Blue Hills Assessment $59,561

Reductions in Shared Cost:

Debt ($100,000)
Group Insurance ($300,000)
Medicare ($30,000)

Town of Norwood
Budget Balancing Group
FY2018 BUDGET ANALYSIS

4TH PASS

The purpose of this analysis is to reflect the historical method used by the town to balance the Budget (Deficit) projection of $ -

Step #		Pass Ref.		
1	Identify Total Revenues for FY2016	(Pg.1, Row 27)	$ 186,587,010	(This is the Total Revenue Estimate for FY18, as adjusted through the current pass. This amount of ESTIMATED REVENUES basically dicates what the Total Town BUDGET can be for the next fiscal year (FY18). (See Pass Analysis, Page 1, Line #27 $ 186,587,010

Step #		1st Pass Ref.		
2	Deduct Fixed/Shared Cost Budgets (Utility budgets, State Charges, Shared Costs)			
2a	Fixed Costs, Shared Cost Budge	(Pg.1, Row 30)	$ 40,544,853	Before the TOTAL REVENUE "PIE" is sliced up between the School and Gen Gov depts., we first deduct from the total budget allowed those budgets that cannot be reduced(i.e. Debt or Hlth Ins) and Utility Budgets; So, we first deduct the budgets to the Left like Utilities, State Cherry Sheet charges, Overlay and Shared Cost budgets
2b	Utility Budgets (Light, Water, Ca	(Pg.1, Row 35)	65,604,572	
2c	State Charges	(Pg.1, Row 37)	1,748,512	
2d	Cherry Sheet Offsets	(Pg.1, Row 38)	34,774	
2e	Overlay charges	(Pg.1, Row 39)	1,000,000	
	Overlay deficit est	(Pg.1, Row 40)	-	
	SubTotal- Shared/Fixed Cost Budgets Deducted		$ 108,932,711	

Step #					
3	Equals Net Revenues Available for Gen Govt and School Budgets		The Net result after deducting fixed and shared budgets from the total budgeted Revenues is the Net Revenues to be split between Schools and Gen Govt. We then apply the historically applied split percentages of 55% (Schools) / 45% GenGov to each side of gov't. This results in a budget ceiling for FY18		
3a			for the Schools of $	42,709,864	55.0%
3b	Equals- Net Revenue Pie to be split between Schools/ Gen Gov	$ 77,654,299	for the Gen Gov depts	34,944,435	45.0%
			$	77,654,299	100.0%

Step #							ACTUALLY FUNDED
4	Split Net Revenues Available Between School Dept (55%) and Gen Gov (45%)			New Ceiling- FY18	FY18 Requests	Bud Reductions Required	
4a	FY18 Max	Allocated to SCHOOL DEPT.	55%	$ 42,709,864	$ 42,709,864	$ -	$ 40,823,311
4b	FY18 Max	Allocated to GEN'L GOV'T	45%	34,944,435	34,944,435	-	$ 33,391,332
4c				$ 77,654,299	$ 77,654,299	$ -	
						Total Budget Reductions Needed to Balance 1st Pass	

Step #						
5	Comparison of Proposed FY18 Budget Ceiling to Current FY17 Budget Amounts					
	DEPARTMENT		FY18 PROPOSED BUDGET CEILING	FY17 ACTUAL BUDGET	$ CHANGE FY17 TO FY18	% CHG.
	SCHOOL DEPARTMENT		$ 42,709,864			
	Total School Budget	55.0%	42,709,864	$ 40,933,188	$ 1,776,676	4.3%
	STM Appropriations for FY2017					
	that Prepay FY2018 SPED Tuitions		603,158			
	FY2018 School Costs funded by Town		43,313,022			5.8%
	GENERAL GOV'T DEPTS.	45.0%	34,944,435	33,624,878	1,319,557	3.9%
	NET SCHOOLS PLUS GEN GOVT		$ 77,654,299	$ 74,558,066	$ 3,096,233	4.2%

TOWN OF NORWOOD

FISCAL 2018 FOURTH PASS BUDGET SUMMARY

FUNCTION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 FIRST PASS	2ND PASS	3RD PASS	4TH PASS	FY2018 PROPOSED	CHANGE
GENERAL GOVERNMENT								
1011 SELECTMEN ADMIN. SALARIES	140,076	146,027	146,027				146,027	-
1012 SELECTMEN INCIDENTALS	7,365	12,950	13,950				13,950	1,000
1014 SELECT NEGOTIATING SVCS	72,500	105,000	100,000		(20,000)	(5,000)	75,000	(30,000)
1021 GEN MGR SALARIES	557,135	582,512	601,662		(19,012)		582,650	138
1022 GEN MGR INCIDENTALS	17,687	21,525	22,675				22,675	1,150
1031 TCA SALARIES	541,344	548,363	543,162				543,162	(5,201)
1032 TCA INCIDENTALS	19,731	21,951	23,750				23,750	1,799
1040 HUMAN RESOURCES	212,806	240,611	245,299		(10,000)	5,000	240,299	(312)
1042 HUMAN RESOURCE-INCIDENTALS	17,790	33,780	37,380		(3,600)		33,780	-
1051 TREASURER SALARIES	488,346	490,803	500,839				500,839	10,036
1052 TREASURER INCIDENTALS	87,414	96,265	113,496				113,496	17,231
1054 TREAS-TAX FORECLOSURE	11,750	19,950	20,000				20,000	50
1055 TREAS BD. CERTIFICATION	1,000	1,000	1,000				1,000	-
1056 TREASURER COLL AGENT	43,422	49,250	67,500				67,500	18,250
1071 ASSESSOR SALARIES	237,251	249,327	255,130				255,130	5,803
1072 ASSESSORS INCIDENTALS	5,973	7,044	10,800				10,800	3,756
1073 ASSESSORS NEW EQUIPMENT	400	500	500				500	-
1074 ASSESS-LEGAL CNSL DEF	30,000	50,000	50,000				50,000	-
1077 ASSESSORS REVAL UPDATE	151,950	125,000	150,000				150,000	25,000
1091 ENGINEERS SALARIES	157,638	167,484	168,602		1,860		170,462	2,978
1092 ENGINEERS INCIDENTALS	6,603	6,850	6,850				6,850	-
1094 ENG STORM WATER COMPLIANCE	6,778	20,000	20,000				20,000	-
1095 CO-OP STUDENT SALARY	10,230	10,298	18,512				18,512	8,214
1096 ENGINEERS OVERTIME	131	500	500				500	-
1097 ENGINEERS LONGEVITY	2,500	750	750		(750)		-	(750)
1098 STREET ACCEPTANCE	-	2,500	1,000				1,000	(1,500)
1099 ENGINEERING AERIAL PHOTO/GIS	8,904	10,000	10,000				10,000	-
1114 TOWN COUNSEL LEGAL SERV	183,468	134,500	169,500		(19,500)		150,000	15,500
1131 ELECT/REG SALARIES	59,442	61,310	65,251				65,251	3,941
1132 ELECT/REG INCIDENTALS	78,167	104,685	162,000		(75,000)	75,000	162,000	57,315
1171 MUNIC BLDG CUST SAL	117,011	122,527	124,514				124,514	1,987
1172 MUNIC BLDG INCIDENTALS	149,645	180,400	152,800				152,800	(27,600)
1174 MUNIC BLDG REPAIRS/MAINT	-	20,000	188,000		(185,000)		3,000	(17,000)
1177 TOWN COMMON MAINT	-	1,000	6,000		(5,000)		1,000	-
1179 MUNIC BLDG NEW EQUIP	314	16,250	500				500	(15,750)
1191 MUNIC BLDG OFFICE SALARIES	49,904	53,620	56,620				56,620	3,000
1192 MUNIC BLDG OFFICE EXPENSE	19,082	31,350	31,350				31,350	-
1211 COUNCIL ON AGING SALARIES	302,114	320,792	328,440		100		328,540	7,748
1212 COUNCIL ON AGING INCID	14,904	19,900	19,900				19,900	-
1214 COA BUILDING MAINTENANCE	49,448	53,850	54,150				54,150	300
1241 VETERANS SALARIES	135,587	143,692	143,691		1		143,692	-
1242 VETERANS INCIDENTALS	235,649	245,250	270,250				270,250	25,000
1244 VETERANS - FUEL ASSISTANCE	-	100	100				100	-

1302 FIN COM INCIDENTALS	18,287	19,938	20,743				20,743	805
1305 FIN COM AUDIT SERVICES	85,100	94,059	95,000				95,000	941
1311 PLANNING BD SALARIES.	32,288	34,235	87,865		(32,235)		55,630	21,395
1312 PLANNING BOARD INCID	14,899	26,650	56,650		(30,000)		26,650	-
1313 PLANNING BD SAL-PLAN	97,114	102,399	105,464				105,464	3,065
1321 BOARD OF APPEAL SALARY	46,011	51,501	53,390				53,390	1,889
1322 BD OF APPEAL INCIDENTALS	4,604	5,190	5,350				5,350	160
1342 HANDICAPPED COMM TOT	-	100	100				100	-
1350 CABLE TV COMMISSION	1,800	4,000	4,000				4,000	-
1369 CONSERVATION LAND FUND	-	10,000	30,000		(20,000)		10,000	-
1370 CONSERVATION COMMISSION	39,106	40,065	40,125				40,125	60
1372 CONSERVATION COMMISSION INCID	11,663	17,055	25,276		(7,000)		18,276	1,221
1373 CONCOM-ELLIS POND PROJECT	4,950	21,000	14,000				14,000	(7,000)
1375 CONCOM-CONSULTING SERVICES	300	2,000	1,000				1,000	(1,000)
1376 CONCOM-ELLIS POND DAM CONSTR	-	-	-				-	-
1378 CONSRV COMM - PROPERTY MAINT	17,003	25,000	25,000				25,000	-
1382 PERMANENT BLDG COMMITTEE INCID	8,386	9,600	10,900				10,900	1,300
1392 HISTORICAL COMMISSION INCID	500	1,500	1,500				1,500	-
1410 MODERATOR'S EXPENSES	-	50	50				50	-
1430 PERSONNEL BOARD EXPENSES	356	2,000	62,000		(60,000)		2,000	-
1440 ECONOMIC DEVELOPMENT CTE	110	475	500				500	25
1450 CULTURAL COUNCIL	2,000	2,000	2,000				2,000	-
1500 PRINT TOWN REPORT	8,058	8,500	9,000				9,000	500
1512 PARKING TICKET INCIDENTALS	1,798	8,700	9,700		(1,000)		8,700	-
1522 ELDERLY H/P TRANSPORTATION PRG	25,171	40,440	40,440				40,440	-
1531 COMP MGMT-SALARIES	272,521	279,838	367,788				367,788	87,950
1535 COMP MGMT-OPERATING COSTS	314,091	356,661	401,780		(25,000)		376,780	20,119
1536 COMP MGMT-NEW EQUIPMENT	25,457	77,000	126,000		(36,000)		90,000	13,000
1537 COMP MGMT-VOIP	-	85,000	85,000		(40,000)		45,000	(40,000)
1540 CARILLON CONCERTS	3,508	6,950	6,950				6,950	-
1552 EMERGENCY MGT/CIVIL DEFENSE	17,190	17,300	25,800				25,800	8,500
1564 MEMORIAL DAY	3,500	4,500	5,000				5,000	500
1565 4TH OF JULY	19,000	21,700	25,000		(3,300)		21,700	-
1566 CHRISTMAS	6,054	14,300	15,000				15,000	700
1569 HOLIDAYS-HOLIDAY FESTIVAL	4,000	2,000	2,500				2,500	500
1600 GEN GOV'T OTHER EXPENSES	18,113	18,200	18,200				18,200	-
1602 GEN GOV'T INCIDENTALS	74,374	84,850	92,350			(1,930)	90,420	5,570
1604 CAPITAL OUTLAY COMMITTEE	-	400	400				400	-
1607 SUMMERFEST PROGRAM	6,685	6,900	6,900				6,900	-
1614 STREET EASEMENT	280,000	-	-				-	-
1622 MAINT OF OLD FIRE STATION	4,500	-	-				-	-
1643 DPW - ENG/DESIGN	(1,526)	-	-				-	-
2011 POLICE SALARIES	6,490,006	6,816,445	6,946,006		(26,863)		6,919,143	102,698
2012 POLICE INCIDENTALS	319,094	288,200	317,450		(5,000)		312,450	24,250
2015 POLICE TELEPHONE	43,675	54,000	55,000				55,000	1,000
2016 POLICE TRANSPORTATION	75,526	74,300	74,300				74,300	-
2017 POLICE NEW EQUIP'T	231,202	163,000	241,300		(195,000)		46,300	(116,700)
2023 TRAFFIC CONTROL - ELD	106,604	104,508	106,090				106,090	1,582
2038 FIRE DEPT MEDICAL	31,463	40,000	40,000				40,000	-

2040 FIRE DEPARTMENT	140,136	50,000	45,000		(45,000)		-	(50,000)
2041 FIRE SALARIES	4,614,708	4,483,578	4,507,282		(15,718)		4,491,564	7,986
2042 FIRE INCIDENTALS	274,204	307,790	322,790		(10,000)		312,790	5,000
2043 FIRE TRAINING	139,824	172,316	180,000		(5,000)		175,000	2,684
2044 FIRE HOLIDAY PAY	189,038	190,383	190,383				190,383	-
2045 FIRE OVERTIME & RECALL	99,307	105,000	110,000				110,000	5,000
2046 FIRE SUBSTITUTION PAY	708,747	674,450	685,000				685,000	10,550
2047 FIRE INCENTIVE PAY	19,200	70,000	75,000				75,000	5,000
2048 FIRE EMT PAY	300,245	302,375	302,375				302,375	-
2049 FIRE DISPATCHER PAY	316,204	310,005	313,848				313,848	3,843
2052 FIRE ALARM MAINTENANCE	25,595	42,058	44,503		(14,503)		30,000	(12,058)
2064 MAINT POL/FIRE BLDG	387,186	430,000	412,586				412,586	(17,414)
2066 POL/FIRE BLDG-RENOVATIONS	-	125,000	-				-	(125,000)
2201 BLDG INSPECTOR SALARIES	383,763	397,596	404,174		(3,000)		401,174	3,578
2202 BLDG INSPECTOR INCIDENTALS	22,050	26,630	26,630				26,630	-
2204 BLDG INSPECTOR OVERTIME	3,834	3,000	4,000				4,000	1,000
2402 INSECT/PEST EXTERMINATION	10,457	9,500	9,500				9,500	-
2500 TREE CARE INCID	32,349	34,850	94,850		(50,000)		44,850	10,000
2601 DOG OFFICER SALARIES	80,648	81,729	82,429				82,429	700
2602 DOG OFFICER INCIDENTALS	8,174	8,045	26,045		(18,000)		8,045	-
2603 ANIMAL CONTROL NEW EQUIPMENT	-	-	34,000		(34,000)		-	-
3011 BD HEALTH SALARIES	417,491	422,515	423,363				423,363	848
3012 BD HEALTH INCIDENTALS	15,427	16,000	18,750				18,750	2,750
3014 HAZARDOUS WASTE PROGRAM	40,000	40,000	40,000				40,000	-
3015 BD OF HEALTH CONTRACTED SERV	-	36,220	36,220				36,220	-
3104 SEWER MAINTENANCE	45,613	57,250	57,250				57,250	-
3106 PARTICULAR SEWERS	2,375	2,375	2,375				2,375	-
3108 MWRA SEWER I&I-	7,307	5,000	5,000				5,000	-
3204 DRAIN MAINTENANCE	93,349	40,900	115,900				115,900	75,000
3304 MATERIALS RECYCLE CTR MAINT.	53,605	59,000	59,700				59,700	700
3400 REFUSE REMOVAL	1,607,988	1,675,900	1,715,270				1,715,270	39,370
4011 PUBLIC WORKS ADMIN SAL	596,670	620,391	610,137		(27,714)		582,423	(37,968)
4012 PUBLIC WORKS INCIDENTALS	123,016	163,975	168,285		(250)		168,035	4,060
4014 GARAGE MAINTENANCE	367,552	288,842	284,270		(17,646)		266,624	(22,218)
4015 PUBLIC WORKS LABORERS	2,137,437	2,225,968	2,243,449		(750)		2,242,699	16,731
4016 PUBLIC WORKS OVERTIME	153,770	131,297	131,297				131,297	-
4018 D.P.W. - NEW EQUIPMENT	-	40,000	292,000		(292,000)		-	(40,000)
4104 WATER MAINTENANCE	112,865	110,400	237,900		(120,000)		117,900	7,500
4105 WATER OPERATIONS	139,778	136,000	136,000				136,000	-
4106 WATER SERVICE CONNECTION	6,942	6,000	6,000				6,000	-
4107 WATER DEPT CONSTR.	36,357	33,725	33,725				33,725	-
4201 CEMETERY SALARIES	401,963	419,010	422,800				422,800	3,790
4202 CEMETERY INCIDENTALS	62,941	61,733	63,672		(1,600)		62,072	339
4203 CEMETERY NEW EQUIPMENT	9,000	68,000	49,000		(40,000)		9,000	(59,000)
4204 CEMETERY - CHAPEL RENOVATIONS	7,105	2,500	500				500	(2,000)
4205 CEMETERY OVERTIME	26,087	25,500	27,500				27,500	2,000
4206 CEMETERY OFC RENOV	446	8,000	14,500		(14,000)		500	(7,500)
4212 CEMETERY IMPROVEMENTS	54,641	59,400	124,400				124,400	65,000
4300 HIGHWAY MAINT	209,206	233,200	300,450		(25,000)		275,450	42,250

4304 HIGHWAY CONST-ST REIMB	1,382,550	880,178	1,500,000		(600,000)		900,000	19,822
4305 HIGHWAY MAINT						243,000	243,000	243,000
4310 PERMANENT SIDEWALKS	14,332	1,000	26,000				26,000	25,000
4320 STREET LIGHTS	357,370	343,670	358,140				358,140	14,470
4330 SNOW & ICE REMOVAL	652,675	550,000	625,000		(50,000)		575,000	25,000
4342 PARKS MAINTENANCE	168,451	180,000	180,000				180,000	-
4343 PARKS DEPT - NEW EQUIP	22,996	11,000	14,000		(14,000)		-	(11,000)
5011 REC'N SALARIES (ADMIN)	407,995	423,273	415,753				415,753	(7,520)
5012 RECR'N INCIDENTALS	11,764	13,950	14,450				14,450	500
5014 REC'N MAINT OF BUILDING	144,389	238,850	381,089		(212,675)		168,414	(70,436)
5017 REC'N WAGES (P/TIME)	65,910	88,320	94,780				94,780	6,460
5102 PLAYGROUND MAINTENANCE	106,512	123,900	162,100				162,100	38,200
5104 PLAYGROUND IMPROVEMENTS	3,900	26,000	43,000		(36,000)		7,000	(19,000)
5106 OTDR REC-NOR SPEC REC PROGRAM	32,830	33,800	37,500		6,000		43,500	9,700
5212 OUTDOOR RECR'N-WAGES	183,095	214,760	238,900				238,900	24,140
8011 LIBRARY SALARIES	1,272,563	1,319,577	1,327,134				1,327,134	7,557
8012 LIBRARY INCIDENTALS	312,897	339,450	364,480				364,480	25,030
8014 LIBRARY BLDG MAINT	20,000	25,000	33,000				33,000	8,000
8016 LIBRARY-NEW EQUIPMENT	22,500	12,000	12,000				12,000	-
9020 AIRPORT INCIDENTALS	8,935	9,450	9,550				9,550	100
9021 AIRPORT SALARIES	170,956	174,619	176,619				176,619	2,000
9023 AIRPORT OPERATION EXPENSE	132,423	119,200	130,100				130,100	10,900
9024 AIRPORT CONST-MATCHING GRANT	5,105	10,000	17,000				17,000	7,000
9030 AIRPORT SECURITY	8,754	5,000	6,000				6,000	1,000
9033 AIRPORT CONSTR-INDEPENDENT EST	-	5,000	7,000				7,000	2,000
9038 AIRPORT - SNOW & ICE	31,223	30,000	35,000				35,000	5,000
9330 RETIRED POL/FIRE MEDICAL	21,126	60,000	75,000				75,000	15,000
9450 SELECTMEN-SCH BLDG SPEC REPAIR	123,026	-	-				-	-
9901 ARTICLE 1-COLA RESERVE	-	-	850,000		(100,000)		750,000	750,000
9902 AFSME CLERICAL TUITION PAY	-	1,500	1,500				1,500	-
GENERAL GOVERNMENT SUBTOTAL	33,164,877	33,624,878	37,186,520	-	(2,558,155)	316,070	34,944,435	1,319,557
SCHOOLS								
6000 SCH ADMIN SAL TOTALS	3,715,594	3,967,056	3,947,131			(1,000)	3,946,131	(20,925)
6010 SCH ADMIN EXP TOTAL	61,634	75,700	76,700			(3,000)	73,700	(2,000)
6012 SCH LABOR REL TOTAL	12,895	70,000	70,000				70,000	-
6020 SCH INSTRUC SAL TOTALS	24,954,108	26,136,313	27,153,035			(148,038)	27,004,997	868,684
6030 SCH I/S & T/B TOTALS	581,849	550,603	518,027			(12,143)	505,884	(44,719)
6040 SCHOOL CUSTODIAL SAL TOTALS	1,791,028	1,882,264	1,899,375				1,899,375	17,111
6050 SCH CUST SUP TOTALS	147,730	139,650	140,150			(10,580)	129,570	(10,080)
6060 SCH AUX AGENCY SALARIES TOTALS	635,951	656,789	636,974				636,974	(19,815)
6070 SCH AUX AGCY INCID TOTALS	35,619	33,955	47,182			(5,275)	41,907	7,952
6080 SCH CONT FEE & SERV TOTALS	372,250	457,313	444,769			(21,000)	423,769	(33,544)
6090 SCH UTILITIES TOTALS	1,266,263	1,186,159	1,279,751			(12,000)	1,267,751	81,592
6100 SCH MAINT OF BLDG TOTALS	605,816	424,765	501,110			(22,000)	479,110	54,345
6104 SCH BLDG SPEC REPAIRS	788	-	-				-	-
6110 SCH EQUIP REP & REP TOTALS	41,159	29,782	30,525			(14,855)	15,670	(14,112)
6120 SCH MAINT GROUNDS TOTALS	96,111	78,550	78,550			(4,000)	74,550	(4,000)
6121 SCH.MAINT SNOW & ICE TOTALS	150,644	20,000	40,000				40,000	20,000

6150 SCH ATHLETIC-TOWN TOTALS	242,271	269,960	287,786				287,786	17,826
6160 SCH TRANSPORTATION TOTALS	1,456,891	1,497,738	1,682,435			(25,000)	1,657,435	159,697
6180 SPECIAL ED & STUDENT SERVICES	3,972,682	3,197,839	4,557,403			(1,745,497)	2,811,906	(385,933)
6200 SCHOOL FINE ARTS	139,653	148,752	158,782			(3,547)	155,235	6,483
6450 SCH CUSTODIAL OVERTIME TOTALS	158,469	110,000	120,000			(20,000)	100,000	(10,000)
6981 SCH-COLLECTIVE BARGIN RES	-	-	1,088,114				1,088,114	1,088,114
SCHOOLS SUBTOTAL	40,439,405	40,933,188	44,757,799	-	-	(2,047,935)	42,709,864	1,776,676
SHARED COSTS								
1401 WORKER'S COMP BENEFITS	406,047	500,000	500,000				500,000	-
9010 RETIREMENT FUND	4,102,677	4,433,134	4,887,339				4,887,339	454,205
9105 INTEREST	4,252,666	4,385,608	4,362,951	(50,000)		(50,000)	4,262,951	(122,657)
9106 DEBT	11,884,828	11,952,261	13,923,625	(50,000)		50,000	13,923,625	1,971,364
9108 UNPAID BILLS	19,592	520	-				-	(520)
9200 INSURANCE ACCOUNT	536,199	750,000	689,000				689,000	(61,000)
9220 GROUP INSURANCE	12,564,445	13,587,000	14,577,500	(300,000)	(540,000)		13,737,500	150,500
9230 MEDICARE EMP SHARE	792,564	825,000	954,013	(30,000)			924,013	99,013
9310 RESERVE FUND	-	125,000	125,000				125,000	-
9340 STABILIZATION FUND	370,000	354,920	405,864				405,864	50,944
9341 AMORTIZATION-FY15 SNOW & ICE	449,220	449,220	-				-	(449,220)
9400 BLUE HILLS REG./NORFOLK AGGIE	917,496	974,549	1,000,000		59,561		1,059,561	85,012
9401 NORFOLK AGRICULTURAL SCH ASSMT	22,416	27,454	30,000				30,000	2,546
SHARED COSTS SUBTOTAL	36,318,150	38,364,666	41,455,292	(430,000)	(480,439)	-	40,544,853	2,180,187
GEN GOV'T, SCHOOLS AND SHARED COSTS	109,922,432	112,922,732	123,399,611	(430,000)	(3,038,594)	(1,731,865)	118,199,152	5,276,420
LIGHT DEPARTMENT								
1617 LAND AQUISITION	2,500,000	-	-				-	-
NSTAR CONTRACT MAINT & OPERA					24,834	(24,834)	-	-
7010 LIGHT DEPARTMENT	26,736,835	34,120,593	39,096,872				39,096,872	4,976,279
7011 LIGHT SALARIES (ADMIN)	1,316,161	1,336,526	1,371,296				1,371,296	34,770
7012 LIGHT ADMIN EXPENSES	807,163	1,020,360	1,060,954				1,060,954	40,594
7013 LIGHT DEPRECIATION	877,486	2,251,626	2,285,647				2,285,647	34,021
7014 LIGHT MAINT & OPERATIONS	704,250	999,040	1,053,587				1,053,587	54,547
7015 LIGHT DEPT WAGES	1,448,107	1,831,518	1,834,934				1,834,934	3,416
7016 LIGHT DEPT OVERTIME	435,526	426,833	439,638				439,638	12,805
7018 LIGHT STANDBY PAY	103,257	106,042	110,890				110,890	4,848
7019 LIGHT LONGEVITY PAY	16,507	17,550	18,550				18,550	1,000
7021 LIGHT SUBSTATION (NOT BORR)	249,152	-	-				-	-
LIGHT DEPARTMENT SUBTOTAL	35,194,444	42,110,088	47,272,368	-	24,834	(24,834)	47,272,368	5,162,280
BROADBAND								
7030 BROADBAND	3,637,997	3,896,037	4,012,842				4,012,842	116,805
7031 BROADBAND-SALARIES (Admin)	368,430	532,364	539,104				539,104	6,740
7032 BROADBAND-ADMIN EXPENSES	965,674	1,126,109	1,110,571				1,110,571	(15,538)
7033 BROADBAND-DEPR. & CAPITAL IMPR	475,443	625,081	816,893				816,893	191,812
7034 BROADBAND MAINT & OPERATIONS	50,339	112,295	114,895				114,895	2,600
7035 BROADBAND-WAGES	312,040	318,884	327,456				327,456	8,572
7036 BROADBAND-OVERTIME	82,162	102,536	105,612				105,612	3,076

7037 BROADBAND-STANDBY PAY	56,054	63,854	64,297				64,297	443
7038 BROADBAND-LONGEVITY PAY	4,200	5,400	5,700				5,700	300
BROADBAND SUBTOTAL	5,952,339	6,782,560	7,097,370	-	-	-	7,097,370	314,810
MWRA-WATER / SEWER								
9605 MWRA-WATER / SEWER ASSESSMENT	10,492,401	10,775,643	11,234,834				11,234,834	459,191
MWRA-WATER / SEWER SUBTOTAL	10,492,401	10,775,643	11,234,834	-	-	-	11,234,834	459,191
UTILITIES SUBTOTAL	51,639,184	59,668,291	65,604,572	-	24,834	(24,834)	65,604,572	5,936,281
TOTAL BUDGET	161,561,616	172,591,023	189,004,183	(430,000)	(3,013,760)	(1,756,699)	183,803,724	11,212,701

TOWN OF NORWOOD

FISCAL 2018 CAPITAL OUTLAY REQUESTS

INCLUDES AN ANALYSIS OF CURRENT DEBT SERVICE AND EFFECT OF BORROWING

ASSUMES BONDS BORROWED AT 4.5%

	Project Amount	From Free Cash	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
General Government (including landfill):								
Principal			$1,432,517	$ 2,197,484	$2,032,748	$1,930,011	$1,693,391	$1,431,784
Interest			806,368	671,835	476,907	404,395	339,144	278,973
General Government Obligations			2,238,885	2,869,319	2,509,655	2,334,406	2,032,535	1,710,757
			75.9%	75.4%	74.4%	73.8%	74.3%	73.5%
Schools:								
Principal			539,000	770,000	720,000	705,000	599,000	531,000
Interest			172,471	165,815	143,370	122,241	103,660	87,235
School Obligations			711,471	935,815	863,370	827,241	702,660	618,235
			24.1%	24.6%	25.6%	26.2%	25.7%	26.5%
Non-Utility Debt Service - NO BORROWING			$2,950,356	$ 3,805,134	$3,373,025	$3,161,647	$2,735,195	$2,328,992
GENERAL GOVERNMENTS REQUESTS								
Town Hall Elevator Principal-20 Years	$ 185,000				9,250	9,250	9,250	9,250
Town Hall Elevator Interest					8,325	7,909	7,493	7,076
Town Hall Renovation Principal	900,000				45,000	45,000	45,000	45,000
Town Hall Renovation Interest					40,500	38,475	36,450	34,425
Recreation Center Principal-20 Years	138,000				6,900	6,900	6,900	6,900
Recreation Center Interest					6,210	5,900	5,589	5,279
Ambulance Principal-10 Years	295,000				29,500	29,500	29,500	29,500
Ambulance Interest					13,275	11,948	10,620	9,293
Tennis Court Principal-20 Years	50,000				2,500	2,500	2,500	2,500
Tennis Court Interest					2,250	2,138	2,025	1,913
Basketball Court Principal-20 Years	80,000				4,000	4,000	4,000	4,000
Basketball Court Interest	-				3,600	3,420	3,240	3,060
From Borrowing	1,648,000				171,310	166,940	162,567	158,196
4 Marked Cruisers	195,000	195,000						
Pick-up Truck - Animal Control	34,000	34,000						
DPW Equipment	332,000	332,000						
From Free Cash	561,000							
General Government Total	2,209,000							
SCHOOL REQUESTS								
Oldham Floor Principal-20 Years	120,000				6,000	6,000	6,000	6,000
Oldham Floor Interest					5,400	5,130	4,860	4,590
Elementary School Ovens Principal-20 Years	145,400				7,270	7,270	7,270	7,270
Elementary School Ovens Interest	-				6,543	6,216	5,889	5,562
From borrowing	265,400				25,213	24,616	24,019	23,422
Replace 2008 Pickup truck	49,000	49,000						
Buses	310,000	310,000						
Technology	437,300	437,300						
From Free Cash	796,300							
School Total	1,061,700							
PBCC:								
St. Gabriel's Chapel Principal	1,200,000				60,000	60,000	60,000	60,000
St. Gabriel's Chapel Interest	-				54,000	51,300	48,600	45,900
	1,200,000				114,000	111,300	108,600	105,900
TOTAL PROJECTED DEBT SERVICE			$2,950,356	$ 3,805,134	$3,658,335	$3,439,887	$3,006,362	$2,593,088
Total Departmental Requests	$ 4,470,700	$ 1,357,300						
PAID FROM RATES								
Chlorine Circulator for Water Tank (From Rates)	120,000							
Water Main Rehab Program	380,000							
EPA Sewer Rehab	2,360,000							
SAVED BY USING FREE CASH								
Principal	1,357,300				271,460	271,460	271,460	271,460
Interest					61,079	48,863	36,647	24,431
					332,539	320,323	308,107	295,891

TOWN OF NORWOOD
PROJECTION OF FUNDS AVAILABLE FOR CAPITAL ITEMS
FOR FISCAL 2018 BUDGET

	Balances As of 03/01/17
FREE CASH as originally ctfd. 11/22/16	$4,342,245
STM 10/24/2016	(175,520)
Estimated snow and ice deficit for Fiscal 2017	(500,000)
May 9, 2017 STM for Fiscal 2017 Prepayment of FY2018 SPED	(300,000)
May 9, 2017 STM for Fiscal 2017 Interest	(395,000)
May 9, 2018 ATM used to balance the FY2018 Budget	(1,000,000)
Proposed minimum level of Free Cash	(500,000)
Free Cash Projection in excess of $500,000 reserve	$1,471,725

The TOWN OF NORWOOD
Commonwealth of Massachusetts

March 22, 2017

RECEIVED
TOWN OF NORWOOD
TOWN CLERK&ACCOUNTANT
2017 MAR 22 AM 9: 10

Chairman Judith A. Langone
Finance Commission
Norwood, MA

RE: Reserve Fund Transfer-Wiring Inspector

Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, March 21, 2017, voted to approve the request of the Manager on behalf of the Building Inspector Mark Chubet for a Reserve Fund Transfer as per the attached.

Very truly yours,

BOARD OF SELECTMEN

By ____________________
Administrative Assistant

Fj
Enclosures
Cc: John J. Carroll, General Manager
Building Inspector Mark Chubet
Thomas J. McQuaid, Town Clerk & Accountant

566 Washington Street, P.O. Box 40, Norwood, MA 02062-0040
(781) 762-1240 FAX (781) 551-5967 VOICE/TTY - Use Phone Relay

The TOWN OF NORWOOD
Commonwealth of Massachusetts

GENERAL MANAGER
JOHN J. CARROLL
(781) 762-1240

March 16, 2017

Board of Selectmen
Town of Norwood
Norwood, MA 02062

Re: Reserve Fund Transfer/Wiring Inspector Salary

Dear Members of the Board,

Our Wiring Inspector, Tim Fruci, is out of work due to a non-work-related illness that does not have a precise end-time.

In the meantime, Mr. Chubet has found a substitute Wiring Inspector to handle Mr. Fruci's day-to-day duties.

Enclosed is Mr. Chubet's letter requesting a Reserve Fund transfer to allow him to provide services required by Wiring Inspector until the matter of Mr. Fruci's health is resolved.

I recommend that you ask the Finance Commission for the transfer.

Very truly yours,

John J. Carroll
General Manager

Cc: Mark Chubet
Michelle Pizzi
Finance Commission

The TOWN OF NORWOOD

Commonwealth of Massachusetts

BUILDING DEPARTMENT
MARK G. CHUBET
Building Inspector

March 15, 2017

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

RE: PO 044317 Wiring Inspector Salary of Sub

Dear John:

Tim Fruci, our Wiring Inspector, has been battling health issues which have prohibited him from performing his full time duties for the Town of Norwood.

In order to maintain coverage of this position, PO 044317 Substitute Wiring Inspector funding has been completely depleted. The funding requested for PO 044317 is projected to cover the office of the Wiring Inspector during Mr. Fruci's contractual vacation time, unfortunately it does not provide funding in the event of extended sick time. This position requires daily permit application review and inspectional service in order to provide compliance with the National Electrical Code 527CMR.

Therefore, I would request a transfer of $20,500 in order to compensate the Substitute Wiring Inspector during the absence of Mr. Fruci. Any assistance you could give me regarding this matter would be deeply appreciated.

Sincerely,

Mark G. Chubet

Mark G. Chubet
Building Inspector

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