The TOWN OF NORWOOD
Commonwealth of Massachusetts

FINANCE COMMISSION

JUDITH A. LANGONE
CHAIR

ALAN D. SLATER
VICE-CHAIR

ROBERT G. DONNELLY DAVID E. HAJJAR ANNE MARIE HALEY

FINANCE COMMISSION MEETING

Meeting, Monday, May 8, 2017 at 6:30 pm in the High School Auditorium, Nichols Street, Norwood, MA 02062.

AGENDA

6:30 pm	Acceptance of minutes from Monday, April 24 2017
6:30 pm	Municipal Relief Request – Library Project $4,000
6:35 pm	Reserve Fund Transfer Request – Library $14,000
6:40 pm	Special Town Meeting vote on Articles
7:00 pm	Reconsideration of Capital Outlay – Town Hall Renovation
7:15 pm	Other business

RESERVE FUND

Reserve Fund ATM Appropriation:	$125,000
Treasurer Departmental Salaries	(15,340)
Wiring Inspector Salaries	(2,000)
Wiring Inspector Salaries	(20,500)
Veteran's Relief	(10,000)
Current balance	$77,660

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

FINCOM
~~R/F~~
MUNI
RELIEF

Library Board of Trustees
Susan Pipes, Chair
Sarah Begg
John Hall
Deborah Henry
Patricia Hines
Cashman Kerr Prince

Morrill Memorial Library

www.norwoodlibrary.org
Charlotte Canelli, Library Director

William Plasko
Town of Norwood Board of Selectmen
Washington Street
Norwood, MA 02062

Mr. Plasko and Members of the Board,

At Town Meeting in June 2015, members approved FY16 capital funds ($120,000) to replace all Library flooring. We encumbered those capital funds to FY17 in order to complete the project in this fiscal year. The flooring will be replaced this June. The library will be closed for the eight-day project.

The flooring replacement contract will expend all of the available capital funds of $120,000. The Library will use additional funds to complete the project – this includes moving furniture and boxes, purchasing packing supplies, ordering a storage container (POD) in the Library parking lot, and paying overtime for custodial staff.

Jim Croak (Library Senior Custodian) has hired four young men to assist with moving furniture and boxes into a large temporary container on June 4-5 and June 11-12. We do not wish to put these men on the payroll for the four days of work but hope to pay them as separate contractors when the Library is closed to the public.

As part-time library staff will not be paid when the Library is closed June 5 - June 12, we expect a surplus of $4000 in the Part-time Salaries Account (P1834).

We request that $4000 from the **Library's Part-time Salaries Account (P1834)** be transferred to the **Library's Building Maintenance and Repairs Account (P1865)** so that we may pay these four contractors from **P1865. Payment for this work will be made in mid-June.**

Thank you for your consideration.

Respectfully,

Charlotte Canelli

Charlotte Canelli
Library Director

Cc: Susan Pipes, Board of Library Trustees
Judith Langone, Chairman, Town of Norwood Finance Commission
Thomas McQuaid, Town Accountant

Morrill Memorial Library

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TO: **JUDITH LANGONE, CHAIR, TOWN OF NORWOOD FINANCE COMMISSION**
TOM MCQUAID, TOWN ACCOUNTANT
FROM: **CHARLOTTE CANELLI, MORRILL MEMORIAL LIBRARY**
SUBJECT: **INCREASE IN LIBRARY CARPETING PROJECT**
DATE: **5/4/2017**

At Town Meeting in June 2015, members approved FY16 capital funds ($120,000) to replace all Library flooring. We encumbered those capital funds to FY17 in order to complete the project in this fiscal year. The flooring will be replaced this June. The library will be closed for the eight-day project.

The flooring replacement contract will expend all of the available capital funds of $120,000. Which includes a contract for architectural design and oversight? The Library will use its own additional funds to complete the project – this includes moving furniture and boxes, purchasing packing supplies, ordering a storage container (POD) in the Library parking lot, and paying overtime for custodial staff.

Yesterday we received an unanticipated estimate for remediation work due to moisture on the library floors in two areas which are below grade. This was an additional expense of $12,900.

The carpeting project has begun – staff are packing, the library closure has been announced to the Town, the network and area libraries. Part-time staff have been told they will not be working. Full-time staff have planned their week of work out of the building. Carpet has been ordered.

I have attached the Moisture Mitigation Options provided to us yesterday. We are requesting a last-minute transfer to Library Capital – Carpeting of $14,000.

Respectfully,

Charlotte Canelli

Charlotte Canelli, Library Director

Cc: Cathy Carney, ToN Contracts Administrator
Attached: Moisture Mitigation Options REVISED

Custom Floors Design Bid Proposal

217 Main Street, Stoneham, MA 02180
781-435-0707 | info@CustomFloorsDesign.com

OPTION 1: Versa Shield MBX - 2 Days Extension required

DESCRIPTION	Material Price	Labor Price	AMOUNT
Rolled Moisture Barrier for Concrete Floors	$8,625.00	$3,616.00	**$12,241.00**
SKIM		$2,860.00	**$2,860.00**

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:

Pricing is valid for 30 days. Please contact our office with any questions. Pricing in this bid is based on plans and finish schedule provided. Pricing included in this proposal includes minor floor prep and does not include finished floor protection, floor leveling or built-ups. We reserve the right to withdraw a bid for any reason.

MATERIALS SUBTOTAL	**$8,625.00**
TAX RATE	
SALES TAX	
LABOR SUBTOTAL	**$6,476.00**
ALTERNATE BID TOTAL	**$15,101.00**

OPTION 2: ARDEX MC Rapid - 2 Days Extension required

DESCRIPTION	Material Price	Labor Price	AMOUNT
Ardex MC-Rapid (10 mill application)	$2,440.00	$1,000.00	**$3,440.00**
Shot Blast		$6,600.00	**$6,600.00**
SKIM		$2,860.00	**$2,860.00**

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:

Pricing is valid for 30 days. Please contact our office with any questions. Pricing in this bid is based on plans and finish schedule provided. Pricing included in this proposal includes minor floor prep and does not include finished floor protection, floor leveling or built-ups. We reserve the right to withdraw a bid for any reason.

MATERIALS SUBTOTAL	**$2,440.00**
TAX RATE	
SALES TAX	
LABOR SUBTOTAL	**$10,460.00**
ALTERNATE BID TOTAL	**$12,900.00**

LIST OF ARTICLES INCLUDING
FINANCE COMMISSION POSITIONS
SPECIAL TOWN MEETING MAY 8, 2017

#	DESCRIPTION	APPOPRIATION		SOURCE of FUNDS				
		REQUEST	VOTED	Free Cash	Internal	Account	Borrowing	Grants
	A	B	C	D	E	F	G	H
1	Town Charter Amend - Split Clerk/Accountant	NA						
2	Adopt a By-Law for Revolving Funds	NA						
3	Veterans Incidentals	$ 50,000	$ 50,000	$ 50,000				
4	School Department	703,158	703,158	300,000	$ 403,158	See reverse side		
5	OPEB	100,000	100,000		100,000	See reverse side		
6	Interest & Debt	397,000	397,000	395,000	2,000	See reverse side		
7	Treasurer's Salary, Incid & Collection Fees	15,600	15,600		15,600	See reverse side		
8	Legal Services - PBCC	18,500	18,500		18,500	See reverse side		
9	Legal Services - Town Counsel	10,000	10,000		10,000	See reverse side		
10	Collective Bargaining Expense	50,000	50,000		50,000	See reverse side		
11	Snow & Ice	478,484	478,484	478,484				
12	Ivatts Tennis Courts - repairs	50,000	Ind postponement			More info needed		
13	Unpaid Bills - (estimate)	2,644	2,644		844	See reverse side		
					1,800	See reverse side		
14	MWRA - Water Loan (Interest Free)	500,000	500,000				$ 500,000	
15	MWRA - Sewer Grant/Loan (Interest Free)	2,360,000	2,360,000				590,000	$ 1,770,000
16	Adopt Community Preservation Act by-law	NA						
17	Marijuana - Zoning - temp. moratorium	NA						
18	Marijuana - amend Zoning by-law	NA						
19	Marijuana - amend General by-law	NA						
20	Zoning Petition - 347 Everett St.	NA						
21	Billboard Petition	NA						
22	Sign By-law amendment - Planning Board	NA						
23	School Department	$ 300,000	Ind postponement					
24	COA Garage	80,000	Ind postponement	-	-		-	-
Totals:		$ 5,035,386	$ 4,685,386	$ 1,223,484	$ 601,902		$ 1,090,000	$ 1,770,000

Special Town Meeting
05/08/17
Funding Sources

Article #	Description	Amount Needed	Transferred to Account	From Free Cash	Funds From Source	From Source Account	Internal Source Description	Borrow	Grant
1	Town Charter Amend - Split Clerk/Accountant	None							
2	Adopt a By-Law for Revolving Funds	None							
3	Veterans Incidentals	$ 50,000	1242 1986-17	$ 50,000					
4	School Department	703,158	6180 1440-17	300,000	$403,158	9220 4030-17	FY17 GIC and Medicare Part D Subsidy		
5	OPEB	100,000	9220 1019-17		100,000	9220 4030-17	FY17 Medicare Part D Subsidy		
6	Interest on Indebtedness	397,000	9105 4039-17	395,000					
					2,000	9220 4040-17	FY17 Debt		
7	Treasurer's Salary	10,500	1051 0056-17		425	9020 2063-15	FY15 Airport Incidentals		
	Treasurer's Incidentals-Banking Services	1,100	1052 0075-17		11,909	9023 6847-15	FY15 Airport Operation Expense		
	Treasurer's Collection Fees	4,000	1056 0085-17		1,800	4104 1864-15	FY15 Water Maintenance		
		15,600			1,166	9023 6847-16	FY16 Airport Operation Expense		
					108	1602 0253-16	FY16 General Government Inc		
					192	1602 3000-16	FY16 General Government Inc		
					15,600				
8	Legal Services - PBCC	18,500	1382 3343-17		2,313	4104 1864-15	FY15 Water Maintenance		
					3,423	2052 0411-15	FY15 Fire Alarm Materials		
					7,433	2023 0358-16	FY16 Traffic Control		
					631	1242 1986-15	FY15 Veterans Incidentals		
					490	1242 1993-15	FY15 Veterans Incidentals		
					3,400	4300 0564-16	FY16 Highway Maint		
					475	1212 0279-16	FY16 Council on Aging Incidentals		
					41	1212 0282-16	FY16 Council on Aging Incidentals		
					294	1214 2853-16	FY16 COA Building Maintenance		
					18,500				
9	Legal Services - Town Counsel	10,000	1114 0141-17		1,789	1540 2079-16	FY16 Carillon Concerts		
					590	2011 0314-16	FY16 Police Salaries		
					1,026	2012 0339-16	FY16 Police Incidentals		
					187	2015 0346-16	FY16 Police Telephone		
					1,977	1172 0215-16	FY16 Municipal Building Incidentals		
					858	4104 1864-15	FY15 Water Maintenance		
					3,573	2064 0400-16	FY16 Maint Pol/Fire Bldg		
					10,000				
10	Collective Bargaining Expense	50,000	1014 0012-17		2,750	7034 7250-15	FY15 7034 Broadband Maint & Operation		
					10,825	7030 7228-16	FY16 7030 Broadband Programming		
					7,100	7032 7237-16	FY16 Broadband Admin Expenses		
					2,472	7032 7238-16	FY16 Broadband Admin Expenses		
					9,547	7032 7239-16	FY16 Broadband Admin Expenses		
					1,000	7032 7242-16	FY16 Broadband Admin Expenses		
					2,825	7032 7243-16	FY16 Broadband Admin Expenses		
					5,500	7032 7244-16	FY16 Broadband Admin Expenses		
					1,217	7034 7250-16	FY16 Broadband Maint & Operation		
					6,764	4104 1864-15	FY15 Water Maintenance		
					50,000				
11	Snow and Ice - DPW	281,718	4330 4020-17						
	Snow and Ice - Schools	185,266	6121 2010-17						
	Snow and Ice - Airport	11,500	9038 3068-17						
		478,484		478,484					
12	Ivatts Tennis Courts - Repairs	50,000	5104 1888-17		50,000	7012 2620-16	FY16 Light Admin Expenses		
13	Unpaid Bills	2,644	9108 2995-17		844	1022 0027-17	FY17 General Manager Incidentals		
					1,800	9023 6847-15	FY15 Airport Operations Expense		
					2,644				
14	MWRA Water Loan (Interest Free)	500,000						$ 500,000	
15	MWRA Sewer Loan/Grant (Interest Free)	2,360,000						590,000	$1,770,000
		$4,735,386		$1,223,484	$651,902			$1,090,000	$1,770,000