



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, Thursday, June 1, 2017 at 5:30 pm in the Robert M. Thornton Room, Town Hall, 566 Washington Street, Norwood, MA 02062.

A G E N D A

- 6:30 pm Acceptance of minutes from Thursday, May 18, 2017
- 6:30 pm Municipal Relief Request – Recreation Department
- 6:40 pm Municipal Relief Request - DPW
- 6:50 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)
Library repairs	<u>(14,000)</u>
Current balance	<u>\$63,160</u>



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FINANCE COMMISSION MEETING

Thursday, May 18, 2017

MINUTES OF MEETING

A meeting of the Finance Commission was held at 6:30 pm, Thursday, May 18, 2017 in the High School Auditorium. Attending the meeting were members Judith Langone, Chair, Alan Slater, Vice-Chair, Robert Donnelly, David Hajjar and Anne Haley supported by Tom McQuaid, Clerk to the Finance Commission. The main purpose of the meeting was to review the Fiscal 2018 Group Insurance Budget in light of the end of "Open Enrollment".

Mrs. Langone asked for discussion on the minutes of May 15, 2017. On a motion by Mr. Slater, seconded by Mr. Donnelly the minutes of the May 15, 2017 Finance Commission Meeting were ***approved unanimously 5-0.***

Mr. Cooper and Ms. Pizzi presented an extensive analysis of the group insurance budget after "open enrollment". Our original estimate is unchanged. There have been 4 family plan additions added to the actual enrollment at July 1, 2017. As younger people have been hired they are not seeking coverage as frequently as in the past. This may be due to the availability of spouses plans and also some new employees may still be covered under a parental plan. The Medicare plan projection includes an estimate for additional lives as we know several employees plan on retirement in Fiscal 2018. Mr. Cooper pointed out that no credit for "Medicare Part D Reimbursement" has been included in the budget. The federal plan has ended but we may receive approximately \$100,000 in run-off funds as the GIC withholds payment to cities and towns until October of the following year. No further budget action is required.

Mr. Carroll and Chief Greeley appeared to request four Municipal Relief Transfers. The Chief has done a good job of managing his departmental funds and he has the sources within his department to handle the transfers.

Mrs. Langone stated that it is the strong preference of the FINCOM that most of these transfers should have occurred at the recent Special Town Meeting so that the control and transparency flows to the representative Town Meeting Members. Mr. Carrol believes Municipal Relief was

created for just this type of transfer within general government budgets. The requests are as follows:

To: Account 2041 Personal services	\$21,000.00	
From: Account 2066 P/F Building New Equipment		\$21,000.00
Due to 3 retirement payouts		
To: Account 2047 Incentive Pay	\$576.00	
From: Account 2040		\$576.00
Budget is \$70,000, estimate variance		
To: Account 2049 Dispatcher Pay	\$20,000.00	
From: Account 2066 P/F Building New Equipment		\$20,000.00
Caused by family illness and staff medical		
To: Account 2046 Fire Substitution	\$17,000.00	
From: Account 2042 Incidentals		\$17,000.00
Covering absences		

On a motion by Mr. Hajjar, seconded by Mrs. Haley the Municipal Relief Requests noted above were ***approved unanimously 5-0.***

Chief Greeley thanked the Commissioners for these votes and their continued support of the Fire Department. His goal next year is to seek relief through the Special Town Meeting process if the information is available in April.

Discussion turned to Article 5, Section 9901 COLA's and 9902 Tuition. The Firefighters did not ratify the MOA that had been negotiated. As a result, the FINCOM discussed the following motion to be presented to the body:

ARTICLE 5.

X. Article 1 Wage/Salary Adjustments

Recommended by the Finance Commission:

VOTED: That the following sums be raised by taxation and appropriated for the purposes indicated:

9901. Article 1 – Wage & Salary Adjustments.....	\$ 680,181
9902. AFSME Clerical Tuition Pay.....	<u>1,500</u>
TOTAL	\$ 681,681

And, be it further

VOTED: That the total sum of \$750,000 appropriated for account 9901, that the sum of \$680,181 be specifically appropriated for the purpose of providing General Government Wage Increases for the union and non-unit groups and their departments that have already been approved by the Board of Selectmen in following collective and non-collective bargaining agreements indicated:

*	AFSCME Clerical Union	\$ 39,186
*	AFSCME Library Union	26,492
*	AFSCME Light Department	108,668
*	AFSCME Public Safety	45,361
*	AFSCME Public Works Union	64,825
*	Police Patrol Officers Union	152,582
*	Police Superior Officers Union	82,527
*	General Government Non Unit Group	<u>160,540</u>
	SUBTOTAL	\$680,181

And, be it further

VOTED: That the sum of \$69,819 also be raised from taxation and appropriated for the purpose of establishing a RESERVE for future FY18 General Government Collective Bargaining Wage increases that have yet to be approved and that no expenditures may be made directly from this RESERVE without further Town Meeting action; that the \$69,819 will be transferred to the appropriate department budgets only with the approval of a future Special Town Meeting, after the unsettled collective bargaining agreements have been settled.

On a motion by Mr. Slater, seconded by Mr. Hajjar it was ***voted unanimously 5-0*** to adopt the motion for Town Meeting.

There being no other business, on a motion by Mr. Hajjar, seconded by Mr. Slater it was ***voted unanimously 5-0*** to adjourn at 7:18 pm.

A True Copy

Attest: _____
Thomas J. McQuaid, CPA, Clerk-Finance Commission



The TOWN OF NORWOOD

Commonwealth of Massachusetts

THE SELECTMEN

William J. Plasko, *Chairman*

Helen Abdallah Donohue

Paul A. Bishop

Allan D. Howard

Thomas F. Maloney

Frances L. Jessoe, *Clerk*

May 31, 2017

Chairman Judith A. Langone
Finance Commission
Norwood, MA

RE: Municipal Relief Act-Recreation Department

Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, May 30, 2017, voted to approve the municipal relief request as per the attached.

Very truly yours,

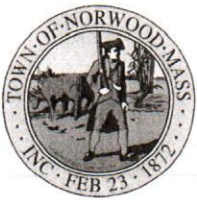
BOARD OF SELECTMEN

By Christina Mulvihill
Assistant

cm

Enclosure

cc: John J. Carroll, General Manager
Thomas J. McQuaid, Town Clerk & Accountant
Linda Laridis, Asst. Town Accountant
Supt. of Recreation, Gerald F. Miller, Recreation



Commonwealth of Massachusetts

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

May 25, 2017

Board of Selectmen
Town of Norwood
Norwood, Ma 02062

Dear Members of the Board,

I recommend that you approve Mr. Miller's request to transfer \$10,000 from Outdoor Salaries (P1879-17) to Utilities (P188-17). The funds are needed there because last year's draught caused an excessive use of irrigation at the pools.

Very truly yours,

John J. Carroll
General Manager

Cc: Travis Farley
Gerald Miller
✓ Finance Committee

RECEIVED
TOWN OF NORWOOD
TOWN CLERK/ACCOUNTANT
2017 MAY 30 AM 8:17



The TOWN OF NORWOOD

Commonwealth of Massachusetts

RECREATION DEPARTMENT

GERALD F. MILLER, *Superintendent of Recreation*
TRAVIS C. FARLEY, *Recreation Program Director*
HOWARD Z. WEINSTEIN, *Recreation Administrator*
LEE KENNEDY, *Secretary*

May 24, 2017

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

Dear Mr. Carroll:

The Recreation Department would like to use the Municipal Relief Program to help with a shortfall in my budget.

Every year, we budget for a full Summer of lifeguards, at both pools; however most years we have to close one pool (usually Fr. Mac's) early due to lack of lifeguards.

I am proposing that we take \$10,000.00 from P1879-17 (Outdoor Salaries) and move it to P1881-17 (Utilities). The Utilities Account is running short because of last year's drought (irrigation).

Thank you for your consideration in this matter.

Respectfully yours,

Gerald F. Miller
Superintendent of Recreation



Judith A. Langone, Chair
Alan D. Slater, Vice Chair
Robert G. Donnelly
David E. Hajjar
Anne Marie Haley

**NORWOOD FINANCE COMMISSION
CERTIFICATION OF MUNICIPAL RELIEF TRANSFER VOTE**

DATE OF FINCOM TRANSFER:

6/1/2017

TRANSFER TO:

Level 1 Level 2

1881-17 5102 Recreation Utilities \$ 10,000.00

TRANSFER FROM:

Level 1 Level 2

1879-17 5212 Recreation Summer Salaries \$ 10,000.00

Signatures of Finance Commissioners:

Judith A. Langone, Chair

Alan D. Slater

Robert G. Donnelly

David E. Hajjar

Anne Marie Haley



The TOWN OF NORWOOD

Commonwealth of Massachusetts

THE SELECTMEN

William J. Plasko, *Chairman*

Helen Abdallah Donohue

Paul A. Bishop

Allan D. Howard

Thomas F. Maloney

Frances L. Jessoe, *Clerk*

May 24, 2017

*Chairman Judith A. Langone
Finance Commission
Norwood, MA*

RE: Municipal Relief Act-Department of Public Works


Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, May 23, 2017, voted to approve the attached municipal relief request as per the attached.

Very truly yours,

BOARD OF SELECTMEN

By


Administrative Assistant

Fj

Enclosure

*Cc: John J. Carroll, General Manager
Thomas J. McQuaid, Town Clerk & Accountant
Linda Laridis, Asst. Town Accountant
Supt. Mark Ryan, DPW, Town Engineer*



THE TOWN OF NORWOOD

Commonwealth of Massachusetts

THE SELECTMEN

William J. Plasko, *Chairman*

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Thomas F. Maloney

Frances L. Jessoe, *Clerk*

May 24, 2017

Chairman Judith A. Langone
Finance Commission
Norwood, MA

RE: *Municipal Relief Act-Department of Public Works*

Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, May 23, 2017, voted to approve the attached municipal relief request as per the attached.

Very truly yours,

BOARD OF SELECTMEN

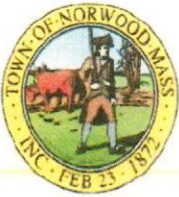
By


Administrative Assistant

Fj

Enclosure

Cc: John J. Carroll, General Manager
Thomas J. McQuaid, Town Clerk & Accountant
Linda Laridis, Asst. Town Accountant
Supt. Mark Ryan, DPW, Town Engineer



The TOWN OF NORWOOD

Commonwealth of Massachusetts

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

May 22, 2017

Board of Selectmen
Town of Norwood
Norwood, MA 02062

Dear Members of the Board,

Mr. Ryan has three relatively minor Municipal Relief Act requests which I hope you will approve. They are listed in his attached memo to me.

Very truly yours,

John J. Carroll
General Manager

CC: Mark Ryan
Finance Committee



TOWN OF NORWOOD
DEPARTMENT OF PUBLIC WORKS

One Lyman Place, Norwood, MA 02062
Phone 781-762-1413 Fax 781-762-9378
Email mryan@norwoodma.gov

Mark P. Ryan
Director of Public
Works and
Town Engineer

MEMORANDUM

To: John Carroll
From: Mark Ryan *MR*
Date: May 18, 2017
RE: Public Works Budget

The Public Works Department has projected some budget shortages and we have identified available funding sources within the budget

Public Works Admin Salaries

Shortage	Public Works Admin. Salaries - 4011	(\$ 28,051)
Funding Source	Public Works Labor Salaries - 4015	\$ 28,500

The shortage is directly attributed to the vacation pay back for Pat Baltadonis upon her retirement and the severance pay for the Recycling Coordinator.

Public Works Overtime

Shortage	Public Works Overtime - 4016	(\$ 21,889)
Funding Source	Public Works Labor Salaries - 4015	\$ 22,000

This would bring our FY 17 overtime budget to \$153,297. This figure is higher than our actuals in FY 15 (\$144,777) and FY 16 (\$ 151,204). The increase is directly attributed to numerous after hour utility mark-outs for emergencies (i.e. gas leaks) and DPW crews working overtime to get fields playable after the wetter than normal spring. We also continue to operate the Winter Street facility year round.

Public Works Overtime (cont.)

This request is based on an estimate that includes funds for unknowns such as after hour water leaks, household sewer backups and after hour utility mark-outs. Any funds not used for overtime will be returned to the Town.

Cemetery Overtime

Shortage	Cemetery Overtime – 4205	(\$ 3,995)
Funding Source	Cemetery Salaries – 4201	\$ 4,000

This would bring our FY 17 overtime budget to \$ 29,500. This figure is lower than our FY 15 overtime budget (\$ 30,966) and higher than our FY 16 overtime budget of (\$ 25,864). This request is the result of numerous weekend burials (34 to date) which has provided the Town with \$20,910 in weekend burial fees.

This request is based on an estimate that includes funds for unknowns such as future weekend burials. Any funds not used for overtime will be returned to the Town.

Budget Summary by Function

Town of Norwood

Fiscal Year: 2017 Release Date Closed: 05/25/2017 End Cycle: 15 Fund Range: 01 Function Range: 4011-4016
 Detail: Y Collapse SLYear: N

Func	Description	Revised Budget	Total Activity	Encumbered	Balance
053217	PUB WKS SAL-SUPT	145,184.00	128,875.31	0.00	16,308.69
053317	PUB WKS SAL-ASST SUPT	108,133.00	95,986.15	0.00	12,146.85
053517	PUB WKS SAL-SR ADMIN ASST	58,677.00	66,369.99	0.00	-7,692.99
053717	DPW - ADMIN SALARIES-GEN FORMN	187,122.00	154,690.18	0.00	32,431.82
055817	PUB WORKS SAL - BUSINESS MGR	93,561.00	83,051.18	0.00	10,509.82
258417	PUB WKS-SAL RECYCLE COORD	27,714.00	54,512.47	0.00	-26,798.47
4011	PUBLIC WORKS ADMIN SAL	620,391.00	583,485.28	0.00	36,905.72
054117	PUB WORKS INCID-MATER. & EQUIP	2,500.00	6,298.28	0.00	-3,798.28
054217	PUB WKS INCID-DUES/SUBSC	4,000.00	1,353.00	0.00	2,647.00
054317	PUB WKS INCID-OFC SUPPL	7,000.00	3,737.40	-100.00	3,162.60
054417	PUB WKS INCID-PRINTING	700.00	838.00	0.00	-138.00
054517	PUB WKS INCID-POSTAGE	400.00	297.00	0.00	103.00
054617	PUB WKS INCID-TELEPHONE	13,200.00	10,384.39	-1,726.49	1,089.12
054717	PUB WKS INCID-UTILITIES	94,000.00	58,473.50	-2,100.00	33,426.50
054817	PUB WKS INCID-REP & REP	5,500.00	27,870.79	-185.00	-22,555.79
054917	PUB WKS INCID-PROT CLOTH	1,000.00	0.00	0.00	1,000.00
055017	PUB WKS INCID-MEDICAL	1,000.00	2,890.00	0.00	-1,890.00
055117	PUB WKS INCID-WORK CLOTH	25,900.00	25,889.80	0.00	10.20
055217	PUB WORKS INC - CUST. SUPPLIES	8,000.00	1,856.20	-232.74	5,911.06
055617	PUB WORKS - ADVERTISING	525.00	220.00	0.00	305.00
329117	PUB WORKS INCID-EYEWEAR	250.00	93.00	0.00	157.00
4012	PUBLIC WORKS INCIDENTALS	163,975.00	140,201.36	-4,344.23	19,429.41
056017	GAR MAINT-EQUIP REPAIR	110,000.00	87,397.60	0.00	22,602.40
056117	PUBLIC WORKS-MISC	1,500.00	8,565.33	0.00	-7,065.33
062617	GAS MAINTENANCE-GAS TANKS	8,000.00	13,752.39	0.00	-5,752.39
401917	GAR MAINT-GAS&OIL	169,342.00	132,686.09	-3,075.66	33,580.25
4014	GARAGE MAINTENANCE	288,842.00	242,401.41	-3,075.66	43,364.93
053617	PUB WKS SAL-WAGES	2,130,763.00	332,508.17	0.00	1,798,254.83
053917	PUB WKS SAL-LONGEVITY	15,125.00	15,750.00	0.00	-625.00
054017	PUB WKS SAL-SUMMER HELP	80,080.00	36,808.85	0.00	43,271.15
059117	DPW WAGES-WATER MAINT.	0.00	279,451.04	0.00	-279,451.04
059317	DPW WAGES-PARKS MAINT.	0.00	22,810.05	0.00	-22,810.05
059417	DPW WAGES-GARAGE MAINT.	0.00	110,103.84	0.00	-110,103.84
059617	DPW WAGES-HIGHWAY	0.00	1,066,315.96	0.00	-1,066,315.96
059817	DPW WAGES-SEWER MAINT.	0.00	7,298.64	0.00	-7,298.64
4015	PUBLIC WORKS LABORERS	2,225,968.00	1,871,046.55	0.00	354,921.45
053817	PUBLIC WORKS OVERTIME	30,000.00	81,156.72	0.00	-51,156.72
073817	DPW-MANAGERIAL STANDBY O.T.	26,297.00	24,126.24	0.00	2,170.76
179017	DPW WAGES-WATER LEAK O.T.	26,000.00	17,389.10	0.00	8,610.90
197817	DPW WAGES-HIGHWAY MAINT O.T.	34,000.00	2,213.94	0.00	31,786.06
263617	DPW WAGES-SEWER PLUGGED O.T.	15,000.00	8,168.20	0.00	6,831.80
4016	PUBLIC WORKS OVERTIME	131,297.00	133,054.20	0.00	-1,757.20
01	General Fund	3,430,473.00	2,970,188.80	-7,419.89	452,864.31
17	2017	3,430,473.00	2,970,188.80	-7,419.89	452,864.31
		3,444,780.89	2,983,734.59	-7,419.89	453,626.41

Budget Summary by Function

Town of Norwood

Fiscal Year: 2017 Release Date Closed: 05/25/2017 End Cycle: 15 Fund Range: 01 Function Range: 4201-4205
 Detail: Y Collapse SLYear: N

Func	Description	Revised Budget	Total Activity	Encumbered	Balance
193017	CEMETERY SAL-WAGES	396,130.00	330,687.61	0.00	65,442.39
193117	CEMETERY SAL-SUMMER TMP	22,880.00	16,785.50	0.00	6,094.50
4201	CEMETERY SALARIES	419,010.00	347,473.11	0.00	71,536.89
194017	CEMETERY MAINT-DUES/SUBS	320.00	310.00	0.00	10.00
194117	CEMETERY MAINT-CONT WORK	2,500.00	6,556.67	0.00	-4,056.67
194217	CEMETERY MAINT-PRINTING	100.00	0.00	0.00	100.00
194317	CEMETERY MAINT-TELEPHONE	1,100.00	1,276.51	0.00	-176.51
194417	CEMETERY MAINT-UTILITIES	13,250.00	11,695.84	-1,659.83	-105.67
194517	CEMETERY MAINT-GASOLINE	13,563.00	10,019.38	0.00	3,543.62
194617	CEMETERY MAINT-EQUIP REP	10,000.00	6,633.71	0.00	3,366.29
194717	CEMETERY MAINT-PLANTS	6,000.00	4,137.97	0.00	1,862.03
194817	CEMETERY MAINT-MATERIALS	9,500.00	15,787.55	0.00	-6,287.55
195117	CEMETERY MAINT-WORK CLTH	4,200.00	3,500.00	0.00	700.00
195217	CEMETERY MAINT-HIRED EQUIP	1,000.00	0.00	0.00	1,000.00
195317	CEMETERY MAINT-MISC	200.00	99.99	0.00	100.01
4202	CEMETERY INCIDENTALS	61,733.00	60,017.62	-1,659.83	55.55
195817	CEMETERY NEW EQUIPMENT	68,000.00	68,000.00	0.00	0.00
4203	CEMETERY NEW EQUIPMENT	68,000.00	68,000.00	0.00	0.00
196117	CEMETERY CHAPEL RENOV	2,500.00	2,000.00	0.00	500.00
4204	CEMETERY - CHAPEL RENOVATIONS	2,500.00	2,000.00	0.00	500.00
193217	CEMETERY SAL-OVERTIME	25,500.00	22,659.23	0.00	2,840.77
4205	CEMETERY OVERTIME	25,500.00	22,659.23	0.00	2,840.77
01	General Fund	576,743.00	500,149.96	-1,659.83	74,933.21
17	2017	576,743.00	500,149.96	-1,659.83	74,933.21
		579,342.35	500,815.98	-2,394.83	76,131.54



Judith A. Langone, Chair
Alan D. Slater, Vice Chair
Robert G. Donnelly
David E. Hajjar
Anne Marie Haley

**NORWOOD FINANCE COMMISSION
CERTIFICATION OF MUNICIPAL RELIEF TRANSFER VOTE**

DATE OF FINCOM TRANSFER:

TRANSFER TO:

Level 1 Level 2

2584-17	4011	Public Works Admin Salaries	\$ 28,051.00
1538-17	4016	Public Works Overtime	\$ 21,889.00
1932-17	4205	Cemetery Sal - Overtime	\$ 3,995.00

TRANSFER FROM:

Level 1 Level 2

0536-17	4015	Public Works Labor Wages	\$ 28,051.00
0536-17	4015	Public Works Labor Wages	\$ 21,889.00
1930-17	4201	Cemetery Sal - Wages	\$ 3,995.00

Signatures of Finance Commissioners:

Judith A. Langone, Chair

Alan D. Slater

Robert G. Donnelly

David E. Hajjar

Anne Marie Haley