



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, Tuesday, June 20, 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

5:30 pm Acceptance of minutes from Thursday, June 1, 2017

5:30 pm Municipal Relief Requests:

Request 05 - Recreation Department
Request 06 – Municipal Building Salaries
Request 07 – Fire Department Medical
Request 08 - Veteran's Clerk Retirement Payout
Request 09 – Police Department Incidentals
Request 10 – Planning Clerk Retirement Payout

6:00 pm Long – Range Budget Discussion

6:15 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)
Library repairs	<u>(14,000)</u>
Current balance	<u>\$63,160</u>



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

Thursday, June 1, 2017

MINUTES OF MEETING

A meeting of the Finance Commission was held at 5:30 pm, Thursday, June 1, 2017 in the Robert M. Thornton Room, Town Hall, 566 Washington Street. Attending the meeting were members Judith Langone, Chair, Alan Slater, Vice-Chair, Robert Donnelly and David Hajjar supported by Tom McQuaid, Clerk to the Finance Commission. The main purpose of the meeting was to review and approve, if appropriate, a Municipal Relief Transfer for the Recreation Department and three for the Public Works Department.

Mrs. Langone asked for discussion on the minutes of May 18, 2017. On a motion by Mr. Slater, seconded by Mr. Hajjar, the minutes of the May 18, 2017 Finance Commission Meeting were ***approved unanimously 4-0.***

Travis Farley, Recreation Director, appeared to request a \$10,000 transfer for playground utilities to cover extra water charges related to last July and August's drought. The funds will come from within the Recreation Department via summer wages. Commission members pointed out that Mr. Miller, recently retired Recreation Director should have brought the issue to the May 8, 2017 Special Town Meeting since it was a known problem at the time. In that way, we can maximize transparency within Town Government. Mr. Farley noted this information and plans to do so if a similar situation arises in the future.

On a motion by Mr. Hajjar, seconded by Mr. Donnelly the request for a \$10,000 Municipal Relief Transfer was ***unanimously approved 4-0.***

Mr. Carroll and Mr. Ryan appeared for the Public Works Department to ask for three Municipal Relief Transfers. The first related to replenishing \$28,500 of administrative salaries from labor salaries. The shortage was caused by a wage settlement with a worker earlier in the fiscal year. The Commission pointed out that such request should have been made at the May 8, 2017 Special Town Meeting to increase transparency. Mr. Ryan stated that he "dropped the ball" on this one as he was under the impression that since he was using internal funds it more appropriately fell to a Municipal Relief Request. Mr. Carroll stated that his remembrance of the

implementation of the Municipal Relief Act was specifically for these purposes. A Commission Member stated that the preference of the Finance Commission was to err on the side of transparency.

The second request of \$22,000 for Public Works Overtime to be funded by labor wages. While we make a budget for overtime there are too many variables to reach the target exactly. Mr. Ryan pointed out that the labor salary line is budgeted for a full force and that he has funds available to transfer due to vacancies throughout the year due to terminations, illnesses and injuries.

The third request is for \$4,000 of overtime at the cemetery to come from cemetery salaries. Mr. Cooper pointed out that the cemetery staff used to be 10 and now is 7. At the same time, with an average of 200 burials per year there are 2000 more graves than 10 years ago. Individual grave maintenance takes personal attention so the burdens on the cemetery crew grow each year. Several members expressed appreciation for the condition of the grounds at the cemetery.

On a motion by Slater, seconded by Mr. Hajjar the three transfers were ***unanimously approved 4-0.***

Commissioners asked about upcoming requests related to employee vacation and sick leave payouts related to retirements. We anticipate asking for transfer for:

Mr. Miller, Recreation
Ms. Murphy, Planning
Ms. Buckley, Veterans' Office

Each year, as employees retire we scramble for funds to cover the expense. We should consider establishing a General Government Budget line for such payouts starting with the Fiscal 2019 Budget.

Commissioners spent considerable time discussion future long-term financial planning. The Commission supports Mr. Plasko's idea of beginning the budget balancing process early and to think in terms of a 5-Year Plan. Many think citizen involvement is a key to long-term success, as the study will probably show the need for reductions in services or the seeking of additional revenues. Commissioners also thought it a good idea of having sub-committees of the Budget Balancing Committee to review issues such as: making the Recreation Department, Airport and possible other departments more self-sustaining; and, streamlining government long-term by potentially consolidating Schools and General Government departments for Human Resources, IT, and Facilities. While we understand there may not be short-term savings, there will be long-term savings, as well as greater efficiency and consistency.

There being no other business, on a motion by Mr. Hajjar, seconded by Mr. Slater it was ***voted unanimously 4-0*** to adjourn at 6:48 pm.

Mrs. Langone asked Mr. McQuaid to look into updating the Finance Commission plaque in the Robert M. Thornton Room.

A True Copy

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



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2017 JUN -9 AM 9:58

Commonwealth of Massachusetts

INFORMATION
ONLY

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

June 9, 2017

Board of Selectmen
Town of Norwood
Norwood, MA 02062

Re: PO 0443 Salary of Substitute Wiring Inspector (FY18)

Dear Members of the Board,

This is a "heads up" that Mr. Chubet's **FY 2018** budget may have to be increased in order to accommodate the extra funding needed for an Acting Wiring Inspector's salary until Mr. Fruci returns.

Very truly yours,

John J. Carroll
General Manager

cc: Mark Chubet
Finance Commission ✓

PO4



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The TOWN OF NORWOOD

Commonwealth of Massachusetts

#05

2017 JUN 14 PM 1:37

THE SELECTMEN

William J. Plasko, *Chairman*

Helen Abdallah Donohue

Paul A. Bishop

Allan D. Howard

Thomas F. Maloney

Frances L. Jessoe, *Clerk*

June 14, 2017

Chairman Judith A. Langone
Finance Commission
Norwood, MA

RE: *Municipal Relief-Recreation Department*

Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, June 13, 2017, voted to approve the municipal relief request by the General Manager for the Recreation Department as per the attached.

Very truly yours,

BOARD OF SELECTMEN

By


Administrative Assistant

Fj

Cc: John J. Carroll, *General Manager*
Thomas J. McQuaid, *Town Clerk & Accountant*
Travis Farley, *Supt. Recreation Department*
Linda Laridis, *Asst. Town Accountant*

P05



The TOWN OF NORWOOD

Commonwealth of Massachusetts

#05

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

June 8, 2017

Board of Selectmen
Norwood, Mass.

Re: Municipal Relief Transfer: Recreation - Salary of Supt. (P1981-17)

Dear Members of the Board:

I request that the Board approve a transfer under the provisions of the Municipal Relief Act in the amount of \$33,195 for the Recreation Salaries account.

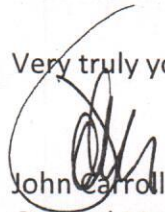
This represents the total amount due for vacation, sick-leave buyout, and longevity for the retired Recreation Superintendent.

The funds will come from the following accounts:

S/R 1927-17	P1900-17	Recreation - Indoor Wages P/T	\$	4,000
	P5106-17	Playgrounds - Special Recreation	\$	2,500
	P1879-17	Playgrounds - Outdoor Wages	\$	2,500
	P2374-17	Refuse Collection MSW Coll/Disp.	\$	<u>24,195</u>
	Total:		\$	33,195

There will be some funds left over in the overall Salaries and other Recreation accounts, but given the staff changes that have just occurred this week and the fact that our new Superintendent hasn't gone through a year-end budget cycle yet, it makes more sense to let them flow into surplus on June 30th.

Very truly yours,


John J. Carroll
General Manager

P06



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:

6/20/17

Transfer 05

TRANSFER TO:

Level 1 Level 2

1895-17 5102 Recreational salaries 33,195.00

TRANSFER FROM:

Level 1 Level 2

1900-17	5017	Recreation - Indoor Wages - P/T	4,000.00
1927-17	5106	Playgrounds - Special Recreation	2,500.00
1879-17	5212	Playgrounds-Outdoor Wages	2,500.00
2374-17	3400	Refuse Collection MSW Coll/Disp	24,195.00

Signatures of Finance Commissioners:

Judith A. Langone, Chair

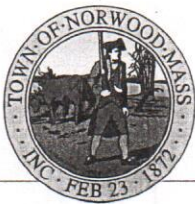
Alan D. Slater

Robert G. Donnelly

David E. Hajjar

Anne Marie Haley

P07



The TOWN OF NORWOOD

RECEIVED
TOWN OF NORWOOD
TOWN CLERK & ACCOUNTANT

Commonwealth of Massachusetts

#06

2017 JUN 14 PM 1:37

THE SELECTMEN

William J. Plasko, *Chairman*
Helen Abdallah Donohue
Paul A. Bishop
Allan D. Howard
Thomas F. Maloney
Frances L. Jessoe, *Clerk*

June 14, 2017

Chairman Judith A. Langone
Finance Commission
Norwood, MA

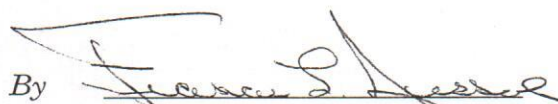
RE: *Municipal Relief-Municipal Building & Fire Department*

Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, June 13, 2017, voted to approve the municipal relief request by the General Manager for the Municipal Building and Fire Department as per the attached.

Very truly yours,

BOARD OF SELECTMEN

By 
Administrative Assistant

Fj

Cc: John J. Carroll, *General Manager*
Thomas J. McQuaid, *Town Clerk & Accountant*
Chief Anthony J. Greeley, *NFD*
Cathy Carney, *Purchasing*
Linda Laridis, *Asst. Town Accountant*

P08



The TOWN OF NORWOOD

Commonwealth of Massachusetts

#06707

June 8, 2017

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

Board of Selectmen
Town of Norwood
Norwood, Mass.

Re: Municipal Relief Transfers – Municipal Building and Fire Department

Dear Members of the Board.

I have two relatively small items from two departments that have requested funds to complete the fiscal year, pursuant to the Municipal Relief Act.

The first is for \$2,000 for temporary help (P1173-17) in the Municipal Building Office budget for the Purchasing Office and the Switchboard. The original budget was \$5,000. The funds are needed to pay for coverage for vacations and for summer help. In addition, the Purchasing Office had an extended vacancy in one of its two positions as a result of a move by the Purchasing Assistant to another department. The funds will come from the General Manager's Incidentals account (P0021-17 – Office Supplies).

The second request is for \$5,000 for the Fire Department's Medical Services account (P1022-17), budgeted at \$40,000. A letter from Chief Greeley explaining the request is attached. The funds will come from a FY 2016 account for Retired Police & Fire Medical expenses (P4031-16).

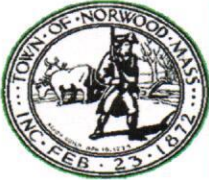
Very truly yours,

John J. Carroll
General Manager

Cc: Chief Greeley
Finance Commission

dln

P09



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:

6/20/2017

Transfer 06

TRANSFER TO:

Level 1 Level 2

1173-17 1191 Muni Office Sal Temp

2,000.00

TRANSFER FROM:

Level 1 Level 2

0021-17 1022 Gen Manager Office supplies

2,000.00

Signatures of Finance Commissioners:

Judith A. Langone, Chair

Alan D. Slater

Robert G. Donnelly

David E. Hajjar

Anne Marie Haley

P10



TOWN OF NORWOOD

FIRE DEPARTMENT

135 NAHATAN STREET
NORWOOD, MASSACHUSETTS 02062

ANTHONY J. GREELEY
CHIEF OF DEPARTMENT

RONALD J. MAGGIO
DEPUTY FIRE CHIEF

ADMINISTRATION
(781) 762-0080

FAX
(781) 440-5230

June 8, 2017

To: John J. Carroll, General Manager
From: Anthony J. Greeley, Fire Chief
Re: Municipal Relief – Fire Dept. Medical account

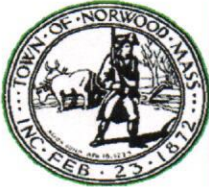
I am requesting that \$5,000.00 be transferred under the provisions of the Municipal Relief Act to cover an unanticipated shortfall in the Fire Department's Medical Services account (P-1022-17).

The Medical Services account pays for On-Duty Injury (IOD) medical bills of firefighters throughout the year. The appropriation was \$40,000. I anticipate that an additional \$5,000 will cover our outstanding obligations through June 30th.

The Department experienced 10 on-duty injuries to Firefighters during the year; all are back to full-duty as of the writing of this memo.

Working with Assistant General Manager Bernie Cooper, we have identified funds in the Retired Police/Fire Medical account (P4031-16) that were carried over from last year but which will not be needed.

P11



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:

6/20/17

Transfer 7

TRANSFER TO:

Level 1 Level 2

1022-17 2038 Fire Department Medical Services 5,000.00

TRANSFER FROM:

Level 1 Level 2

4031-16 9330 Retired Pol/Fire Medical 5,000.00

Signatures of Finance Commissioners:

Judith A. Langone, Chair

Alan D. Slater

Robert G. Donnelly

David E. Hajjar

Anne Marie Haley

P12



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The TOWN OF NORWOOD

Commonwealth of Massachusetts

#08

2017 JUN 14 PM 1:37

THE SELECTMEN

William J. Plasko, *Chairman*
Helen Abdallah Donohue
Paul A. Bishop
Allan D. Howard
Thomas F. Maloney
Frances L. Jessoe, *Clerk*

June 14, 2017

Chairman Judith A. Langone
Finance Commission
Norwood, MA

RE: Municipal Relief-Veterans

Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, June 13, 2017, voted to approve the municipal relief request by the General Manager for the Veterans' Department as per the attached.

Very truly yours,

BOARD OF SELECTMEN

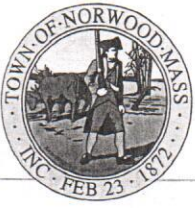
By


Administrative Assistant

Fj

Cc: John J. Carroll, General Manager
Thomas J. McQuaid, Town Clerk & Accountant
Edmund W. Mulvehill, Jr. Director, Veterans Services
Linda Laridis, Asst. Town Accountant

P13



The TOWN OF NORWOOD

Commonwealth of Massachusetts

#08

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

June 8, 2017

Board of Selectmen
Norwood, Mass.

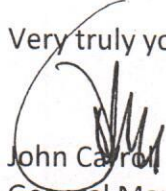
Re: Municipal Relief Transfer - Veterans' Salaries (P1981-17)

Attached is a letter from Veterans Officer Ted Mulvehill concerning the retirement of the Department's long-time Clerk on June 2nd.

The total amount due for vacation, sick-leave buyout, etc. under various contract provisions is \$16,134. There is \$4,097 remaining in the appropriation for the Clerk's Salary, so the net amount required is \$12,037.

I request approval of a transfer under the provisions of the Municipal Relief Act in this amount. The funds will come from a FY 2016 account for Retired Police & Fire Medical expenses (P4031-16).

Very truly yours,


John Carroll
General Manager

P14



The TOWN OF NORWOOD

Commonwealth of Massachusetts

#08

DIRECTOR

Edmund W. Mulvehill, Jr.

VETERANS' SERVICE OFFICER

Edmund W. Mulvehill, Jr.

3 JUNE 2017

Mr. John J. Carroll
General Manager
The Town of Norwood
566 Washington Street
Norwood, MA 02062-0040

Dear Mr. Carroll,

Per your request, I am writing to inform you that the Vacation/Sick Time buy-out for Martha Buckley, retired Secretary for this Department, has been calculated at \$16,133.80.

At this time, I do not have enough funds in my Incidentals Budget to cover this amount.

Therefore, I respectfully request the utilization of any mechanism within the budgetary process to transfer this amount to the Veterans' Department budget in order to offset this deficit.

Respectfully,

Edmund W. Mulvehill, Jr.
Director, Veterans' Services
Veterans' Service Officer

Cc: Mr. Thomas McQuaid
Mr. Bernard Cooper

P15



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:

6/20/17

Transfer 8

TRANSFER TO:

Level 1 Level 2

1981-17 1241 Veteran's Clerk Salaries

12,037.00

TRANSFER FROM:

Level 1 Level 2

4031-16 9330 Retired Pol/Fir Medical

12,037.00

Signatures of Finance Commissioners:

Judith A. Langone, Chair

Alan D. Slater

Robert G. Donnelly

David E. Hajjar

Anne Marie Haley

816



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The TOWN OF NORWOOD

Commonwealth of Massachusetts

2017 JUN 14 PM 1:37

#09

THE SELECTMEN

William J. Plasko, *Chairman*
Helen Abdallah Donohue
Paul A. Bishop
Allan D. Howard
Thomas F. Maloney
Frances L. Jessoe, *Clerk*

June 14, 2017

Chairman Judith A. Langone
Finance Commission
Norwood, MA

RE: Municipal Relief-Police Department

Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, June 13, 2017, voted to approve the municipal relief request by the General Manager for the Police Department for the as per the attached.

Very truly yours,

BOARD OF SELECTMEN

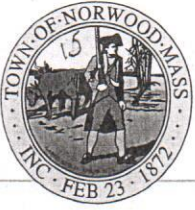
By


Administrative Assistant

Fj

Cc: John J. Carroll, General Manager
Thomas J. McQuaid, Town Clerk & Accountant
Chief William G. Brooks, III, Norwood Police Department
Linda Laridis, Asst. Town Accountant

P17



The TOWN OF NORWOOD

Commonwealth of Massachusetts

#09

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

June 2, 2017

Board of Selectmen
Town of Norwood
Norwood, MA 02062

Re: Municipal Relief Act

Dear Members of the Board,

Attached is a report from Chief Brooks for Municipal Relief totaling \$63,000.

I recommend approval.

Very truly yours,

John J. Carroll
General Manager

cc: Finance Commission
Chief Brooks

P18



The TOWN OF NORWOOD

Commonwealth of Massachusetts

#29

POLICE DEPARTMENT
WILLIAM G. BROOKS III
Chief of Police

May 30, 2017

John J. Carroll
General Manager

Re: Municipal Relief Act

As we approach the end of FY17 I am requesting a transfer of funds within the Police Department budget.

We respectfully request your approval to transfer \$63,000 from P0316 POLICE SAL-PAID HOL to:

\$35,000 to P0339 POLICE INCID-MEDICAL SER
\$15,000 to P0333 POLICE INCID-EQUIP REP
\$ 7,000 to P0332 POLICE INCID-VEH MAINT
\$ 6,000 to P0325 POLICE INCID-OFC SUPPL

The Police Department, again this year, was hit hard in our Medical Services line item. We have passed the FY17 appropriated amount currently by \$16,000 and anticipate an additional \$14,000. This fiscal year we had 8 open IOD cases (2 knee injuries, nose injury, shoulder and multiple parts). Today, we are left with 3 open cases and hope to close those going into FY2018.

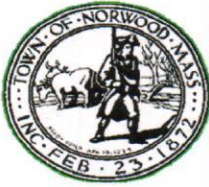
Earlier this fiscal year we needed to update cameras located in our Sally Port and Booking areas. We also had the need to install a new computer and monitor allowing us access to several schools for security purposes. We upgraded and updated several of the computers and equipment in the patrol vehicles. Unfortunately, these unexpected costs totaled over \$12,000.

The last several years we purchased the extended warranty when replacing our fleet. Although this most likely has saved us money, there will be a need for more funds in this account. The additional funds are to address several outstanding invoices and to cover any future costs remaining in this fiscal year.

Respectfully Submitted

William G. Brooks III
Chief of Police

P19



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:

6/20/17

Transfer 9

TRANSFER TO:

Level 1 Level 2

0824-17 1311 Planning Clerk Salary 5,428.00

TRANSFER FROM:

Level 1 Level 2

0825-17 1311 Planning Salaries - Night meetings 1,000.00
0823-17 1312 Planning Tech / Pro Services 4,428.00

Signatures of Finance Commissioners:

Judith A. Langone, Chair

Alan D. Slater

Robert G. Donnelly

David E. Hajjar

Anne Marie Haley

P20



The TOWN OF NORWOOD

RECEIVED
TOWN OF NORWOOD
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Commonwealth of Massachusetts

2017 JUN 14 PM 1:35

#10

June 14, 2017

THE SELECTMEN

William J. Plasko, *Chairman*

Helen Abdallah Donohue

Paul A. Bishop

Allan D. Howard

Thomas F. Maloney

Frances L. Jessoe, *Clerk*

Chairman Judith A. Langone
Finance Commission
Norwood, MA

RE: *Municipal Relief-Retirement Payout-Planning Department*

Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, June 13, 2017, voted to approve the municipal relief request by the General Manager for the Retirement Payout for the Planning Department as per the attached.

Very truly yours,

BOARD OF SELECTMEN

By


Administrative Assistant

Fj

Cc: John J. Carroll, General Manager
Thomas J. McQuaid, Town Clerk & Accountant
Paul Halkiotis, Director of Community Planning & Economic Development
Linda Laridis, Asst. Town Accountant

P21



The TOWN OF NORWOOD

Commonwealth of Massachusetts

#10

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

June 6, 2017

Board of Selectmen
Town of Norwood
Norwood, MA 02062

Re: Claire Murphy's Retirement Payout

Dear Members of the Board,

I recommend that you approve the enclosed Municipal Relief transfer for the payout of unused vacation, sick days and personal days for Claire Murphy who will be retiring as of June 29, 2017.

Please let me know if you have any questions.

Very truly yours,

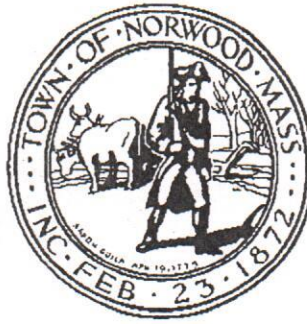
John J. Carroll
General Manager

CC: Paul Halkiotis
FinanceCommission

P22

Norwood Planning Board

Ernie Paciorkowski, Chairman
Paul J. Donohue, Vice Chairman
Joseph F. Sheehan
Alfred P. Porro
Debbie Holmwood, Clerk



Paul Halkiotis, AICP

Director of Community
Planning and Economic
Development

#10

Memorandum

From: Paul Halkiotis, Director of Community Planning & Economic Development

To: John Carroll, General Manager

RE: Claire Murphy's Retirement Payout

Date: June 6, 2017

As you know, Claire Murphy is retiring; her last day is on 6/29/17. I have been working with Michelle Pizzi on Mrs. Murphy's retirement payout. I have determined that the payout amount for unused vacation, sick and personal days will be approximately \$5,428. I currently have sufficient funds in the FY17 budget to cover the full amount. I have identified two line items in the Planning Department's budget that can be used to fund the payout. One of the line items is on the expense side of the budget. It is my understanding that the Selectmen and Finance Commission will need to approve a Municipal Relief Act transfer of those funds for the payout. I am requesting that this matter be placed on the Selectmen's agenda for action and then referred to the Finance Commission for their approval.

Some of the money will be taken from the night meetings line item # 082517. That is on the salary side of the budget. The other source, on the expense side of the budget, is line item 082317, Technical Services. Since there are sufficient funds in the FY17 budget, I would like to make the payoff from this year's budget. Therefore, this will need to be resolved as soon as possible, prior to the end of the fiscal year. Please contact me if you would like to discuss this matter.

cc: Board of Selectmen
Tom McQuaid, Town Accountant
Planning Board
Michelle Pizzi, Human Resources Director



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:

6/20/17

Transfer 10

TRANSFER TO:

Level 1 Level 2

0824-17 1311 Planning Clerk Salary 5,428.00

TRANSFER FROM:

Level 1 Level 2

0825-17 1311 Planning Salaries - Night meetings 1,000.00
0823-17 1312 Planning Tech / Pro Services 4,428.00

Signatures of Finance Commissioners:

Judith A. Langone, Chair

Alan D. Slater

Robert G. Donnelly

David E. Hajjar

Anne Marie Haley

P24