

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, July 10, 2017 at 6:00 pm in the Robert M. Thornton Room, Town Hall,
566 Washington Street, Norwood, MA 02062.

A G E N D A

6:00 pm Acceptance of minutes from Tuesday, June 20, 2017

6:05 pm Municipal Relief Requests

- 12 Elections and Registration Salary
- 13 Salaries Board of Appeals, Muni Office, ConCom, Recreation
- 14 Light & Broadband Salaries
- 15 Airport Snow and Ice, and Overtime Salaries
- 16 Treasurer-Medicare and Collection Agent
- 17 DPW and Cemetery Salaries
- 18 Town Counsel/Litigation

6:30 pm Other business

FISCAL 2017 RESERVE FUND ACTIVITY

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	(14,000)
Current balance	<u>\$63,160</u>



The TOWN OF NORWOOD

Commonwealth of Massachusetts

FINANCE COMMISSION

DRAFT

JUDITH A. LANGONE
CHAIR

ALAN D. SLATER
VICE-CHAIR

ROBERT G. DONNELLY

DAVID E. HAJJAR

ANNE MARIE HALEY

FINANCE COMMISSION MEETING

Tuesday, June 20, 2017

MINUTES OF MEETING

A meeting of the Finance Commission was held at 5:30 pm, Tuesday, June 20, 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, Municipal Relief Transfers and to discuss long-term financial planning for the Town of Norwood.

Mrs. Langone asked for discussion on the minutes of June 1, 2018. On a motion by Mr. Donnelly, seconded by Mr. Hajjar, the minutes were ***approved unanimously 4-0.***

Travis Farley, Recreation Director, appeared to request a \$33,195.00 transfer for Recreation Salaries to cover the shortfall generated by the payout of vacation and sick leave for Mr. Miller who recently retired. \$9,000.00 of funds will come from Recreation Department programs and \$24,195.00 from Refuse Collection. Commission members reiterated that this transfer request should have been raised in time for the May 8, 2017 Special Town Meeting vote. Mr. Farley noted this information and plans to do so if a similar situation arises in the future.

On a motion by Mr. Slater, seconded by Mr. Hajjar the request for a \$33,195.00 Municipal Relief Transfer was ***unanimously approved 4-0.***

Mr. Carroll presented a \$2,000.00 request for Municipal Office Temporary Help to be funded by General Manager Office Supplies.

On a motion by Slater, seconded by Mr. Hajjar the transfer was ***unanimously approved 4-0.***

Chief Greeley presented a request for \$5,000.00 for Fire Department Medical Services with funds coming from the Retired Police/Fire Medical Account. On a motion by Mr. Hajjar, seconded by Mr. Donnelly the request for a \$5,000.00 Municipal Relief Transfer was ***unanimously approved 4-0.***

Chief Greeley also made a transfer request of \$2,500.00 for Fire Salaries with a source of FIRE EMT Pay.

On a motion by Mr. Slater, seconded by Mr. Hajjar the request for a \$2,500.00 Municipal Relief Transfer was ***unanimously approved 4-0.***

Mr. Carroll and Mr. Cooper presented a request for \$12,037.00 of Veteran's Clerk Salary to be used for the payout of vacation and sick leave buy back for the retiring Clerk. Such funds will come from the Retired Police/Fire Medical Account.

On a motion by Mr. Slater, seconded by Mr. Hajjar the request for a \$12,037.00 Municipal Relief Transfer was ***unanimously approved 4-0.***

Chief Brooks and Officer Kevin Grasso laid out the case for transferring \$63,000.00 from Police Salaries – Paid Holidays to various police incidental accounts including office supplies \$6,000.00, Vehicle Maintenance \$7,000.00, Equipment Repair \$15,000.00 and Medical Services \$35,000.00. A higher-than-usual level of injuries have occurred during the year.

On a motion by Mr. Hajjar, seconded by Mr. Slater the request for a \$63,000.00 Municipal Relief Transfer was ***unanimously approved 4-0.***

Paul Halkiotis, Town Planner presented the case for a transfer of \$5,428.00 for the vacation and sick day payout of the Planning Clerk who is retiring. Such funds will be taken from Planning Salaries and Technical Planning.

On a motion by Mr. Slater, seconded by Mr. Donnelly the request for a \$5,428.00 Municipal Relief Transfer was ***unanimously approved 4-0.***

Mr. Donnelly reported that as liaison to Blue Hills Regional School he visited and met with the Principal and Business Manager. He was impressed with their knowledge and openness and he learned more of the details of the proposed \$87 Million renovation project. Mr. Donnelly also met with the Light Department to gain a better understanding of its operations.

Bill Plasko, Chairman of the Board of Selectmen was invited by the Commission to discuss the Budget Balancing Committee's plan to engage in detailed long-term planning. He will schedule a meeting in July to kick off the discussions. At the initial meeting we will be discussing goals and the methods to achieve them and timelines.

Mr. Plasko's personal thoughts are that the BBC should look at:

- Pro-Forma 5 year plans

- Contractual Obligations
- Trends
- Operations
- Education on the Municipal Modernization Act
- Stabilization accounts
- Capital needs including road/sidewalk infrastructure
- Revenues and expenditures
- User fees
- Enterprise funds

Mr. Donnelly cited the work performed by Arlington which quantified structural deficits. He noted that Belmont took over a year to develop its plan. Perhaps we could obtain some Power Point Presentations from each to see what areas were addressed.

Mrs. Langone discussed identifying core services and the need to make some areas more self-sustaining. She noted that the School Committee has a subcommittee taking a "deep dive" into its budget to essentially do the same thing on its side. Could we consolidate Town and School Services? Do we need outside professionals?

Mr. Slater raised the possibility of combining HR/IT/Finance of Schools and General Government. He cited a study by Medfield that showed much higher real estate taxes per household yet per student spending comparable to Norwood. Should out-of-towners using Town facilities such as the Senior Center pay more?

Mr. Hajjar believes we will gain valuable information by comparing Norwood's statistics to other Towns. He thinks more shared services should be used. As liaison to the PBCC he will seek ways to minimize costs and improve efficiencies on building projects.

Mr. Carroll noted that our cemetery is 85% self-sustaining and could be moved towards 100%. He noted however that when user fees rise, participation decreases. This is particularly important in the area of recreation as we want our residents to be fit and take advantage of programs. We cannot underestimate the value of community quality of life by pricing ourselves out of the market.

There being no other business, on a motion by Mr. Hajjar, seconded by Mr. Slater it was ***voted unanimously 4-0*** to adjourn at 6:50 pm.

A True Copy

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

Entry No.	Date	ADDITIONAL FUNDING FOR			FUNDING SOURCE			Selectmen
		P Account	Level II	Description	P Account	Level II	Description	
							Amount	Vote Status

	1	5/8/2017	1865-17	8014	Library Building Maintenance	4,000.00	1834-17	8011	Part Time Salaries	4,000.00	Voted
	1	5/8/2017	This transfer was completed with internal departmental funds								Voted
	2	5/18/2017	0362-17	2041	Personal Services	21,000.00	0406-17	2066	P/F Building New Equipment	21,000.00	Voted
	2	5/18/2017	0368-17	2047	Incentive Pay	576.00	0394-17	2040	Fire New Equipment	576.00	Voted
	2	5/18/2017	2370-17	2049	Fire Dispatch Pay OT & PT	20,000.00	0406-17	2066	P/F Building New Equipment	20,000.00	Voted
	2	5/18/2017	0367-17	2046	Fire Substitution	17,000.00	0372-17	2042	Miscellaneous	5,000.00	Voted
	2	5/18/2017					0387-17	2042	Operations	7,000.00	Voted
	2	5/18/2017					0398-17	2042	New Uniforms	5,000.00	Voted
			This transfer was completed with internal departmental funds								
	3	6/1/2017	2584-17	4011	Public Works Admin Salaries	28,500.00	0536-17	4015	Public Works Labor Wages	28,500.00	Voted
	3	6/1/2017	1538-17	4016	Public Works Overtime	22,000.00	0536-17	4015	Public Works Labor Wages	22,000.00	Voted
	3	6/1/2017	1932-17	4205	Cemetery Salaries Overtime	4,000.00	1930-17	4201	Cemetery Salaries	4,000.00	Voted
			This transfer was completed with internal departmental funds								
	4	6/1/2017	1881-17	5102	Recreation Utilities	10,000.00	1879-17	5212	Recreation Summer Salaries	10,000.00	Voted
			This transfer was completed with internal departmental funds								
	5	6/20/2017	1895-17	5102	Recreational salaries	33,195.00	1900-17	5017	Recreation - Indoor Wages - P/T	4,000.00	Voted
	5	6/20/2017					1927-17	5106	Playgrounds - Special Recreation	2,500.00	Voted
	5	6/20/2017					1879-17	5212	Playgrounds-Outdoor Wages	2,500.00	Voted
	5	6/20/2017					2374-17	3400	Refuse Collection MSW Coll/Disp	24,195.00	Voted
			This transfer needed \$24,195.00 of other departmental funds								
	6	6/20/2017	1173-17	1191	Muni Office Sal Temp	2,000.00	0021-17	1022	Gen Manager Office supplies	2,000.00	Voted
			This transfer was completed with internal departmental funds								
	7	6/20/2017	1022-17	2038	Fire Department Medical Services	5,000.00	4031-16	9330	Retired Pol/Fire Medical	5,000.00	Voted
			This transfer was completed with internal departmental funds								
	8	6/20/2017	1981-17	1241	Veteran's Clerk Salaries	12,037.00	4031-16	9330	Retired Pol/Fir Medical	12,037.00	Voted
			This transfer needed \$12,037.00 of other departmental funds								
	9	6/20/2017	0325-17	2012	Police Incidentals - Office Supplies	6,000.00					Voted
	9	6/20/2017	0332-17	2012	Police Incidentals - Vehicle Maintenance	7,000.00					Voted
	9	6/20/2017	0333-17	2012	Police Incidentals - Equipment Repair	15,000.00					Voted
	9	6/20/2017	0339-17	2012	Police Incidentals - Medical Services	35,000.00	0316-17	2011	Police Salaries - Paid Holiday	63,000.00	Voted
			This transfer was completed with internal departmental funds								

10	6/20/2017	0824-17	1311	Planning Clerk Salary	5,428.00	0825-17	1311	Planning Salaries - Night meetings	1,000.00	Voted
10	6/20/2017					0823-17	1312	Planning Tech / Pro Services	4,428.00	Voted
This transfer was completed with internal departmental funds										
11	6/20/2017	0362-17	2041	Fire Salaries	2,500.00	0369-17	2048	Fire EMT Pay	2,500.00	Voted
This transfer was completed with internal departmental funds										
12	7/10/2017	0146-17	1131	Elec/Reg Salary - Clerk	3,057.00	0147-17	1131	Elec/Reg Sal Overtime	1,000.00	Awaiting
12	7/10/2017					0035-17	1031	TCA Salaries - Personal Services	2,057.00	Awaiting
This transfer was completed with internal departmental funds										
13	7/10/2017	0193-17	1321	Board of Appeals - Salary	1,136.00	0196-17	1322	Board of Appeals Dues	200.00	Awaiting
13	7/10/2017					0200-17	1322	Board of Appeals Postage	239.00	Awaiting
13	7/10/2017					2666-17	1322	Board of Appeals Copies	420.00	Awaiting
13	7/10/2017					3056-17	1322	Board of Appeals Law Books	254.00	Awaiting
13	7/10/2017					3287-17	1322	Board of Appeals Eyewear	23.00	Awaiting
13	7/10/2017	1173-17	1191	Municipal OFC- Temp Help	1,048.00	0232-17	1192	Municipal OFC-Law Library	1,048.00	Awaiting
13	7/10/2017	1080-17	1370	Conservation Comm - Longevity	58.00	2105-17	1372	CC Incid Steno Services	58.00	Awaiting
13	7/10/2017	1900-17	5017	Recreation Part Time Wages	1,361.00	1895-17	5011	Recreation Sal Superintendent	1,361.00	Awaiting
This transfer was completed with internal departmental funds										
14	7/10/2017	2692-17	7018	Lights S&W Standby Pay	2,000.00	2507-17	7015	Light Wages Control	2,000.00	Awaiting
14	7/10/2017	7258-17	7036	Broadband OT Control	5,000.00	7257-17	7035	Broadband Wages Control	5,000.00	Awaiting
This transfer was completed with internal departmental funds										
15	7/10/2017	3068-17	9038	Airport Snow and Ice	4,240.00					Awaiting
15	7/10/2017	7067-17	9021	Airport Salary Overtime	2,384.00	2063-17	9020	Airport Incid Repairs	1,383.00	Awaiting
15	7/10/2017					1327-17	9023	Airport Oper Rent/Util	2,734.00	Awaiting
15	7/10/2017					7026-17	9030	Airport Security	123.00	Awaiting
15	7/10/2017					0035-17	1031	TCA Salaries	2,384.00	Awaiting
This transfer required funds from another department.										
16	7/10/2017	0850-17	9230	Medicare Employer Share	3,200.00	4030-17	9220	Group Insurance	3,200.00	Voted
16	7/10/2017									Voted
16	7/10/2017	0085-17	1056	Treasurer Collection Agent	4,600.00	0065-17	1052	Treasurer Incidental Printing	4,600.00	Awaiting
16	7/10/2017									Awaiting
This transfer was completed with internal departmental funds										
17	7/10/2017	0535-17	4011	DPW Admin Salaries	400.00	0536-17	4015	DPW Sal Wages	400.00	Voted
17	7/10/2017	0538-17	4016	DPW Overtime	1,250.00	0536-17	4015	DPW Sal Wages	1,250.00	Voted
17	7/10/2017	1932-17	4205	Cemetery Overtime	4,500.00	1930-17	4201	Cemetery Salaries	4,500.00	Voted
This transfer was completed with internal departmental funds										
18	7/10/2017	0142-17	1114	Town Counsel Litigation	13,500.00	0012-17	1014	Selectmen Collective Bargaining	13,500.00	Voted
This transfer was completed with internal departmental funds										

Voted previously

Requested, Awaiting approval



The TOWN OF NORWOOD

Commonwealth of Massachusetts

MR#12

SUBJECT TO
SELECTMEN'S
VOTE

TOWN CLERK AND ACCOUNTANT

THOMAS J. MCQUAID, CPA

ASST. TOWN ACCOUNTANT

LINDA A. LARIDIS

ASST. TOWN CLERK

MARY LOU FOLAN

July 6, 2017

Board of Selectmen &
Finance Commission
Town of Norwood
566 Washington Street
Norwood, MA 02062

Re: Municipal Relief Request for Election and Registration Salaries

Dear Board Members,

I am writing to request a Municipal Relief Transfer for Elections and Registration Salaries for a net amount of \$3,057.00. During the Fiscal Year the Election and Registration person moved to Accounting and a Clerk with higher compensation replaced her. While our overall compensation within TCA was not affected by this move, the individual Level II function in Elections and Registration did not have sufficient funds.

I respectfully request a \$3,057.00 transfer **to Account 0146-17 1131 Elections and Registration Salaries \$1,000.00 from Account 0147-17 1131 Elections & Registration Overtime and \$2,057.00 from 0035-17 1031 TCA Salaries Personal Services.**

Sincerely,

Thomas J. McQuaid, CPA
Town Clerk & Accountant



The TOWN OF NORWOOD

Commonwealth of Massachusetts

MR #13

Awaiting Selectmen
Action

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

July 6, 2017, 2017

Board of Selectmen
Norwood, Mass.

Re: Municipal Relief Transfers – Salary Accounts

Dear Members of the Board:

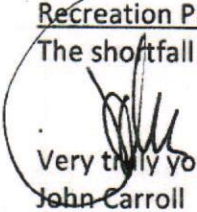
The following Salaries accounts require small year-end transfers to close out the fiscal year:

Board of Appeals Salary (P0193-17): \$ 1,136.00 from Board of Appeals Incidentals
The shortfall is mostly due to unforeseen Overtime incurred because of Night Meetings.

Municipal Office Salaries (P1173-17): \$ 1,048.00 from Municipal Office Incidentals
(Note: This is a re-vote because of a lower amount and a change of source of funds.)

Conservation Commission (P1080-17): \$ 58.00 from Conservation Incidentals
The shortfall is for Longevity, resulting from a budget miscalculation. The Conservation Agent is a part-time employee and Longevity is pro-rated.

Recreation Part-Time Wages (P1900-17): \$ 1,361.00 from Recreation Overtime
The shortfall resulted from a calculation error in pay rates for indoor recreation personnel.


Very truly yours,
John Carroll
General Manager

cc: Finance Commission
Departments



The TOWN OF NORWOOD

Commonwealth of Massachusetts

MR#14

SUBJECT TO VOTE BY
THE BOARD OF

SELECTION

MUNICIPAL LIGHT DEPARTMENT

JAMES F. COLLINS JR., Supt.

(781) 948-1100

June 30, 2017

Mr. John Carroll
General Manager

Re: Electric Standby FY2017 Transfer Under Municipal Relief Act

~~MR#14~~

Dear Mr. Carroll,

The Light Department has a shortfall in the Light Standby Pay account caused by a miscalculation of Foreman vs. Linemen ratio on standby. The original budget for the Light Salary & Wages Standby Pay Account – P269217 account was \$63,928. We anticipate a shortfall of Approximately \$2,000 will be needed thru the end of this fiscal year. There is money in Light Department Wages to Cover the cost.

We request a transfer of funds from P250717 Light Wages Control Account in the amount of \$2,000 to P269217 Light S & W – Standby Pay Account under the Municipal Relief Act.

Please let me know if you would like additional information.

Sincerely,

James Collins
Superintendent

Cc: Kevin Shaughnessy
Dan Morrissey
Tom McQuaid
Linda Laridis



The TOWN OF NORWOOD

Commonwealth of Massachusetts

MR #14

SUBJECT TO SELECTMEN VOTE
MUNICIPAL LIGHT DEPARTMENT

JAMES F. COLLINS JR., Supt.
(781) 948-1100

June 28, 2017

Mr. John Carroll
General Manager

Re: Broadband Overtime FY2017 Transfer Under Municipal Relief Act

MR #30

Dear Mr. Carroll,

The Light Department anticipates a shortfall in the Broadband overtime account caused mainly by the Head End Cutover to new digital equipment which must be done on off hours as not to disrupt daytime viewing. The original budget for the Broadband Overtime Control – P725817 account was \$102,536. We anticipate a shortfall of Approximately \$5,000 will be needed thru the end of this fiscal year. There is money in Broadband Wages to Cover the cost. See details on following page.

We request a transfer of funds from P725717 Broadband Wages Control Account in the amount of \$5,000 to P725817 Broadband Overtime Control Account under the Municipal Relief Act.

The Broadband operation has continued to do well. for Calendar 2016 the Net Income was \$648,228 and in 2017 thru April is \$246,412.

Please let me know if you would like additional information.

Sincerely,

James Collins
Superintendent

Cc: Darryl Hanson
Kevin Shaughnessy
Dan Morrissey

Current Balance		\$5,920.00
W/E 6-22-17 Pays 6-29-17	\$2,141.00	\$3,779.00
Scheduled OT W/E 6-30-17 Pays 7-6-17	\$7,444.00	-\$3,665.00
Emergency (Outage)	\$1,335.00	-\$5,000.00

MR#14

MR #15
PENDING BOARD OF
SELECTMEN VOTE

July 6, 2017

Norwood Board of Selectmen
Attn: William J. Plasko, Chairman
566 Washington Street
Norwood, MA 02062

RE: Revision to Request for Municipal Relief, Airport Budget, FY 2017

Dear Chairman Plasko:

On behalf of the Norwood Airport Commission, I'm requesting a revision to an earlier municipal relief letter¹ for the Airport Department. We've projected two budget shortages and have identified available funding sources within our FY 2017 budget. They are as follows:

Airport Salaries

Shortage:	Airport Salaries – 9021	(\$2,384)
Funding source:	TCA Salaries – 0034-17	\$2,384

This shortage (\$1,500 less than noted in my May 30th request letter) is due to the additional overtime hours paid to the Assistant Manager, Mark Raymond, during this past winter's snow emergencies.

Airport – Snow & Ice

Shortage:	Snow & Ice -9038	(\$4,240)
Funding source:	Airport Operations. – 9023	\$4,240

This shortage is due to the additional contractor snow removal costs this past snow season.

Please feel free to contact me if you have any questions or need any additional information. Thank you.

Sincerely,

Russ Maguire, Manager
Norwood Memorial Airport

¹ See Attachment A, municipal relief request letter dated May 30, 2017



Attachment 9

Commonwealth of Massachusetts

Norwood Memorial Airport

Russ Maguire, A.A.E., ACE, Airport Manager

OFFICE ADDRESS
125 Access Road
Norwood, MA 02062

MAILING ADDRESS
125 Access Road
Norwood, MA 02062

May 30, 2017

Norwood Board of Selectmen
Attn: William J. Plasko, Chairman
566 Washington Street
Norwood, MA 02062

RE: Request for Municipal Relief, Airport Budget, FY 2017

Dear Chairman Plasko:

On behalf of the Norwood Airport Commission, I'm requesting municipal relief for the Airport Department. We've projected two budget shortages and have identified available funding sources within our FY 17 budget. They are as follows:

Airport Salaries

Shortage:	Airport Salary - O/T - 7067	(\$3,883.96)
Funding Source:	Airport Salaries - Part-Time - 1069	\$1,500
	Airport Const., Indep. Est. - 2136	\$1,500
	Airport Incid., - Repairs - 2063	\$900

The shortage is due to the additional overtime hours paid to Assistant Manager, Mark Raymond, during this past winter's snow emergencies.

Airport - Snow & Ice

Shortage:	Snow & Ice - 3068	(\$4,240)
Funding Source:	Airport Maint. - Facility - 6847	\$4,240

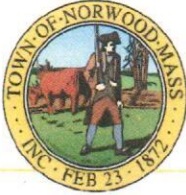
This shortage is due to the additional contractor snow removal costs this past snow season.

Please feel free to contact me if you have any questions or need any additional information. Thank you.

Sincerely,

Russ Maguire

Russ Maguire, Manager
Norwood Memorial Airport



The TOWN OF NORWOOD

Commonwealth of Massachusetts

MR# 16

THE SELECTMEN

William J. Plasko, *Chairman*

Helen Abdallah Donohue

Paul A. Bishop

Allan D. Howard

Thomas F. Maloney

Frances L. Jessoe, *Clerk*

June 28, 2017

Chairman Judith A. Langone
Finance Commission
Norwood, MA


Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, June 27, 2017, voted to approve the Municipal Relief request by the Town Treasurer for the Medicare Employer Share Budget account as per the attached.

Very truly yours,

BOARD OF SELECTMEN

By


Administrative Assistant

Fj

Enclosure

Cc: Thomas J. McQuaid, Town Clerk & Accountant
Mark Good, Treasurer & Collector
John J. Carroll, General Manager
Bernie Cooper, Asst. General Manager
Linda Laridis, Asst. Town Accountant



The TOWN OF NORWOOD

Commonwealth of Massachusetts

ME 16

TREASURER AND COLLECTOR
Mark Good

ASSISTANT TREASURER
Eileen P. Hickey

To: The Board of Selectmen

Cc: John Carroll
Tom McQuaid

From: Mark Good 

Date: June 27, 2017

Re: Medicare Employer Share Budget

The Medicare Employer Share budget is over budget by \$3,104 as of the payroll dated June 29, 2017.

The Town has an obligation to match the employee share of the Medicare tax deducted from employees' payroll checks each week. Failure to meet the obligation will result in penalties and fees being levied by the Internal Revenue Service.

I request your approval of a transfer of \$3,200 under the provisions of the Municipal Relief Act to meet this obligation. Assistant Manager Bernie Cooper has indicated that there will be sufficient funds in the Group Health Insurance account (P4030-17) for this purpose.

Transfer from: P4030-17 Group Insurance

Transfer to: P0850-17 Medicare Employer Share



The TOWN OF NORWOOD

Commonwealth of Massachusetts

MR#16

SUBJECT TO SELECTMEN
VOTE

TREASURER AND COLLECTOR

Mark Good

ASSISTANT TREASURER

Eileen P. Hickey

To: The Board of Selectmen

Cc: Finance Commission
John Carrol
Bernie Cooper
Tom McQuaid

From: Mark Good

Date: June 30, 2017

Re: Municipal Relief Transfer

The budget line item used to pay the agency responsible for collecting ambulance fees will be over the amount budgeted for fiscal year 2017. The collection agent is paid a percentage of the amount collected. As I understand, collections have exceeded the amount used to estimate the budget. Therefore, request is hereby made to transfer \$4,600 to pay the June 2017 bill as follows.

Transfer From: Treasurer Incidentals Printing P0065-17

Transfer To: Treas/Collector Collect Agent P0085-17

This transfer is authorized by the Municipal Relief Act.



The TOWN OF NORWOOD

Commonwealth of Massachusetts

ME#17

THE SELECTMEN

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

June 28, 2017

Chairman Judith A. Langone
Finance Commission
Norwood, MA

Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, June 27, 2017, voted to approve the Municipal Relief request by the General Manager for the Department of Public Works as per the attached.

Very truly yours,

BOARD OF SELECTMEN

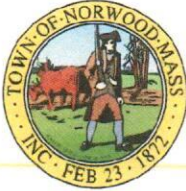
By


~~Administrative Assistant~~

Fj

Enclosure

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



The TOWN OF NORWOOD

Commonwealth of Massachusetts

me #17

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

June 21, 2017

Board of Selectmen
Town of Norwood
Norwood, MA 02062

Dear Members of the Board,

Enclosed is a memo from Mr. Ryan detailing three additional Municipal Relief requests.

I recommend that you approve them. If you do, I will ask the Finance Commission to do the same.

Very truly yours,

John J. Carroll
General Manager

Cc: Mark Ryan
Finance Commission



TOWN OF NORWOOD

DEPARTMENT OF PUBLIC WORKS

me #17

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 *MPC*
Date: June 20, 2017
Re: Municipal Relief Transfer

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	(\$276.67)
Funding Source	Public Works Labor Salaries – 4015	\$400.00

The shortage is directly related to paying Patricia Baltadonis for helping with the new Sr. Clerk plan for the end of the Fiscal Year and in anticipation that she may need to come in a few more hours.

Public Works Overtime

Shortage	Public Works Overtime – 4016	(\$1,123.67)
Funding Source	Public Works Labor Salaries – 4015	\$1,250.00

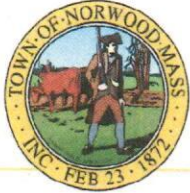
The shortage is directly attributed to numerous after hour utility mark-outs for emergencies and unanticipated shift worker vacation coverage. This request is also base on an estimate that includes funds for unknowns such as after hour water leaks and household sewer backups. Any funds not used for overtime will be returned to the Town.

Cemetery Overtime

Shortage	Cemetery Overtime – 4205	(\$4,090.72)
Funding Source	Cemetery Salaries - 4201	\$4,500.00

This request is based on an estimate that includes funds for unanticipated burials that may occur during the last weekend of FY17. This request also includes expended overtime for weekend burials and weekend maintenance/grass cutting due to the very wet spring. Any funds not used for overtime will be returned to the Town.

mr #18



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*

June 28, 2017

Chairman Judith A. Langone
Finance Commission
Norwood, MA


Dear Ms. Langone:

The Board of Selectmen in meeting of Tuesday, June 27, 2017, voted to approve the Municipal Relief request by the General Manager for the Town Counsel-Litigation/Outside Counsel account as per the attached.

Very truly yours,

BOARD OF SELECTMEN

By


Administrative Assistant

Fj
Enclosure

Cc: Thomas J. McQuaid, Town Clerk & Accountant
John J. Carroll, General Manager
Bernie Cooper, Asst. General Manager
Linda Laridis, Asst. Town Accountant



The TOWN OF NORWOOD

Commonwealth of Massachusetts

MR #18

GENERAL MANAGER

JOHN J. CARROLL
(781) 762-1240

June 21, 2017

Board of Selectmen
Norwood, Massachusetts 02062

Re: Municipal Relief Act Transfer Request – Town Counsel: Litigation/Outside Counsel account

I anticipate that the overall account for legal services will require an additional \$13,500 to complete the fiscal year. However, I also anticipate that the separate Collective Bargaining account will have a surplus of \$14,000+ that will be available to cover the deficit.

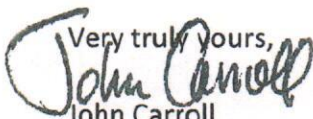
The appropriation for the Town Counsel account was \$134,500, supplemented by an additional \$10,000 at the May Special Town Meeting. The overall account shows a balance as of June 21, 2017 (including bills in process) of \$309.

The Town Counsel account has three subsidiary lines: the Retainer (\$57,500 per contract); Litigation (budgeted at \$65,000); and Outside Counsel (budgeted at \$22,000, including the \$10,000 added at the May Special). A summary of the status of the line items is attached.

The Retainer and Outside Counsel sub-accounts will come in on or slightly under budget. The Litigation account will require additional funding.

Expenses for the Litigation line (P0142 - \$65,000) through the end of May were \$66,463. I estimate that the June invoice will total about \$12,000, bringing the total to \$78,500. The shortfall is \$13,500.

On the other hand, the Collective Bargaining account (P0012) is anticipated to have a surplus of \$15,000+. We received an additional \$50,000 to supplement this account at the Special Town Meeting, but we will clearly not expend all of it. I recommend that \$13,500 be transferred under the provisions of the Municipal Relief Act to the Town Counsel - Litigation account.

Very truly yours,

John Carroll
General Manager

cc: Finance Commission
Cathy Carney
Bernard Cooper

me #18

Status of Town Counsel and Collective Bargaining Accounts as of 6-21-17

Town Counsel:

	<u>Acct. #</u>	<u>Approp.</u>	<u>STM</u> <u>Approp.</u>	<u>Adj.</u> <u>Approp.</u>	<u>Est. Total</u> <u>Expenditures</u>	<u>Add'l Funds</u> <u>Required</u>
Retainer	P0167	\$ 57,500	\$ -	\$ 57,500	\$ 57,500	\$ -
Litigation	P0142	\$ 65,000	\$ -	\$ 65,000	\$ 78,500	\$ (13,500)
Outside Counsel	P0141	<u>\$ 12,000</u>	<u>\$ 10,000</u>	<u>\$ 22,000</u>	<u>\$ 21,500</u>	<u>\$ 500</u>
						\$ -
Totals		\$ 134,500	\$ 10,000	\$ 144,500	\$ 157,500	\$ (13,000)

Collective Bargaining:

	P0012	\$ 100,000	\$ 50,000	\$ 150,000	\$ 136,000	\$ 14,000
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