



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 24, 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 Monday, July 10, 2017

5:35 pm Municipal Relief Request:

\$6,000 Recreation Playground Maintenance

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



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FINANCE COMMISSION MEETING

Monday, July 10, 2017

MINUTES OF MEETING

A meeting of the Finance Commission was held at 6:00 pm, Monday, July 10, 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, David Hajjar and Anne Marie Haley 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.

The start of the meeting was delayed until 6:50 pm because the Budget Balancing Committee had the room. Mrs. Langone asked for discussion on the minutes of June 20, 2017. Mr. Donnelly made a few minor corrections to the minutes and on a motion by Mr. Slater, seconded by Mr.

Donnelly, the minutes were ***approved unanimously as amended 4-0 with Mrs. Haley abstaining.***

Mr. McQuaid presented the first request related to salaries within his departments. During the year one of his employees moved from Elections and Registration to Accounting. She was replaced by an existing Clerk who had a higher salary. There was no change in the overall departmental expenses but more money was needed in the Elections and Registration Account. On a motion by Mr. Donnelly, seconded by Mrs. Haley the request for a \$3,057.00 Municipal Relief Transfer was ***unanimously approved 5-0.***

Mr. Cooper presented a request for various departmental salary transfers including:

Board of Appeals	\$1,136.00
Municipal Office – Temporary Help	\$1,048.00
Conservation Commission	\$58.00
Recreation Part Time Wages	\$1,361.00

Funds were provided by each department using incidentals and full-time salaries.

On a motion by Mrs. Haley, seconded by Mr. Slater the transfer was ***unanimously approved 5-0.***

Jim Collins, Superintendent presented information related to the request for Light Department Standby Pay and Broadband Overtime, with internal source funds. On a motion by Mr. Slater, seconded by Mr. Hajjar the request for a \$2,000.00 Municipal Relief Transfer for Broadband Overtime was ***unanimously approved 5-0.*** On a motion by Mr. Slater, seconded by Mr. Donnelly, the request for a \$5,000.00 Municipal Relief Transfer for Light Department Standby Pay was ***unanimously approved 5-0.*** Mr. Hajjar noted that both he and the Personnel Board do not think Exempt employees should be receiving standby pay.

Mr. Cooper represented Russ Maguire on the Airport request for \$4,240.00 for Snow and Ice. Final tallies of snow cost came in after the amount was voted at the 5/8/2017 Special Town Meeting. Also \$2,384.00 is needed for overtime. Snow and Ice will be paid from other Airport account while the Overtime source is TCA Salaries.

On a motion by Mr. Donnelly, seconded by Mrs. Haley the requests for Municipal Relief Transfer were ***unanimously approved 5-0.***

Mr. Cooper presented the Treasurer's request for Medicare funds of \$3,200.00 and Collection Agent Fees of \$4,600.00. Medicare will be paid by Group Insurance and Collection Agent from Treasurer Incidental Printing. Mr. McQuaid noted that the new Treasurer, Mark Good intended to come to the meeting but was called away at the last minute. Mr. Good looks forward to meeting and working with the Commission.

On a motion by Mr. Hajjar, seconded by Mr. Donnelly the Municipal Relief Transfer requests were ***unanimously approved 5-0.***

Mr. Cooper represented the DPW requests as Mr. Ryan is on vacation. DPW Admin Salaries of \$400.00, DPW Overtime of \$1,250.00, and Cemetery Overtime of \$4,500.00 are needed. The source for each is departmental salaries.

On a motion by Mr. Slater, seconded by Mr. Hajjar the Municipal Relief Transfers were ***unanimously approved 5-0.***

Mr. Cooper presented the case for a transfer of \$13,500.00 for Litigation Services. Commissioners expressed dismay that the attorney's had provided an amount for the Special Town Meeting and the amount was exceeded. Mr. Carroll, Mr. Cooper and Mrs. Carney explained that litigation services are not linear and are difficult to predict, even for attorneys.

On a motion by Mrs. Haley, seconded by Mr. Donnelly the request for a \$13,500.00 Municipal Relief Transfer was ***unanimously approved 5-0.***

In other business, Mrs. Langone praised the work former Finance Commissioner Joe Greeley did related to the Airport and Recreation Departments. His work will form the basis of a further look by the Budget Balancing Committee.

Mrs. Langone appointed Mr. Hajjar as the Liaison to the Recreation Department and Mr. Donnelly as Liaison to the Airport Commission. Mr. McQuaid will notify each department.

Mr. Hajjar had recently attended a PBCC meeting and reported that the process of choosing an Owner's Project Manager (OPM) for the Town Hall Project and the Chapel Project has begun. Requests for Proposals are expected to be sent out August 7, 2017.

Mr. McQuaid pointed out that the Finance Commission had spent approximately ½ of its \$125,000 Reserve Fund for Fiscal 2017 and the remainder will flow to Free Cash.

There being no other business, on a motion by Mrs. Haley, seconded by Mr. Donnelly, it was ***voted unanimously 5-0*** to adjourn at 7:35 pm.

A True Copy

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



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Commonwealth of Massachusetts

RECREATION DEPARTMENT

TRAVIS C. FARLEY, *Superintendent of Recreation*

CATHERINE SEASTEDT, *Recreation Program Director*

HOWARD Z. WEINSTEIN, *Recreation Administrator*

LEE KENNEDY, *Administrative Assistant*

July 20, 2017

Mr. William Plasko, Chairman

Board of Selectmen
566 Washington Street
Norwood, MA 02062

Dear Mr. Plasko,

We just received an invoice of \$6,313.83 for the month of June for watering the fields. Our Level II Budget account for Playground Maintenance has a remaining budget balance of \$1,305.99. I am requesting an increase of \$5,100.00 in Account P1881-17 Playground Maintenance - Utilities with a funding source of P1896-17 Salaries-Program Director.

Since this the first cycle I am experiencing I did not understand the quantity of watering required to prepare the fields for the summer. I will make every effort moving forward to minimize the chances of this occurring again.

Sincerely,

Travis Farley
Recreation Superintendent

cc Finance Commission