



# The TOWN OF NORWOOD

Commonwealth of Massachusetts

## FINANCE COMMISSION

ALAN D. SLATER  
CHAIR

ANNE MARIE HALEY  
VICE-CHAIR

ROBERT G. DONNELLY

DAVID E. HAJJAR

JUDITH A. LANGONE

### FINANCE COMMISSION MEETING

Meeting, Thursday, November 9, 2017 at 6:30 pm in the Norwood High School Auditorium, Nichols Street, Norwood, MA 02062.

#### A G E N D A

- 6:30 pm Acceptance of minutes from Monday, November 6, 2017 *El 10/24/17*
- 6:35 pm Review of Special Town Meeting (1) articles  
1 Davis-Marcus land purchase  
2 Blue Hills Schools renovation
- 6:40 pm Review of these Special Town Meeting (2) articles:  
4 - Open Space and Recreation Master Plan  
6 - Preschool Staff *NEED REVOTE*  
7 - ELL Teacher  
8 - Savage preschool renovations  
9 - Library salaries and incidentals  
10 - Library HVAC units  
11 - Litigation - DPW Yard  
12 - Information Technology Consultant  
13 - Fire Department Transport  
14 - Fire Department Contract  
15 - Town Hall Server Room Air Conditioning  
16 - General Government Wages  
17 - General Manager Salary  
18 - Wiring Inspector Salary  
19 - Unpaid Bills *NEED REVOTE*
- 6:50 pm Other business

#### FISCAL 2018 RESERVE FUND ACTIVITY

Reserve Fund ATM Appropriation:

\$125,000

List of Articles  
Special Town Meeting #2  
November 6, 2017

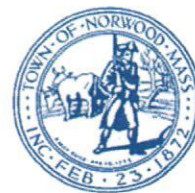
**FINAL RECOMMENDATIONS OF FINANCE COMMISSION, NUMBERS HIGHLIGHTED ARE CHANGES FROM PINK SHEETS**

#	DESCRIPTION	AMOUNT	SOURCE of FUNDS				COMMENT
			Free Cash	Internal	Account	Acct Description	
	A	B	C	D	E	F	G
1	Add'l beer & wine licenses	NA					Citizen petition
2	Add'l beer & wine licenses at Norwood Commerce Center (Endicott St.)	NA					Citizen petition
3	Treasurer - use of Bond Premiums	NA					
4	Open Space & Recreation Master Plan	\$ 30,000		\$ 9,400	9220 (16)	Group Health Insurance	4030-16 \$9,400
				4,000	1022 (17)	Gen Manager Incidentals	0024-17 \$4,000
				6,600	3400 (17)	Refuse Removal	2374-17 \$6,600
				10,000	5014 (17)	Recr Maint of Buildings	1914-17 \$5,100
							1915-17 \$2,900
							1918-17 \$2,000
5	Zoning article -238 Pleasant St.	NA					amend zoning map ("Kelly's")
6	Schools - add'l. pre-school staff	55,900	\$ 12,623	36,977	FY17 Schools	FY17 School funds	Requested \$55,900
				6,300	FY16 Schools	FY16 School funds	
7	Schools - add'l. ELL teacher					Indefinite Postponement	Requested \$48,000
8	Schools - renovations at Savage for Pre-School	112,522		82,963	7356-17	Cleveland Floors	
				8,699	3392-16	Coakley Driveway	
				4,328		Callahan Boiler	
				32		Prescott Floor	
				16,500		Coakley Portable	
9	Library Salaries & Incidentals	-	-			Indefinite Postponement	
10	Library - Replace 2 RTUs (A/C units)	45,000	45,000				
11	Litigation - DPW Yard	60,000	60,000				Requested \$60,000
12	IT Study	35,000	35,000				
13	Fire Dept. Ambulance - patient transport syst	45,000		19,500	1132 (18)	Voting Machines	0149-18 \$19,500
				25,500	2042 (18)	FD Vehicle Maint	0386-18 \$10,000
						FD Operations	0387-18 \$5,000
						FD Uniform Allow	0391-18 \$4,400
						FD New Uniforms	0398-18 \$6,100
14	Fire Dept. contract	-	-			Indefinite Postponement	
15	Town Hall - Replace Computer Room A/C	60,000	60,000				
16	General Govt. Wage & Salary items	6,709		1,700	3400 (17)	Refuse removal	2374-17 \$1,132
						Refuse removal	2376-17 \$175
						Refuse removal	2377-17 \$100
						Refuse removal	2378-17 \$293
				3,606	1022 (18)	Gen Man Postage	0024-18 \$3,606
				150	1042 (18)	Human Resource Misc	7226-18 \$150
				1,253	1192 (18)	Muni Office Telephone	0231-18 \$1,253
17	General Manager's Salary	50,000	50,000				Estimated
18	Wiring Inspector Salaries	39,600	39,600				Estimated
19	Unpaid Bills (estimate)	20,493	9,284	613	0404-18	Police Fire Bldg Maint	0404-18 \$613
				3,423	0142-18	Litigation	0142-18 \$3,423
				115	7595-18	HR Incid	7595-18 \$115
				168	1851-18	Library supplies	1851-18 \$168
				155	0231-18	Muni Tele Alarm	0231-18 \$155
				200	1908-18	Rec Overtime	1908-18 \$200
				6,535	0316-18	Police Holiday	0316-18 \$5,819
					0318-18	Police Educ Incen	0318-18 \$716
		\$ 560,224	\$ 311,507	\$ 248,717			





# NORWOOD SCHOOL COMMITTEE



MYEV A. BODENHOFER, *CHAIR*

PATRICK J. MCDONOUGH  
MICHELE EYSIE MULLEN  
MAURA A. SMITH  
TERESA M. STEWART

November 06, 2017

Town of Norwood  
Finance Commission  
Alan D. Slater, Chair  
566 Washington Street  
Norwood, MA 02062

RECEIVED  
TOWN OF NORWOOD  
TOWN CLERK/ACCOUNTANT  
2017 NOV -9 AM 11:56

RE: Special Town Meeting Articles 6 and 8

Dear Mr. Slater,

The School Committee formally requests that the Finance Commission consider recommending that Town Meeting fully fund the amount of \$55,900.00 requested for Special Town Meeting Article 6, from the following sources:

<u>Original Purpose</u>	<u>Unexpended Amount</u>
Free Cash	\$12,623.00
FY2016 SCH CTE CONSOLIDATION RESERVE	\$6,300.00
FY2017 General Fund Balance	<u>\$36,977.00</u>
Total:	\$55,900.00

ARTICLE 6  
NEED REVOTE

Additionally, the Norwood Public School Committee formally requests that the Finance Commission consider recommending that Town Meeting fully fund the amount of \$112,522.00 requested for Special Town Meeting Article 8, from the following sources:

<u>Date of Approval</u>	<u>Warrant Article</u>	<u>Original Purpose</u>	<u>Unexpended Amount</u>
May 9, 2016	Article 11	Cleveland Floor Tile Replacement	\$82,963.00
May 11, 2015	Article 11	Coakley Driveway	\$8,699.00
November 17, 2014	Article 12	Callahan Boiler	\$4,328.00
May 12, 2014	Article 11	Prescott Floor Tile Replacement	\$32.00
May 9, 2016	Article 11	Coakley Portable Classroom	<u>\$16,500.00</u>
Total:			\$112,522.00

Respectfully Submitted,

*Myev A. Bodenhofer*

Myev A. Bodenhofer  
Chair, Norwood School Committee

**NEED TO REJOTE** **ARTICLE 19**  
**Schedule of Unpaid Bills** **FINAL**  
**Special Town Meeting of November 6, 2017**

#	Department & Description	Vendor	V #	Date	Invoice #	Amount	TOTAL	Acct #
1	Public Safety Building - Water	Town of Norwood	1476	7/17/17	11310077208	\$ 521.93		
2	Public Safety Building - Equipment Lease	The Eagle Leasing Company	29217	6/30/17	F1960150	55.17		
3	Public Safety Building - Custodial Supplies	Imperial Bag & Paper	32452	6/5/17	3427926	36.35	\$ 613.45	P0404-18
4	PBCC - Attorney	Garrity and Knisely Garrity and Knisely	29936 10274	6/22/16 7/25/17	137044345	3,422.50 9,283.52	12,706.02	P0141-18
5	Human Resources - Cell Phone	AT&T	21648	7/6/17	824060246X07062017	114.83	114.83	P7595-18
6	Library - custodial supplies	Grainger	10792	4/2/17	9376744224	167.91	167.91	P1851-18
7	Muni. Building - Telephone (Alarm)	Verizon	1429	11/10/15	78176209546840000	125.66		
8	Muni. Building - Telephone	AT&T	19250	9/1/16	265373585	28.93	154.59	P0231-18
9	Recreation Dept. - Longevity	Employee (FY'16 & FY'17)				200.00	200.00	P1908-18
10	Police - Holiday Pay	Police Chief Deputy Chief		FY15-17 FY17		4,555.89 1,263.68	5,819.57	P0316-18
11	Police - Educational Incentive	Chief of Police Deputy Chief		FY15-16 FY17		371.32 344.63	715.95	P0318-18
	<b>TOTAL UNPAID BILLS</b>						\$ 20,492.32	



December 13, 2016

John J. Carroll, General Manager  
Thomas McQuaid, CFO  
Town of Norwood  
566 Washington Street  
Norwood, Massachusetts 02062

10 New England Business  
Center Dr. • Suite 107  
Andover, MA 01810  
(978) 749-0005  
melansonheath.com

Additional Offices:  
Nashua, NH  
Manchester, NH  
Greenfield, MA  
Ellsworth, ME

Dear Mr. Carroll and Mr. McQuaid,

During the course of our 2016 audit we identified certain areas where improvements and/or efficiencies could be made that were not included in a formal management letter. The following summarizes these issues very briefly:

**1. Consider an IT Assessment and System Conversion**

The Town currently maintains its accounting records under the outdated "statutory" accounting system which is not a structured fund accounting system in accordance with generally accepted accounting principals. As a result, each year many manual steps are required to convert the year-end records to a fund accounting basis. Also, the Town's accounting records are maintained on an information technology platform that lacks the capability and efficiency that is available in many more modern municipal software systems. Although the Town has been able to manage its records on these systems for many years, it may be time to evaluate alternative solutions. We also understand that the School Department may be mandated by the Massachusetts Department of Elementary and Secondary Education to allow ESE to upload data directly from the School Department's accounting records sometime in the fiscal 2020 - 2022 time period. It is not likely the current system would have that capability.

We recommend the Town consider performing a comprehensive Information Technology Assessment. The primary objective of an IT assessment is to identify areas to increase automation to improve efficiency, establish goals to ensure that the Town maintains a stable IT environment, provide timelines and cost estimate for immediate and longer-term planning, as well as to ensure IT and data security policies remain current. Best practice programs established by the Commonwealth, the Government Finance Officer Association (GFOA) as well as Information Systems Audit and Control Association (ISACA) all recommend such as assessment. Implementation of this recommendation will help ensure that the Town's IT functions remain appropriate. If it is determined that a new IT system is needed, we recommend that the Town's accounting be converted from the "statutory" system to the more modern Uniform Municipal Accounting System (UMAS) which conforms to generally accepted accounting principles.

END OF IT RECOMMENDATION

**FINANCE COMMISSION MEETING**  
**Monday, November 6, 2017**  
**MINUTES OF MEETING**

A meeting of the Finance Commission was held at 6:30 pm, Monday, November 6, 2017 in the Norwood High School Auditorium, Nichols Street. Attending the meeting were members Alan Slater, Chair, Anne Marie Haley, Vice Chair, Robert Donnelly, David Hajjar and Judy Langone supported by Tom McQuaid, Clerk to the Finance Commission. The main purposes of the meeting included discussion of upcoming November 6, 2017 Special Town Meeting Articles.

Members of the School Committee, led by Chair Maev Bodenhofer asked for reconsideration of Articles 6 and 8.

The Schools have requested \$55,900 for Article 6. Ann Marie Ellie has found unused internal School funds from previous years in the amount of \$43,277 and the request is to take the balance of \$12,623 from Free Cash.

Mrs. Langone made a motion for reconsideration of Article 6, seconded by Mr. Hajjar which was ***unanimously carried 5-0***. Mrs. Langone made a motion to approve the request of the School Committee. Her motion was seconded by Mr. Hajjar and ***unanimously carried 5-0***.

The schools have also found additional previously borrowed funds that are available and have asked the Finance Commission to reconsider increasing the amount in Article 8 to \$112,522.00. On a motion by Mrs. Langone, seconded by Mrs. Haley the Commission ***voted 5-0 to reconsider***. On a motion by Mrs. Haley, seconded by Mr. Donnelly, the motion ***carried 5-0***.

Alan Howard asked to speak about Article 2 of the first Special Town Meeting. He explained his rationale for seeking funding to purchase the property for \$13,000,000.

Mr. Jerry Hopcroft appeared for the PBCC to discuss Article 11, \$60,000 for litigation costs related to the DPW project. The original exposure was \$450,000 but through negotiations that



exposure has been reduced to less than \$60,000. If funded, he believes this will be sufficient money to resolve the issues. It was noted that they already received \$60,000 at a previous Special Town Meeting.

Mr. Hopcroft pointed out that there is an additional invoice that should be listed on the unpaid bills related to the Litigation. Total due to the attorney's should be \$12,705 rather than the previous amount of \$3,423. Since there was some confusion about the amounts and documentation was not readily available the Commission deferred its vote to Thursday night.

There being no other business, on a motion by Mrs. Langone, seconded by Mr. Donnelly, it was ***voted unanimously 5-0*** to adjourn at 7:15 pm.

A True Copy

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

**FINANCE COMMISSION MEETING**  
**Tuesday, October 24, 2017**  
**MINUTES OF MEETING**

A meeting of the Finance Commission was held at 5:30 pm, Tuesday, October 24, 2017 in the Robert M. Thornton Room, Town Hall, 566 Washington Street. Attending the meeting were members Alan Slater, Chair, Anne Marie Haley, Vice Chair, Robert Donnelly, David Hajjar and Judy Langone supported by Tom McQuaid, Clerk to the Finance Commission. The main purposes of the meeting included discussion of upcoming November 6, 2017 Special Town Meeting Articles.

Chairman Slater asked for discussion on the minutes of October 17, 2017. Mrs. Langone made a motion to accept the minutes, seconded by Mr. Donnelly. The minutes were **approved 4-0**. Mrs. Haley abstained as she was unable to attend that meeting.

Chairman of the Board of Selectmen, William Plasko appeared to explain the Board's position on Article 2 of the first Special Town Meeting. This Article asks Town Meeting Members to consider purchasing land and a building owned by developer Davis-Marcus. Recently the developer successfully completed the 40B process and has been approved to build 260 apartment units. The Town asked the developer for the opportunity to purchase so that the Town controls the ultimate disposition. The Town has until December 31, 2017 to respond to the developer. The Board of Selectmen voted 4-0 to go forward with the purchase.

Commissioners discussed the pros and cons for some period of time. On a motion by Mrs. Langone, seconded by Mrs. Haley the Commission voted **Indefinite Postponement 5-0**. Mrs. Haley made a motion, seconded by Mr. Donnelly to authorize Chairman Slater, with the assistance of Mr. McQuaid to draft a letter to the Board of Selectmen. Such letter should contain a request that the Selectmen ask Davis-Marcus for a 6 month extension of time so that the Town could try to obtain a debt exclusion from the voters. Additionally this would give us time to find developers and environmental groups who could buy some of the land and potentially reduce our debt payments. The motion **passed unanimously 5-0**.



Jim Quaglia, Superintendent and Director & Steve Moore, Assistant Superintendent for Business and Personnel presented Blue Hills case for borrowing \$84.8 million to renovate the school. The project will receive a 55.89% reimbursement for all allowable items. There are few items within the project that are 100% paid by taxpayers.

- Projected total cost to Norwood is \$3,871,796
- Fiscal 2020 cost to Norwood is projected to be \$97,400
- Projected impact on our current annual assessment is 9%
- Projected range of annual cost for Norwood over the years is \$97,400 to \$129,060, 3% borrowing rate

Commissioners expressed appreciation for the completeness of information, transparency and thoughtfulness of the Blue Hills Representatives. On a motion by Mrs. Langone, seconded by Mrs. Haley, the commission ***voted unanimously 5-0 to support the project.***

The Commission then turned to the second STM of November 6, 2017 and voted as follows (see attached articles list for details:

<u>Article</u>	<u>Motion/Second</u>	<u>Free Cash</u>	<u>Internal</u>
04 Open Space & Recreation Plan	Haley/Hajjar		\$30,000
06 Schools – Additional Pre-school staff	Langone/ Haley		28,913
08 Schools – Savage infrastructure	Haley/Donnelly		91,662
10 Library HVAC Units	Haley/Langone	\$45,000	
12 Information Technology Consultant	Langone/Hajjar	35,000	
13 Fire Department lifting unit	Hajjar/Donnelly		45,000
15 Town Hall Computer HVAC	Hajjar/Haley	60,000	
16 General Government Wages	Haley/Donnelly		6,709
17 General Manager's Salary	Langone/Hajjar	50,000	
18 Wiring Inspector Salary	Langone/Haley	39,600	
19 Unpaid Bills	Haley/Donnelly		11,209
<b>Total</b>		<b>\$229,600</b>	<b>\$213,493</b>
07 Schools – New ELL Teacher Early in school year, come back in spring if a problem	Langone/Hajjar	Indefinite Postponement	
09 Library salaries & Incidentals	Haley/Donnelly	Indefinite Postponement	

The Library is withdrawing this Article as it feels it has internal sources of funding. During the discussion of Article 9, Commission members expressed concern about the precedent set by offering an amount to the Library Director which is in addition to all available steps and COLA's in the normal salary scale. This practice is allowed by law as the Library Trustees have legal authority to do so when dealing with an employment contract. The concern is that other

Department Heads, under employment agreements, will have a legitimate argument to receive something similar. This will raise labor costs and possibly cause a division between Department Heads as most are not covered by a contract. Commissioner Hajjar was authorized to raise this issue with the Personnel Board.

11 Litigation DPW Yard	Langone/Haley	Indefinite Postponement
Defer until PBCC appears before the Finance Commission.		

14 Fire Department Contract	Hajjar/Haley	Indefinite Postponement
Not settled at time of vote.		

Mrs. Langone made a motion, seconded by Mrs. Haley to accept the final reports related to the Airport and Recreation Departments and to send a letter to the Airport Commissioners and Board of Selectmen for further action, if any. Additionally, such reports will be posted on the Town's website. This motion was ***approved unanimously 5-0.***

Mr. Hajjar reported on the previous night's Capital Outlay Meeting. That was a recap and planning meeting. Most of the work will happen at the February 2018 meeting. At the Capital Outlay meeting Mr. Hajjar suggested we follow the lead of other Towns who have a more formal (forms, specific criteria, etc.) decision-making process. Most people initially balked at the idea but the Committee agreed to explore the concept further. In other Capital Outlay business, John Carroll brought forth the revival of the Facilities Management Committee/Plan approved by the Board of Selectmen in February 2016. The Finance Commission Chair or his/her designee is one of 5 voting members on the committee. Mr. Hajjar volunteered to represent the Finance Committee as he is a professional in this field. Chairman Slater appointed Mr. Hajjar to be the representative to the Facilities Management Committee.

Mrs. Haley reported that she, Mr. Donnelly and Mr. Hajjar recently attended a Finance Commissioners' regional meeting and that they have several ideas to consider at a future meeting. Mr. Hajjar stated that some communities have an additional stabilization fund dedicated to large capital projects.

Chairman Slater asked Mr. McQuaid to post meetings for November 6<sup>th</sup> and 9<sup>th</sup> at 6:30 in the High School Auditorium.

There being no other business, on a motion by Mrs. Haley, seconded by Mr. Donnelly, it was ***voted unanimously 5-0*** to adjourn at 8:28 pm.

A True Copy

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