



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

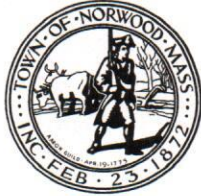
Meeting, Tuesday, November 28, 2017 at 5:30 pm in the Robert M. Thornton Room, Town Hall, 566 Washington Street, Norwood, MA 02062.

A G E N D A

- 5:30 pm Acceptance of minutes from Thursday, November 9, 2017
- 5:35 pm Reserve Fund Request – Health Department Vaccine Freezer
- 5:40 pm Financing options for Article 2 of 1st STM, \$13,000,000 vote
- 5:55 pm
- Overview and tentative schedule for FY19 Budget Process
 - Long-Term Financial Planning Process
 - Review of Financial Policies
 - Information from Finance Committee Conference
 - Schedule training for new tablet computers
- 6:50 pm Other business

FISCAL 2018 RESERVE FUND ACTIVITY

Reserve Fund ATM Appropriation: \$125,000



**TOWN OF NORWOOD
BOARD OF HEALTH**
Commonwealth of Massachusetts



Public Health
Prevent. Promote. Protect.

NORWOOD BOARD OF HEALTH
Joan M. Jacobs, Chairman
Kathleen F. Bishop
Carolyn Riccardi

November 13, 2017

Finance Commission
Norwood, MA

Dear Chairman Slater,

The Health Department is requested a reserve fund transfer of \$2,731 to purchase a pharmacy grade vaccine refrigerator/freezer. The Department was notified by the Massachusetts Department of Public Health (MDPH) that the existing refrigeration units do not meet the MDPH requirements:

The Guidelines for Compliance with Federal and State Vaccine Administration Requirements state that as of January 1, 2018, the Massachusetts Department of Public Health (MDPH) will require all practices to have pharmaceutical grade refrigerators for all refrigerated vaccine storage units in their facility. MDPH has determined that most standard domestic combination refrigerator/freezer units are inappropriate for vaccine storage. In addition, many stand-alone refrigerators that are not pharmacy grade lack the necessary features for the safe storage of vaccines. As a result, MDPH is requiring the use of pharmaceutical grade refrigerators for all refrigerated vaccine storage units.

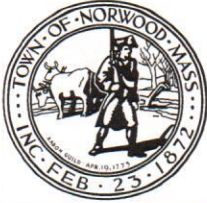
The refrigeration unit is necessary to continue to offer vaccines including the flu vaccine. The need was unexpected as we have been allowed to function with the existing units. MDPH is now requiring all vaccine providers provide pharmacy grade refrigeration and freezer storage to ensure the vaccine is protected.

Thank you for your consideration of this matter.

Sincerely,

Sigalle Reiss; MPH, RS/REHS
Superintendent / Director

cc: Thomas McQuaid, Town Clerk & Accountant
Board of Health



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Memorandum

To: Tom McQuaid, Town Clerk & Accountant
From: Sigalle Reiss, Supt/Director
Date: November 3, 2017
Re: Surplus Equipment sale revenue
Cc: Cathy Carney, Purchasing

Cathy informed me that the donated dental chair has sold for \$5,000. The Health Department is requesting to use a portion of the revenue to purchase a vaccine storage unit with a refrigeration and freezer capability.

The current refrigerator and freezer being used do not meet the Department of Public Health (DPH) requirements for temperature control and monitoring. In addition, they are very large residential units. With the new renovations, the department would like to purchase a smaller unit that meets the requirements of the vaccine unit at DPH. The quote on the new vaccine refrigerator/freezer is \$2,731 including delivery charges.

Thank you.