



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, May 17, 2018 at 6:30 pm in the High School Auditorium, Nichols Street, Norwood, MA 02062.

A G E N D A

Acceptance of minutes from Monday, May 14, 2018.

May 14, 2018 annual Town Meeting Articles

- Article 6 Revolving Fund limits
- Article 12 CPF Set-asides
- Article 13 CPF Administrative Budget
- Article 14 CPF Chapel additional work

Other business

FISCAL 2018 RESERVE FUND ACTIVITY

Reserve Fund ATM Appropriation:	\$125,000
Board of Health refrigerator	(2,731)
Board of Assessors Salaries	(1,200)
Forbes Estate Maintenance	(30,000)
Veterans' Direct Relief	<u>(20,000)</u>
Remaining balance	<u>\$71,069</u>

The Commission reserves the right to consider items on the agenda out of order. This listing of matters contains those items reasonably anticipated by the Chairman which may be discussed at the meeting at least 48 hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

DRAFT

FINANCE COMMISSION MEETING
Monday, May 14, 2018
MINUTES OF MEETING

A meeting of the Finance Commission was held at 6:300 pm, Monday, May 14, 2018 in the High School Auditorium, Nichols Street. Attending the meeting were Alan Slater, Chairman, Anne Marie Haley, Vice Chair and members Robert Donnelly, David Hajjar and Judy Langone supported by Tom McQuaid, Clerk to the Finance Commission. The focus of the meeting was to review and possibly vote on the May 14, 2018 Special Town Meeting Articles.

On a motion by Mr. Hajjar, seconded by Mr. Donnelly, approval of the meeting minutes of April 30, 2018 were ***unanimously approved by a 5-0 vote.***

Mr. Slater asked Mr. McQuaid to go through the Articles that need finalized votes based upon new information.

Article 14 – ELL Funding for the Schools

Myev Bodenhofer, Chairman of the School Committee appeared to say we are still awaiting additional Circuit Breaker Funding for the Schools. If that additional \$200,000-plus funding comes through the School Committee will not need these Town-Meeting funds.

Currently the Finance Commission has a voted for indefinite postponement. We may revisit this issue Thursday, May 17th at the 6:30 pm FINCOM Meeting.

Article 17 Light Department Overtime

Jim Collins, Superintendent represented the Light Department. He stated that the overtime is a targeted guess based upon current history. All funds will come from internal sources.

On a motion by Mrs. Langone, seconded by Mrs. Haley it was ***unanimously voted 5-0*** that the sum of \$35,000 be transferred from Light Department Wages and appropriated for the purpose of Light Department Overtime.

Article 18 - Broadband Overtime

Jim Collins, Superintendent of the Light Department represented the Broadband Department. He stated that the overtime is our best estimate and that most of the overtime was caused by storm damage. All funds will come from internal sources.

On a motion by Mr. Donnelly, seconded by Mrs. Haley it was ***unanimously voted 5-0*** that the sum of \$8,000 be transferred from Broadband Operations and appropriated for the purpose of Broadband Overtime.

Article 21 – Firefighter Retroactive Salaries

Chief Greeley represented the Fire Department. He explained that the previous vote for retroactive pay all went into the Firefighter Salary account but that it was necessary to assign it to specifics such as EMT pay, Substitution, etc. Mr. McQuaid noted that some of the sources the Chief provided the first time will be netted in this motion. For instance \$2,300 of EMT pay was going to fund Firefighter salaries. Now \$2,300 of EMT pay would be put toward EMT pay. Since this amount will be eliminated from both sides it appears the total appropriation has been reduced. In fact no difference in the mount needed has been changed.

On a motion by Mr. Langone, seconded by Mr. Donnelly it was ***unanimously voted 5-0*** that the following sums be appropriated

Fire Dept. Salaries	\$109,742
Fire Dept. Holiday Pay	\$ 4,760
Fire Dept. O/T & Recall	\$ 2,750
Fire Dept. Substitution	\$ 17,125
Fire Dept. Incentive Pay	\$ 3,708
Fire Dept. EMT Pay	\$ 16,915

From the following sources

FD Building Maintenance	\$8,585
FY18 Article 1 Wage Adj	\$69,819
Broadband Deprec Account	\$76,596

for the purpose of funding the firefighter retroactive pay.

The Commission did not have time to discuss the Annual Town Meeting items so they were deferred to Thursday, May 17, 2018.

The meeting was continued to the end of Town Meeting as a defensive measure so that the Finance Commission could take votes on articles as they arose, if necessary.

There being no other business, on a motion by Mr. Hajjar, seconded by Mrs. Haley, it was ***voted unanimously 5-0*** to adjourn at 10:40 pm.

A True Copy

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

ANNUAL TOWN MEETING
TOWN OF NORWOOD
MAY 14, 2018

ARTICLE 6. To see if the Town will vote to authorize the use of Revolving Funds in Fiscal Year 2019 in accordance with the provisions of MGL Chapter 44, Section 53E ½ for the purpose of funding programs administered by the various departments, or take any other action in the matter.

Recommended by the Board of Selectmen:

VOTED: That the Town hereby votes to authorize the use of Revolving Funds in Fiscal Year 2019 in accordance with the provisions of MGL Chapter 44, Section 53E ½ for the purpose of funding programs administered by:

Council on Aging, Spending Limit \$125,000

And

Norwood Public Library, Spending Limit - \$50,000

Offered by:

Duly seconded by:



The TOWN OF NORWOOD

Commonwealth of Massachusetts

NORWOOD COUNCIL ON AGING / NORWOOD SENIOR CENTER

275 Prospect Street • Norwood, MA 02062-3539

Tel. 781-762-1201 • Fax: 781-278-3090 • VOICE/TTY - Use Phone Relay

April 26, 2018

Board of Selectmen &
Town Meeting Members

In connection with Article 10 of the Annual Town Meeting, The Council on Aging respectfully requests that our Revolving Fund 24-3313-0000 be authorized for the Fiscal Year Ended June 30, 2019.

This is authorized by MGL Chapter 44, Section 53E ½.

The programs and purposes for which the revolving funds may be expended:

All programs sponsored by the Council on Aging

The Departmental Receipts which shall be credited to the Revolving Fund

General programs held by the Council on Aging
Lunch and other food events
Exercise classes

The Board, Department or Officer authorized to expend from such fund

Council on Aging Director, currently Kerri McCarthy

The limit on the amount which may be expended from such fund in the ensuing fiscal year

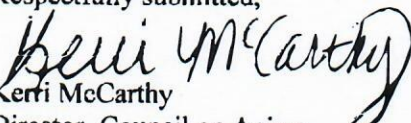
We are requesting a limit of \$125,000

Our receipts have been as follows:

	Year Ended <u>6/30/2017</u>	6 Months Ended <u>12/31/17</u>
General Program Receipts	\$54,337.00	\$32,361.00
Lunch and Food Programs	16,134.00	7,180.00
Exercise Classes	<u>23,865.00</u>	<u>13,470.00</u>
Total Receipts	<u>\$94,336.00</u>	<u>\$53,011.00</u>

As of April 26, 2018 the balance in the account is \$43,414.55

Respectfully submitted,


Kerri McCarthy
Director, Council on Aging



Charlotte Canelli, Library Director
33 Walpole Street
Norwood, MA 02062
781-769-0200
www.norwoodlibrary.org

Library Board of Trustees

Sarah Begg, Chair
John Hall
Deborah Henry
Patricia Hines
Susan Pipes
Cashman Kerr Prince

May 1, 2018

Board of Selectmen & Town Meeting Members

In connection with an article of the *Annual Town Meeting Article 6* authorizing Revolving Funds, the Board of Library Trustees respectfully requests that Library Revolving Fund GL24-3321-0000 be authorized for the Fiscal Year Ended June 30, 2019.

This is authorized by MGL Chapter 44, Section 53E ½.

The programs and purposes for which the revolving funds may be expended:

- (1) Replacement of books, CDs, DVDs, audiobooks and other materials lost or damaged by patrons;
- (2) Incidental costs associated with services for patrons such as faxing, color printing, tax document printing, microfilm printing, passport acceptance applications, performance of notary services, and any other new services to Library patrons that we offer during our business hours.
- (3) Library programs offered to the public.

The Department Receipts which shall be credited to the Revolving Fund:

Reimbursement at the Library and through the Minuteman Library Network for lost and damaged materials; fines for overdue materials; and fees for services, including passport acceptance applications, microfilm, black and white and color printing, faxing, and notary services.

The Board, Department or Office authorized to expend from such Fund:

Library Director, Charlotte Canelli

The limit on the amount which may be expended from such a fund in the ensuring fiscal year:

We are requesting a limit of \$50,000 which may be expended in the ensuring fiscal year.

	Fiscal FY17	7/1/17 – 4/13/18 (Partial FY18)
Fees, Fines, Lost Books	\$15,662.07	\$11,425.75
Printing, Faxing	\$ 4,157.75	\$ 3,981.65
Passport Fees	\$ 9700.00	\$ 8,325.00
Proctor, ILL, Other	\$ 406.71	\$ 473.15
	\$29,926.53	\$24,205.55

Balance in Library Revolving Fund May 1, 2018: \$26,011.45

Respectfully submitted,

Charlotte Canelli

Charlotte Canelli, Library Director
Morrill Memorial Library

TOWN OF NORWOOD
ESTIMATED REVENUES FROM COMMUNITY PRESERVATION ACT
FISCAL 2019 REVISION FOR ANNUAL TOWN MEETING
FOR ARTICLES 12 AND 13 OF THE ANNUAL TOWN MEETING

Projection provided by Mark Good, Treasurer / Collector 2018-01-16 modified by Thomas McQuaid for 11.5% State Distribution on 5/11/18

Estimated CPA Revenue								
Class	Valuation Per 2018 Recap	# of Parcels Per 2017 LA-4	CPA Value	Surcharge Tax Per FY17 Rates	Surcharge	Commonwealth Contribution 11.5% as of May 2017	Total CPA	
Residential	3,652,241,230	8,165	816,500,000	2,835,741,230	31,618,515	316,185	36,361	352,546
Commercial	950,933,007	447	44,700,000	906,233,007	20,353,993	203,540	23,407	226,947
Industrial	376,289,556	203	20,300,000	355,989,556	7,995,525	79,955	9,195	89,150
Total	4,979,463,793	8,815	881,500,000	4,097,963,793	59,968,033	599,680	68,963	668,643

PROJECTED BALANCES PRIOR TO PROJECT APPROPRIATION

		FISCAL 2018 ESTIMATED RECEIPTS	FISCAL 2018 APPROPRIATION	FISCAL 2018 UNUSED ADMIN	PROJECTED FISCAL 2018 BALANCE	FISCAL 2019 ESTIMATED RECEIPTS	FISCAL 2019 APPROPRIATION	PROJECTED FISCAL 2019 BALANCE
84-3171-0000	SRF - CPF - SURCHARGE	\$ 545,000	\$ (190,750)	\$ 27,250	\$ 381,500	\$ 668,643	\$ (234,024)	\$ 816,119
84-3172-0000	SRF - CPF - ADMINISTRATION		27,250	(27,250)	-		33,432	33,432
84-3173-0000	SRF - CPF HISTORICAL		54,500		54,500		66,864	121,364
84-3174-0000	SRF - CPF - REC & OPEN SPACE		54,500		54,500		66,864	121,364
84-3175-0000	SRF - CPF - HOUSING	-	54,500	-	54,500	-	66,864	121,364
		<u>\$ 545,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 545,000</u>	<u>\$ 668,643</u>	<u>\$ -</u>	<u>\$ 1,213,643</u>

ANNUAL TOWN MEETING
TOWN OF NORWOOD
MAY 14, 2018

ARTICLE 12. To see what sums of money the Town will vote to set aside and reserve for later spending from Community Preservation Fund revenues, pursuant to M.G.L. Chapter 44B, for the following purposes:

- Open Space
- Historic Resources
- Community Housing
- Administrative and Operating Expenses
- Budgeted Reserve Account

Or take any other action in the matter.

(On recommendation of the Community Preservation Committee)

Recommended by the Finance Commission:

VOTED: Based upon the recommendation of the Community Preservation Committee, The Finance Commission moves that the following sums be appropriated from Community Preservation Fund revenues for the purpose of funding the following accounts:

CPF Open Space	\$66,864
CPF Historic Resources	66,864
CPF Community Housing	66,864
CPF Administrative and Operating Expenses	33,432

Offered by:

Duly seconded by:

ANNUAL TOWN MEETING
TOWN OF NORWOOD
MAY 14, 2018

ARTICLE 13. To see what sum of money the Town will vote to appropriate from the Community Preservation Fund - Administrative Reserve account, established pursuant to M.G.L. Chapter 44B, for administrative and operating expenses, or take any other action in the matter.
(On recommendation of the Community Preservation Committee)

Recommended by the Finance Commission:

VOTED: Based upon the recommendation of the Community Preservation Committee, The Finance Commission moves that the following sums be appropriated from CPF Administrative and Operating Expenses fund for the purpose of funding the following accounts:

CPF Administrative and Operating Expenses Budget	\$33,432
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Offered by:

Duly seconded by:

ANNUAL TOWN MEETING
TOWN OF NORWOOD
MAY 14, 2018

ARTICLE 14. To see what sum or sums of money the Town will vote to raise or transfer from taxation or from surplus revenue or other available funds, or appropriate from the Community Preservation Fund, or borrow, in addition to the \$1,100,000 previously appropriated by vote of the 2017 Annual Town Meeting under Article 11, Motion 5, for the purpose of planning, design and construction of the preservation, rehabilitation and restoration of the St. Gabriel the Archangel Chapel at Highland Cemetery, including the payment of costs incidental or related thereto;

And further, to see if the Town will vote to authorize the Treasurer with the approval of the Board of Selectmen to borrow such sums required by the aforesaid funds for the specified purposes; any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action in the matter.
(On recommendation of the Community Preservation Committee)

Recommended by the Finance Commission:

VOTED: Based upon the recommendation of the Community Preservation Commission, the Finance Commission moves that \$400,000 is appropriated, in addition to the \$1,100,000 previously appropriated by vote of the 2017 Annual Town Meeting under Article 11, Motion 5, to pay costs of planning, design and construction of the repairs to and renovation of the St. Gabriel the Archangel Chapel at Highland Cemetery, including the payment of costs incidental or related thereto; that to meet this appropriation, the sum of \$400,000 shall be appropriated from the Community Preservation Fund, as follows: \$54,500 from the set aside for historic resources and \$345,500 from the CPF reserve account.

Offered by:

Duly seconded by: