



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, June 28, 2018 at 6:00 pm in the Robert M. Thornton Room, Town Hall, 566 Washington Street, Norwood, MA 02062.

A G E N D A

Acceptance of minutes from Thursday, May 17 and Monday, May 21, 2018

Municipal Relief Requests:

Fire Department – Vehicle Maintenance from Firefighter Substitution \$15,000

Library – Building Maintenance from Full Time Salaries \$6,800

DPW- Utilities from Drain Maintenance \$33,500

DPW- Garage Maintenance Gas & Oil from DPW Salaries and Wages \$20,000

Cemetery Salaries-Overtime from DPW Salaries \$6,000

Reserve Fund Requests:

Maintenance of Forbes Mansion \$30,000

Board of Health Hazardous Waste Collection \$9,000

FY2019 Reserve Fund Request:

Town Clerk Salary \$8,300

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	(60,000)
Veterans' Direct Relief	(20,000)
Remaining balance	<u>\$41,069</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.

FINANCE COMMISSION MEETING
Thursday, May 17, 2018
MINUTES OF MEETING

A meeting of the Finance Commission was held at 6:30 pm, Thursday, May 17, 2018 in the High School Auditorium, Nichols Street. Attending the meeting were Anne Marie Haley, Vice Chair and members Robert Donnelly, David Hajjar and Judy Langone supported by Tom McQuaid, Clerk to the Finance Commission. Chairman Slater was absent as he was attending his son's college graduation ceremony. The focus of the meeting was to review and possibly vote on the May 14, 2018 Annual and Special Town Meeting Articles.

On a motion by Mr. Hajjar, seconded by Mr. Donnelly, approval of the meeting minutes of May 14, 2018 were ***unanimously approved by a 4-0 vote.***

Article 6 – Revolving fund spending limits

Mr. McQuaid presented letters of spending limit requests for the Library and COA for revolving funds authorized under Chapter 44, Section 53 ½. One letter reported receipts and one letter reported expenditures. Mr. McQuaid said he would reread the law and make any corrections as needed. On a motion by Mrs. Langone, seconded by Mr. Hajjar a spending limit of \$125,000 for the COA and \$50,000 for the Library were ***unanimously approved by a 4-0 vote.***

Article 12 – CPF Allocations required by law

On a motion by Mr. Donnelly, seconded by Mr. Hajjar it was ***unanimously approved by a 4-0 vote that:***

Based upon the recommendation of the Community Preservation Committee, The Finance Commission moves that the following sums be transferred from Community Preservation Fund revenues and appropriated for the purposes indicated:

84-3174-0000 CPF Reserved for Open Space Projects	\$66,864
84-3173-0000 CPF Reserved for Historic Projects	66,864

84-3175-0000 CPF Reserved for Housing Projects	66,864
84-3172-0000 CPF Reserved for Administrative Expenses	33,432

Article 13 – Setting up administrative budget for CPC

On a motion by Mr. Hajjar, seconded by Mrs. Langone it was ***unanimously approved by a 4-0 vote that:***

Based upon the recommendation of the Community Preservation Committee, The Finance Commission moves that the following sums be transferred from Account 84-3172-0000 and appropriated for the following purpose:

FY 2019 CPC Administrative Expenses	\$33,432
-------------------------------------	----------

Article 14 - \$400,000 additional funding for St. Gabriel Chapel

On a motion by Mr. Hajjar, seconded by Mr. Donnelly it was ***unanimously approved by a 4-0 vote that:***

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 followings sums shall be transferred from the accounts indicated:

84-3173-0000 CPF Reserved for Historic Projects	\$121,364
84-3171-0000 CPF Unreserved Fund Balance	\$278,636

and appropriated for the purpose of: St. Gabriel the Archangel Chapel at Highland Cemetery \$400,000

Article 14 STM – ELL Funds for Schools

The School Committee met earlier and voted 3-1 to request that the Finance Commission appropriate \$60,000 from Free Cash for the purpose of funding ELL costs for Fiscal 2018. That vote also specified that if the School Committee received additional Circuit Breaker funds in a supplemental FY2018 State appropriation it would leave the \$60,000 unspent and it will return to Free Cash at year-end.

Based upon the School Committee vote, on a motion by Mr. Hajjar, seconded by Mrs. Langone, the Finance Commission ***voted unanimously 4-0***

That the sum of \$60,000 be transferred from Free Cash and appropriated for the Fiscal 2018 School Budget.

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. Langone, it was ***voted unanimously 4-0*** to adjourn at 10:40 pm.

A True Copy

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

FINANCE COMMISSION MEETING
Monday, May 21, 2018
MINUTES OF MEETING

A meeting of the Finance Commission was held at 6:30 pm, Monday, May 21, 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 Annual and Special Town Meeting Articles.

Although Mr. McQuaid sent a draft of the minutes of the May 14 FINCOM meeting he failed to place a copy in the information packet. So on a motion by Mr. Hajjar, seconded by Mrs. Langone a ***vote on the minutes was tabled 5-0.***

ATM Article 14 – CPA funding for St. Gabriel the Archangel Chapel

The Community Preservation Committee adjusted its recommendation for the source of funding for the Chapel.

On a motion by Mr. Hajjar, seconded by Mr. Donnelly ***it was unanimously voted 5-0 that***

Based upon the recommendation of the Community Preservation Committee, 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 to rehabilitate and preserve the St. Gabriel the Archangel Chapel at Highland Cemetery, including the payment of costs incidental or related thereto; that to meet this appropriation, the following sums shall be transferred from the accounts indicated:

#G84-3173-0000 FY18 CPF Reserved for Historic Projects	\$54,500
#G84-3171-0000 FY18 CPF Unreserved Fund Balance	\$345,500

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.

During the Annual Town Meeting, the Commission was handed a last minute change in recommendation from the Community Preservation Committee to Article 12 as follows:

ATM Article 12 – CPA Funds Set-Asides

The Community Preservation Committee adjusted its recommendation for set-asides from CPA receipts to clearly include a budgeted unreserved amount.

On a motion by Mr. Donnelly, seconded by Mrs. Haley

Recommended by the Finance Commission:

VOTED: Based upon the recommendation of the Community Preservation Committee, the Finance Commission moves that the following sums be transferred from Community Preservation Fund revenues and appropriated for the purposes indicated:

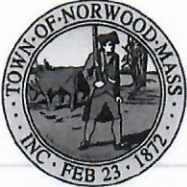
#G84-3174-0000 CPF Reserved for Open Space	\$66,864
#G84-3173-0000 CPF Reserved for Preservation Of Historic Resources	\$66,864
#G84-3175-0000 CPF Reserved for Community Housing	\$66,864
#G84-3172-0000 CPF Reserved for Administrative and Operating Expenses	\$33,432
#G84-3171-0000 CPF Unreserved Fund Balance	<u>\$434,619</u>
Total	\$668,643

unanimously approved by a 5-0 vote.

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

A True Copy

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



The TOWN OF NORWOOD

Commonwealth of Massachusetts

THE SELECTMEN

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

JUN 2

July 13, 2018

Allan Slater, *Chairman*
Norwood Finance Commission
Norwood, MA


Dear Mr. Slater:

The Board of Selectmen in meeting of Tuesday, June 12, 2018, voted to approve the following Municipal Relief Transfer as per the attached:

Charlotte Canelli, *Library Director*
Chief Anthony J. Greeley, *Norwood Fire Department*

Very truly yours,

BOARD OF SELECTMEN

By 
Administrative Assistant

Fj

Enclosure

Cc: Tony Mazzucco, *General Manager*
Chief Anthony J. Greeley, *Norwood Fire Department*
Thomas P. McQuaid, *Town Clerk & Accountant*
Linda Laridis, *Asst. Town Accountant*
Charlotte Canelli, *Library Director*



The TOWN OF NORWOOD

Commonwealth of Massachusetts

June 8, 2018

GENERAL MANAGER

Tony Mazzucco

ASSISTANT

GENERAL MANAGER

Bernard Cooper

Board of Selectmen
Town of Norwood
Norwood, MA 02062

Dear Members of the Board,

Enclosed is a memo from Chief Greeley requesting a transfer of \$15,000 under the Municipal Relief Act for his Vehicle Maintenance account.

I recommend that you approve this request.

Sincerely,

Tony Mazzucco
General Manager

Cc: Finance Commission
Chief Greeley

dln



ANTHONY J. GREELEY
CHIEF OF DEPARTMENT

RONALD J. MAGGIO
DEPUTY FIRE CHIEF

TOWN OF NORWOOD FIRE DEPARTMENT

135 NAHATAN STREET
NORWOOD, MASSACHUSETTS 02062

ADMINISTRATION
(781) 762-0080

FAX
(781) 440-5230

June 4, 2018

To: Tony Mazzucco, General Manager

From: Anthony J. Greeley, Fire Chief

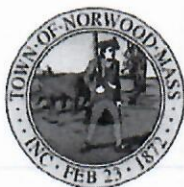
Re: Municipal Relief

Please consider the transfer within the FY18 Fire Department Operating Budget:

Transfer from:

P-0367-18 Substitution \$15,000 into P-0386-18 Vehicle Maint.

Purpose: Back in Special Town Meeting (STM) I moved \$15,000 into P-0367 Substitution as a precaution in the event I needed funds to finish FY18. These additional funds are not needed to finish the FY. During the month of May 2018 the Fire Department experienced two breakdowns in apparatus and equipment. Both were very expensive issues to fix properly. Vehicle Maintenance (P-0386-18) is the account that was pressured to pay for the repairs. The influx of these funds (\$15,000) will allow us to pay the invoices and finish FY18 with no outstanding unpaid bills. Thank you for your consideration.



The TOWN OF NORWOOD

Commonwealth of Massachusetts

June 8, 2018

GENERAL MANAGER

Tony Mazzucco

ASSISTANT

GENERAL MANAGER

Bernard Cooper

Board of Selectmen
Town of Norwood
Norwood, MA 02062

Dear Members of the Board,

Recommending the Board approve the attached requests from Charlotte Canelli under the Municipal Relief Act.

Sincerely,

Tony Mazzucco
General Manager

Cc: Finance Commission
Charlotte Canelli

dln



www.norwoodlibrary.org
Charlotte Canelli, Library Director

Library Board of Trustees
Sarah Begg, Chair
Cashman Kerr Prince, Vice-Chair
Marguerite Cummings
John Hall
Deborah Henry
Susan Pipes

June 1, 2018

Thomas Maloney
Town of Norwood Board of Selectmen
Washington Street
Norwood, MA 02062

Mr. Maloney and Members of the Board,

The Library requests that \$6,800 from the **Library's Full-time Salaries Account (P1837)** be transferred to the **Library's Building Maintenance and Repairs Account (P1865)** so that we may pay for the repair of five cellar windows at the rear of the Library. I expect to encumber the funds if the work is not scheduled before July 1, 2018.

Due to my long illness and absence from the Library in the winter and spring of FY18, I was unable to fill a full-time position of Circulation/Marketing & Media Assistant position that was vacated on January 1, 2018. This vacancy resulted in unspent salary funds in *Library Department #8011, P1837 (Full time Salaries)* of approximately \$16,000. Part-time substitute staff filled in for the position with those salaries spent from *Library Department #8011, P1834 (Part-time Salaries)*. I anticipate a surplus in the Library's Salary Account 8011 of over \$10,000.

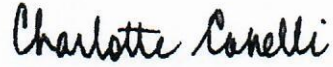
In the January 2018 Facilities report prepared by Senior Custodian James Croak (see attached), he stated that in December 2017 he had called Mid-Mass Renovating to the Library to prepare a quote to replace five basement windows at the rear of the Library. These windows are in the compact storage area housing additional books, the historical collection, magazines, etc. and are along the walk facing the staff parking area. Mr. Croak wrote: "We were and are getting moisture damage on the interior wall as well as rusting metal frames and dirt infiltration."

Mid-Mass Renovating produced a quote for \$6800 on 12/17/17 (see attached.) I presented this information to the Board of Library Trustees at their January 9, 2018 meeting. The Board felt that we should wait to see if we had remaining funds in the Library's Building and Maintenance funds near the end of the fiscal year. I presented again at the May 9, 2018 meeting; however, there was no remaining funding in any of the building maintenance, equipment repair, or service contracts accounts. Having depleted those funds, the Library has spent over \$2600 from State Aid on interior and exterior repairs and service contract invoices since January 2018.

At the May meeting, the Board asked me to move forward with a Municipal Relief Transfer Request. I was advised to wait for the end of the Town Meetings to prepare this request in the hope that it would be granted.

Thank you for your consideration.

Respectfully,

A handwritten signature in black ink that reads "Charlotte Canelli". The script is cursive and fluid.

Charlotte Canelli
Library Director

Attached: James Croak, January 2018 Facilities Report for the Month of December 2017
Mid-Mass Renovating Quote 12/17/17

Cc: Sarah Begg, Board of Library Trustees
Alan Slater, Chairman, Town of Norwood Finance Commission
Thomas McQuaid, Town Accountant
Tony Mazzucco, General Manager



PROPOSAL

page no. (1) of (1) pages

Mid-Massachusetts Renovating, Inc.
P.O. Box 1040
Wrentham, MA 02093
508-384-5712

COMPLETE CHURCH RESTORATION SERVICE

PROPOSAL SUBMITTED TO Jim Croak		PHONE 508-284-9255	DATE 12-12-17
STREET 33 Walpole St.		JOB NAME Morrill Memorial Library	
CITY STATE & ZIP CODE Norwood, MA 02062		JOB LOCATION Norwood, MA	
ARCHITECT N/A	DATE OF PLANS 12-12-17	JOB PHONE 508-284-9255	

We hereby submit specifications and estimates for:

Supply and Install 5 Replacement Windows, Basement of Morrill Memorial Library

Window Specifications -

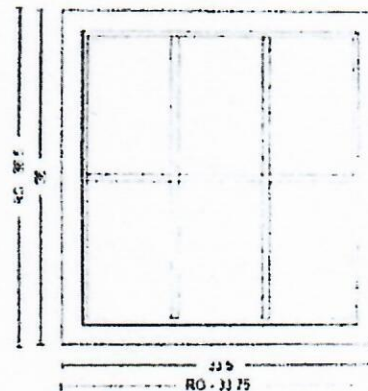
Harvey Industries classic replacement style vinyl fixed windows
Integrated grids to match existing 3 over 3 pane pattern
Energy star rated: double glazed, double low E, Argon filled

- Exterior casings to be fabricated and installed out of PVC trim board
- Interior window frames to be fabricated and installed out of pressure treated pine

*Additional Specifications Attached

M.M.R. will supply any required staging or equipment.

M.M.R. carries worker's comp. and liability insurance.



We Propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:

Six Thousand Eight Hundred & 00/100 Dollars (\$ 6800.00)

Payment to be made as follows:

One half due on start, with the balance due at completion of job.

All material is guaranteed as to its specification. All work is to be completed in a workmanlike manner according to standard practices. Any materials or equipment that do not meet the above specifications will be replaced by the contractor at no cost to the owner. The contractor shall be responsible for obtaining all necessary permits and licenses. The contractor shall be responsible for obtaining all necessary insurance. The contractor shall be responsible for obtaining all necessary bonding. The contractor shall be responsible for obtaining all necessary approvals. The contractor shall be responsible for obtaining all necessary clearances. The contractor shall be responsible for obtaining all necessary permits. The contractor shall be responsible for obtaining all necessary licenses. The contractor shall be responsible for obtaining all necessary insurance. The contractor shall be responsible for obtaining all necessary bonding. The contractor shall be responsible for obtaining all necessary approvals. The contractor shall be responsible for obtaining all necessary clearances.

Author's Signature:

Note: This proposal may be voided by us if not accepted within 90 days.

Acceptance of Proposal

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as indicated above.

Date of Acceptance: _____

Signature: _____

Signature: _____



www.norwoodlibrary.org

James Croak, Senior Custodian

**Facilities Report
For the Month of December
2017**

**January 9, 2018 Board
Meeting**

HVAC –

Air Temps was called to replace a thermostat in the Children's program room. Neither wall unit was giving heat. At the same time they adjusted the forced air vent into the room to reduce the flow-off air. The two rooms are now warm. They also reattached a baffle in one of the vent runs going into the staff room. It had become detached and was creating a loud noise throughout the system on the third floor.

Guerney Engineering, our water treatment company added (1) 55 gallon drum of glycol to the exterior chiller unit. The concentration was measured at 58% in the outside portion of the system, well above the recommended minimum of 32%. This has been ongoing for a couple of years as we attempt to reach a uniform level both within and without the building. Once we merge the two systems in the late spring we will be able to see how close to the ideal 32% concentration we have achieved and how many more additions of glycol need to be added, if any. The reduction in concentration we believe occurred during the new boiler install. Fluid was lost during that time and we believe was not properly refilled with the correct mixture resulting in low concentration. **We do not, at this time, suspect any leaks which is good news!**

BUILDINGS AND GROUNDS –

We have had two snow events requiring plowing. During the first event on December 9, the Folan plow truck struck one of the blue book drop bins causing irreparable damage. Folan has contacted his insurance company for a check to replace the unit. The cost is around \$4524.00 with shipping

Thanks to DPW and their quick response to sand rear parking lot during the ice storm.

Mid-Mass Restoration was in to give us an estimate to replace 5 windows in the compact storage area. These are along the walk facing the staff parking area. We are getting moisture damage on the interior wall as well as rusting metal frames and dirt infiltration. Cost for this project is estimated at \$6800 for new insulated windows and new pressure treated frames. This would be in next budget year.

SYSTEMS AND EQUIPMENT –

The replacement for the handicapped door opener on the side door has been installed. Works great and is whisper quiet. It would not be unreasonable to expect the exterior unit to need to be replaced in the near future, as it was installed at the same time.

MISC –

On Dec 21 I observed upon returning from lunch a gentleman laying on the floor of the mezzanine. Jim went to the location woke the man asked if he was alright. The man sat up dazed and mumbling. I noticed a bottle in his jacket and asked the man if he had alcohol. He said yes and I told the man that he would have to leave the building. I escorted him outside with no problems or issues. Upon reviewing the security tape the man had been sitting in the area and then moved to the floor where he lay for approximately half an hour without being seen. There were no staff on the floor during that time and no custodial walk through.



TOWN OF NORWOOD
DEPARTMENT OF PUBLIC WORKS

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: Tony Mazzucco
From: Mark Ryan *MPR*
Date: June 12, 2018
RE: Municipal Relief Transfer

The Department of Public Works would like to request the following transfers under the provisions of the Municipal Relief Act:

\$33,500

TO: P0547 Public Work Incidentals – Utilities
FROM: P0514 Drain Maintenance – Contract Work

While the requested funds will allow payment of the remaining utility bills (water, gas, electric, etc.), the shortage of funds actually was caused by unforeseen costs for the building and property including, but not limited to: Filing Land Court plan at the Land Court for the properties taken for the project (\$7,180); Electrical upgrades in the garage bays to better control the temperatures (\$1,200); Snow guard installation at the Winter St building to prevent damage to the roof vents (\$3,200); Replace the sand separator in the wash bay (\$1,200); plantings around the building that were cut out of the original project scope (\$4,900) and various mechanical preventive maintenance contracts (\$4,400) – **NOTE:** The Public Work Incidental budget was increased for FY 2019 to include the costs for the preventative maintenance contracts.

\$20,000

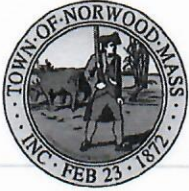
TO: P0419 Garage Maintenance – Gas & Oil
FROM: P0536 DPW Wages – Salaries

This would bring our FY 2018 Garage Maintenance budget to \$327,994. This figure is higher than our actuals in FY '17 (\$293,826) but lower than our actuals in FY '16 (\$367,552) and FY '15 (\$350,122). We did receive a transfer at the recent Special Town Meeting based on an estimate of the remaining fuel to be used and vehicle repairs. Unfortunately, that estimate was not as accurate as we would have liked.

\$ 6,000

TO: P1932 Cemetery Salary – Overtime
FROM: P0536 DPW Wages – Salaries

This would bring the FY 2018 Cemetery Overtime budget to \$33,500 which is higher than FY '17 (\$28,188) and equivalent to FY '16 (\$33,646). This is directly attributed to numerous weekend burials which the Town recovers 100% of the overtime costs through additional fees.



The TOWN OF NORWOOD

Commonwealth of Massachusetts

THE SELECTMEN

Thomas F. Maloney, *Chairman*

William J. Plasko

Helen Abdallah Donohue

Paul A. Bishop

Allan D. Howard

Frances L. Jessoe, *Clerk*

June 13, 2018

*Alan Slater, Chairman
Norwood Finance Commission
Norwood, MA*

Dear Mr. Slater

RE: Reserve Fund Transfer-Forbes Mansion

The Board of Selectmen in meeting of Tuesday, June 12, 2018, voted to approve the request of the manager for a Reserve Fund Transfer in the amount of \$30,000 as per the attached.

Very truly yours,

BOARD OF SELECTMEN

By 
Administrative Assistant

*Fj
Enclosure*

*Cc: Tony Mazzucco, General Manager
Thomas P. McQuaid, Town Clerk & Accountant
Linda Laridis, Asst. Town Accountant*

Information : Single Account Inquiry

Query

<u>Parameter</u>	<u>Selection</u>	<u>Validation</u>
Fiscal Year	2018	
Account	204018	
PO Number		
Show Budget Detail	Y	N,Y

Info

<u>Cycle</u>	<u>Type</u>	<u>Transaction Dt</u>	<u>Release Date</u>	<u>Batch No</u>	<u>Description</u>	<u>Net Amount</u>	<u>Encumbered</u>	<u>Vendor</u>	<u>CC</u>	<u>Check No</u>	<u>PO Number</u>	<u>LQType</u>
	BT				Budget Transfer: 204018: RESERVE FUND	-83,931.00	0.00					
	BU				Beginning Budget: 204018: RESERVE FUND	125,000.00	0.00					
					Balance: 204018: RESERVE FUND	41,069.00	0.00					
01	BU	07/01/2017	07/01/2017	BUDGETROLL	Beginning Budget	125,000.00	0.00					
06	BT	11/30/2017	11/30/2017	BT5	FINCOM TRANSFER 11/28/17	-2,731.00	0.00					
08	BT	02/06/2018	02/06/2018	BT8	FIN COM TRANSFER 2/1/18	-1,200.00	0.00					
08	BT	02/06/2018	02/06/2018	BT8	FIN COM TRANSFER 2/1/18	-30,000.00	0.00					
11	BT	05/14/2018	05/14/2018	BT11	FINCOM RESERVE FUND TRANSFER - 4/30/18	-20,000.00	0.00					
12	BT	06/14/2018	06/14/2018	BT12	RESERVE FUND TRANSFER - 6/12/18	-30,000.00	0.00					



The TOWN OF NORWOOD

Commonwealth of Massachusetts

GENERAL MANAGER

Tony Mazzucco

ASSISTANT

GENERAL MANAGER

Bernard Cooper

June 8, 2018

Board of Selectmen
Town of Norwood
Norwood, MA 02062

Dear Members of the Board,

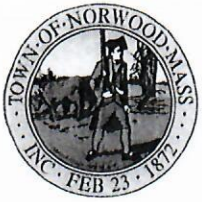
I recommend that you approve a Reserve Fund Transfer of \$30,000 for the upkeep and maintenance of the Forbes Mansion.

Sincerely,

Tony Mazzucco
General Manager

Cc: Finance Commission
Cathy Carney
Bernard Cooper

dln



RECEIVED
TOWN OF NORWOOD
TOWN CLERK & ACCOUNTANT
Commonwealth of Massachusetts
2018 JUN 22 PM 2:29

GENERAL MANAGER
Tony Mazzucco

**ASSISTANT
GENERAL MANAGER**
Bernard Cooper

June 22, 2018

Board of Selectmen
Norwood, Mass.

Request is \$9,000.00

Re: Request for Reserve Fund Transfer – Hazardous Waste Collection – Account # P2946-18

Dear Members of the Board:

Sigalle Reiss, Director of Public Health, has informed me that the costs for hazardous waste collection and disposal at the May 12th Recycling and Hazardous Waste Day Event will exceed the \$12,000 amount reserved under purchase order.

Other costs – for electronics disposal, propane, tires etc. – have all been paid.

The actual costs for the hazardous waste component are based on the types and volumes of chemical and other hazardous wastes actually collected, so we have no way of determining these costs in advance.

The vendor (Clean Ventures) has yet to remit its invoice (it comes out of their national headquarters), and we have repeatedly asked them to expedite it, but we still have not received it and thus don't know the total cost. However, the Health Director does expect the final cost to exceed the amount reserved in the purchase order, given the number of residents (375) that participated in the event.

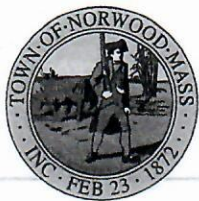
I expect to have the total cost and thus the amount of additional funds required for your Tuesday evening meeting.

Very truly yours,


Tony Mazzucco
General Manager

cc: Sigalle Reiss, Director of Public Health
Finance Commission

Total Expenses For May HHW	
Bill/Invoices	Cost
Lunch for Staff, Volunteers & Sherriffs Dept	\$428.86
Electronic Recycling	\$8,439.04
Tire Removal	\$189.00
Propane tank disposal	\$43.00
Document Shredding	\$425.00
Battery Recycling	\$524.75
Total paid to date	\$10,049.65
Remaining to be paid	
Hazardous Waste: Clean Ventures (Estimated)	\$16,500.00
Police Detail	\$410.25
Total Remaining to be paid	\$16,910.25
Clean Ventures PO	(\$8,000.00)
Additional Funds Required	\$8,910.25



The TOWN OF NORWOOD

TOWN CLERK & ACCOUNTANT

Commonwealth of Massachusetts

2018 JUN 13 PM 3:41

THE SELECTMEN

Thomas F. Maloney, *Chairman*

William J. Plasko

Helen Abdallah Donohue

Paul A. Bishop

Allan D. Howard

Frances L. Jessoe, *Clerk*

June 13, 2018

Chairman Alan Slater
Norwood Finance Commission
Norwood, MA

Dear Mr. Slater:

FT2019 REQUEST \$8,300.00


The Board of Selectmen in meeting of Tuesday, June 12, 2018, voted to appoint Mary Lou Folan to the position of Town Clerk, effective July 1, 2018. The Board also voted to hire Ms. Folan at the FY 19, M 14 Step 8 rate of \$98,297.30 annually due to her extensive experience.

The Board is requesting a Reserve Fund Transfer in the amount of \$8,297.30 as per the attached.

Very truly yours,

BOARD OF SELECTMEN

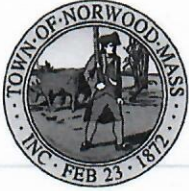
By


Administrative Assistant

Fj

Enclosure

Cc: Thomas J. McQuaid, Town Clerk & Accountant
Mary Lou Folan, Assistant Town Clerk



The TOWN OF NORWOOD

Commonwealth of Massachusetts

THE SELECTMEN

Thomas F. Maloney, *Chairman*

William J. Plasko

Helen Abdallah Donohue

Paul A. Bishop

Allan D. Howard

Frances L. Jessoe, *Clerk*

June 13, 2018

*Chairman Alan Slater
Norwood Finance Commission
Norwood, MA*

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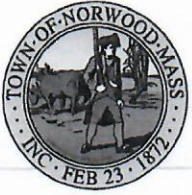
By

Frances L. Jessoe
Administrative Assistant

Fj

Enclosure

*Cc: Thomas J. McQuaid, Town Clerk & Accountant
Mary Lou Folan, Assistant Town Clerk*



The TOWN OF NORWOOD

Commonwealth of Massachusetts

THE SELECTMEN

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Paul A. Bishop

Allan D. Howard

Frances L. Jessoe, *Clerk*

June 7, 2018

Board of Selectmen
Town of Norwood

Re: Town Clerk recommendation

Dear Fellow Board Members:

At a recent meeting, the Chairman asked me to continue to act as liaison to the recruitment process for the position of Town Clerk. The purpose of this letter is to update you on my progress and make a recommendation for you to consider.

This newly independent department head position was posted on May 21, 2018 as an internal promotional opportunity. The posting closed on Friday, June 1st. As expected, our long serving Assistant Town Clerk, Mary Lou Folan applied for the position by submitting her attached resume and letter of interest. She was the sole candidate.

On Monday, June 4th, the Human Resources Director and I met with Ms. Folan to discuss her interest in taking on this role. We had a pleasant meeting where Ms. Folan spoke to her experience and excitement for this upcoming challenge. We also discussed, at length, what changes she might expect with taking on a department head role.

After concluding this meeting, it was clear to me that Ms. Folan is up to the task. As a result, I am recommending that you consider appointing her to the position, effective July 1, 2018. Based on the department's internal procedures, Ms. Folan's current earnings with the town, and her extensive experience, I further recommend that you hire her at the FY '19, M14, Step 8 rate of \$98,297.30 annually. This appointment, if made, should be made subject to funding.

To accomplish this, the Board will need to vote to appoint her at this rate of pay and further take whatever action appropriate to obtain the additional funding needed in FY '19.

I welcome any questions you may have and look forward to discussing this at our next meeting.

Sincerely,

William J. Plasko
Norwood Board of Selectmen

cc: Tony Mazzucco, General Manager
Michelle Pizzi O'Brien, Director of Human Resources

May 30, 2018

Ms. Michelle Pizzi
Director of Human Resources
Town of Norwood
Norwood, MA 02062

Reference Requisition #2018-012

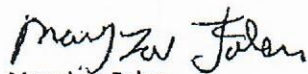
Dear Ms. Pizzi:

First I would like to personally thank you for meeting with me last week and giving me the opportunity to apply for the first Town Clerk's position in the Town of Norwood.

Enclosed is my resume for the Town Clerk's position. I feel my twenty-nine years of experience working in the Town Clerk's office has provided me with a great opportunity to apply for this position. For the past three years I have been doing a majority of the Town Clerk's duties having to do with Elections, Vital Statistics, Town Meetings, and various other functions associated with the daily duties in the office.

I have enjoyed my twenty-nine years working for the Town of Norwood and look forward to continuing my career in the Town.

Thank you.



Mary Lou Folan
Assistant Town Clerk

MARY LOU FOLAN
305 Nichols Street
Norwood, MA. 02062
781-762-7416 (Home)
617-462-1976 (Cell)
mfolan@norwoodma.gov

SUMMARY:

Twenty-nine years of experience in the Norwood Town Clerk's Office serving as a Senior Clerk and serving as the Assistant Town Clerk for the past twenty-two years has uniquely qualified me for the position of Town Clerk. My expert knowledge of all laws related to Town Bylaws, Town Meeting Bylaws, Town Charter, and Massachusetts General Laws related to the Town Clerk's position is important to keep up on a daily basis. I feel strongly that my Customer Service experience as well as my organization skills and professional manner have been an asset during my years in the Town Clerk's Office.

SKILLS:

- Strong Customer Service and commitment to serving the Public.
- Expert knowledge of Town By-Laws, Town Meeting By-Laws, Town Charter, Massachusetts General Laws related to Vital Statistics, and Elections.
- Strong computer experience in Microsoft Word, Excel and Access.
- Expert knowledge in the VIP State System for Births and Deaths.
- Expert knowledge in the VRIS Computer System (State system used for Census and Elections).
- Established the Early Voting Process that is in place for the Town of Norwood during certain State Elections. Early Voting was incorporated in Massachusetts in 2016.
- Supervision experience gained from supervising a staff of three employees in the Town Clerk's Office.

EMPLOYMENT HISTORY:

Assistant Town Clerk

July 1, 1996 to Present

Town of Norwood, Norwood MA

- Process all Vital Records - Births, Deaths, Marriage Intentions, and Marriage Certificates.
- Process any amendments related to Births, Deaths, and Marriage Certificates.
- Oversee and prepare for all Elections held in the Town of Norwood at the State and Local level. Supervise voter registration hours prior to each election. Prepare election letters and reports related to every election. Prepare ballot content for the Local Town Election. Hire and train election staff for each election. Prepare for the Early Voting process to be held at Town Hall prior to State Elections. Prepare and test all voting equipment prior to each election. After elections are completed tally all votes and send all reports related to election results to the Secretary of State office and prepare all local election reports.
- Administer oath of office to all elected and appointed town officials.
- Supervise and maintain database of annual census records. Review mailing, data collection, database updates, and final census and voter registration reports. Prepare annual Street List of residents.
- Prepare and supervise Federal Census database required by the Census Bureau every ten years. Redistrict town boundary lines if needed.
- Prepare Annual Town Meeting Warrant. Mail all town meeting information to Town Meeting Members.
- Record all votes taken at every Special and Annual Town Meeting. Assist the Town Moderator as needed during Town Meetings.
- After every Town Meeting submit all town and zoning amendments to the Attorney Generals Office and State Legislature for approval.
- Records Access Officer and Keeper of the Records for any public records requests received.

- Maintain all public meeting notice filings. Post all meeting notices on official bulletin boards throughout Town Hall.
- Process all Zoning and Planning Board applications. Record, and file roads and other land takings. Record pole locations.
- Record and file all cemetery deeds.
- Oversee Cemetery deposits received in the Town Clerk's Office.
- Oversee weekly deposits received in the Town Clerk's Office.
- Prepare all information for the Annual Town Report from vital statistics, elections and town meetings held throughout the fiscal year.
- Maintain employees sick and vacation log.
- Attend conferences related to the updates and changes in the Town Clerk's Office .

Senior Clerk, Town Clerk's Office
Town of Norwood, Norwood MA

March, 1989 – June, 1996

- Process all input of Vital Statistic records for Births, Deaths, Marriages Intentions, and Marriage Certificates.
- Assist the Town Clerk with the preparation of Elections and Town Meeting information.
- Certify any nomination papers and petitions related to all Elections.
- Town Meeting preparation. Set-up, adjournment notices.
- Issue and process all raffle and bazaar permits, business certificates and dog licenses.
- Daily interaction with the public in person and by telephone.

Administrative Assistant

March, 1978 to June, 1988

Winter Wyman Personnel Agency, Waltham, MA

- Receive and direct telephone calls to the appropriate Consultant.
- Schedule and make appointments for the appropriate Personnel Consultant
- Make photocopies of correspondence, documents and other material related to the Consultant's candidates interview schedules.

EDUCATION:

Bay Path College, Longmeadow, MA
Associate of Business

May, 1973

Norwood High School, Norwood, MA
Diploma

June, 1971

Reference Requisition #2018-012 .