

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, July 12, 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, June 28, 2018.

Municipal Relief Requests:

<u>Transfer to:</u>	<u>Transfer from:</u>	<u>Amount</u>
0002-18 Selectmen Admin Sal Staff	0006-18 Selectmen Incid-Office Supplies	\$250.00
0084-18 Conservation Agent Salary	2103-18 ConCom Incid-Postage	\$148.00
7067-18 Airport Salary Overtime	2056-18 Airport Incid-Steno	\$673.00

Additional as needed

Reserve Fund Requests:

\$17,000 to complete the garage at the Council on Aging

Other business

FISCAL 2019 RESERVE FUND ACTIVITY

Reserve Fund ATM Appropriation:	\$125,000
Town Clerk Salary	(8,300)
Remaining balance	<u>\$116,700</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.



The TOWN OF NORWOOD

Commonwealth of Massachusetts

TOWN CLERK AND ACCOUNTANT

THOMAS J. McQUAID, CPA

ASST. TOWN ACCOUNTANT

LINDA A. LARIDIS

ASST. TOWN CLERK

MARY LOU FOLAN

July 6, 2018

Thomas Maloney, Chairman
Board of Selectmen
566 Washington Street
Norwood, MA 02062

Request for Municipal Relief

Dear Chairman Maloney,

I am writing to request that the Board of Selectmen approve the following Municipal Relief Requests for Fiscal 2018.

<u>Transfer to:</u>	<u>Transfer from:</u>	<u>Amount</u>
0002-18 Selectmen Admin Sal Staff	0006-18 Selectmen Incid-Office Supplies	\$250.00
0084-18 Conservation Agent Salary	2103-18 ConCom Incid-Postage	\$148.00
7067-18 Airport Salary Overtime	2056-18 Airport Incid-Steno	\$673.00

The first two items were minor budgeting errors in the initial budget. The airport overtime was caused primarily from dealing with snow and ice issues.

Sincerely,

Thomas J. McQuaid, CPA
Director of Finance & Accounting



The TOWN OF NORWOOD

Commonwealth of Massachusetts

July 6, 2018

Board of Selectmen
Norwood, Massachusetts

Re: COA Garage Construction – request for Reserve Fund Transfer

Dear Members of the Board:

I request that the Board approve a Reserve Fund Transfer in the amount of \$17,000 for the COA parking garage.

I have attached a memo from Contract Administrator Catherine Carney listing the costs that have been incurred.

Very truly yours,

Tony Mazzucco
General Manager

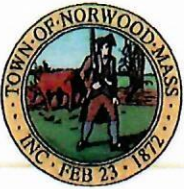
cc: Finance Commission

GENERAL MANAGER

Tony Mazzucco

**ASSISTANT
GENERAL MANAGER**

Bernard Cooper



The TOWN OF NORWOOD

Commonwealth of Massachusetts

GENERAL MANAGER

Tony Mazzucco

**ASSISTANT
GENERAL MANAGER**

Bernard Cooper

MEMO TO: Tony Mazzucco
FROM: Catherine Carney *Cathy*
DATE: July 6, 2018
RE: Construction of COA Garage

The construction of the COA Garage is almost complete. The overhead doors were being installed this week, and the electrical work should be completed by Monday, July 9th.

Below is a breakdown of the total cost for the construction. We are approximately \$19,000 over budget.

Funding:

Town Meeting Appropriation	\$55,000
Friends of COA Donations	<u>\$35,000</u>
TOTAL FUNDING:	\$90,000

Expenses:

Building Construction (RGN Construction)	\$ 69,600 (Includes CO#1 for \$1,600)
Overhead Doors (Overhead Door Co.)	\$ 9,895
Rebar (Venterosa)	\$ 2,641
Concrete (Tresca)	\$ 5,666
Foundation Excavation & Pour (Venterosa)	\$ 10,000
Electrical (Jim Sullivan Electrical)	\$ 8,350
Storage Trailer Rental (RGN Construction)	<u>\$ 656</u>
TOTAL EXPENSES:	\$106,808

Deficit: **\$ 16,808**

There were several factors which caused this deficit. Firstly, the cost of construction has greatly increased over the past 9 months. The original estimates from our architect Jack Perry were based on construction costs from September/October 2017.

Secondly, we originally bid the project as regular construction, but the lowest bid came in at \$107,420. At the time, we only had \$75,000 available, and all bids were rejected. We were later able to get more funding through the Friends of the COA. We had some time delays as the project was re-designed. The project was then re-bid as a pre-manufactured building, but with the Town acting as the general contractor and hiring all sub-contractors. While we hoped by acting as the general contractor there would be some cost savings, we did not see such savings.

I am asking for a reserve fund transfer for \$17,000 to pay for the electrical work (\$8,350) and foundation excavation work (\$8,350). It is anticipated that once the garage is completed, the Board of Selectmen will approve the rental of the second bay space to help recoup some of these costs.