



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, Wednesday, August 1, 2018 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 and July 12, 2018.

Review of proposed draft Financial Policies

Other business

FISCAL 2019 RESERVE FUND ACTIVITY

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

FINANCE COMMISSION MEETING
Thursday, June 28, 2018
MINUTES OF MEETING

A meeting of the Finance Commission was held at 6:00 pm, Thursday, June 28, 2018 in the Robert M. Thornton Room, Town Hall, 566 Washington Street. Attending the meeting were Alan Slater, Chairman, and members Robert Donnelly, David Hajjar and Judy Langone supported by Tom McQuaid, Clerk to the Finance Commission. Anne Haley, Vice Chair was absent. The focus of the meeting was FY2018 Municipal Relief & Reserve Fund transfer requests as well as a FY2019 Reserve Fund Request.

On a motion by Mr. Hajjar, seconded by Mrs. Langone the minutes of Thursday, May 17, 2018 **were unanimously accepted 3-0**. Mr. Slater abstained as he was not at the meeting related to the minutes.

On a motion by Mrs. Langone, seconded by Mr. Hajjar the minutes of Monday, May 21, 2018 **were unanimously accepted 4-0**.

FY2018 Municipal Relief Requests

Chief Tony Greeley addressed the Commission with the specifics of his municipal relief request for the Fire Department. He would like to transfer \$15,000 to Vehicle Maintenance from Substitution Pay to cover several repairs performed in May. On a motion by Mrs. Langone, seconded by Mr. Hajjar it was **unanimously voted 4-0 to fulfill the request**.

Mr. McQuaid summarized the need for repairs at the Library due to leaking windows. The request is to increase Library Building Repairs by \$6,800 with a source of funding of Library Salaries. On a motion by Mrs. Langone, seconded by Mr. Donnelly **the request was unanimously approved 4-0**.

Mark Ryan explained the need for three transfers:

DPW Utilities from Drain Maintenance \$33,500. On a motion by Mr. Donnelly, seconded by Mr.

Hajjar ***the request was unanimously approved 4-0.***

DPW Gas & Oil from DPW Salaries in the amount of \$20,000. On a motion by Mr. Hajjar, seconded by Mr. Donnelly ***the request was unanimously approved 4-0.***

Cemetery Salaries- Overtime from DPW Salaries in the amount of \$6,000. On a motion by Mr. Donnelly, seconded by Mrs. Langone ***the request was unanimously approved 4-0.***

FY2018 Reserve Fund Requests

Additional funds are needed to maintain the Forbes Mansion in the amount of \$30,000. On a motion by Mrs. Langone, seconded by Mr. Hajjar ***the request was unanimously approved 4-0.***

The Board of Health needs a transfer of \$9,000 for hazardous waste removal due to escalating prices. On a motion by Mrs. Langone, seconded by Mr. Donnelly ***the request was unanimously approved 4-0.***

FY2019 Reserve Fund Request

With the recently created position of stand-alone Town Clerk we need \$8,300 in additional salary. While the amount was previously unknown, the need for the transfer was anticipated. On a motion by Mrs. Langone, seconded by Mr. Donnelly ***the request was unanimously approved 4-0.***

Other Business

In other business Mr. McQuaid reported that he and the Board of Selectmen had signed an agreement to hire him as the Director of Finance & Accounting for three years effective July 1, 2018. Mr. McQuaid will continue to support the Finance Commission during that time.

Mrs. Haley and Mr. Hajjar attended a recent meeting of the Association of Town Finance Committees. They brought back large amounts of reading materials and resources.

Mr Hajjar recommended that an operational review and comparable study be conducted, similar to what was completed last year for the Airport and Recreation Department, which yielded positive results for the Town. The Commission agreed to have Mr. Hajjar draft a letter to the Senior Center and have it reviewed by Chairman Slater.

There being no other business, on a motion by Mr. Hajjar, seconded by Mrs. Langone, it was ***voted unanimously 4-0*** to adjourn at 7:05 pm.

A True Copy

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

FINANCE COMMISSION MEETING
Thursday, July 12, 2018
MINUTES OF MEETING

A meeting of the Finance Commission was held at 6:00 pm, Thursday, July 12, 2018 in the Robert M. Thornton Room, Town Hall, 566 Washington Street. Attending the meeting were Alan Slater, Chairman, Anne Haley, Vice Chair, members Robert Donnelly, and Judy Langone supported by Tom McQuaid, Clerk to the Finance Commission. David Hajjar, a member was absent. The focus of the meeting was FY2018 Municipal Relief & Reserve Fund transfer requests as well as a FY2018 Reserve Fund Request.

Mr. McQuaid forgot to include the minutes of the previous meeting in the packet. On a motion by Mrs. Langone which was seconded by Mr. Donnelly, approval of the minutes of Thursday, June 28, 2018 ***was unanimously tabled until the next meeting 3-0***. Mrs. Haley abstained as she was not at the meeting related to the minutes.

FY2018 Municipal Relief Requests

Mr. Cooper, Assistant General Manager and Mrs. Carney, Manager of Purchasing presented minor budgeting shortfalls of salary and asked for Municipal Relief. Each transfer is from the same department and all have been approved by the Board of Selectmen.

On a motion by Mrs. Langone, seconded by Mr. Donnelly \$250.00 was transferred from 0006-18 Selectmen Incidentals-Office Supplies to 0002-18 Selectmen Staff Salaries on a ***unanimous vote of 4-0***.

On a motion by Mrs. Langone, seconded by Mr. Donnelly \$148.00 was transferred from 2103-18 ConCom Incid – Postage to 0084-18 Selectmen Staff Salaries on a ***unanimous vote of 4-0***.

On a motion by Mrs. Langone, seconded by Mr. Donnelly \$673.00 was transferred from 2056-18 Airport Incid - Steno to 7067-18 Airport Salaries - Overtime on a ***unanimous vote of 4-0***.

FY2018 Reserve Fund Request

Mr. Cooper and Mrs. Carney presented a request to fund \$17,000.00 from the reserved fund for completion of the COA garage. The request has been approved by the Board of Selectmen. Originally this project was conceived as a wooden building but because of rising construction costs it was converted to a metal building project. Due to worldwide devastation from hurricanes the price of metal building materials rose significantly. The Commission complemented the work of Mrs. Carney and Mark Ryan, Director of DPW for their efforts to minimize costs. Mr. Slater pointed out that this could have been a project for a Town-Wide Facilities Manager and it reinforces the need for that consolidation. While we could wait for further funding from Town Meeting in the Fall the Commission felt these unexpected expenditures should be cured so the garage can be completed prior to inclement weather.

On a motion by Mrs. Langone, seconded by Mrs. Haley the ***request was unanimously approved 4-0.***

Other Business

In other business Chairman Slater talked about the completion of letters to the COA and Library Board asking for permission to perform a financial review of operations. The purpose of such a review is to see if we can gain any efficiencies of operation and to review if fees are adequate in relation to other towns. If the Commission has any final edits they should get them to the Chair in a few days as the letters will go out next week.

Chairman Slater mentioned that he had received a draft of the proposed financial policies from the General Manager that are the result of a joint meeting of the board of Selectmen, Finance Commission and School Committee. Mr. Slater will distribute the draft. It is expected the joint committees will meet a second time to finalize the policies.

There being no other business, on a motion by Mr. Donnelly, seconded by Mrs. Haley, it was ***voted unanimously 4-0*** to adjourn at 6:23 pm.

A True Copy

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