



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 January 30, 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 Monday, December 17, 2018

Reserve Fund request \$8,760 for Library Chillers

Distribution of First Pass budget in Tyler / Munis Format

Financial Policies Update

Discussion of upcoming Budget Hearings

Input and discussion of MOU for Override vote

Planning for Calendar 2019 meetings

Other business

FISCAL 2019 RESERVE FUND ACTIVITY

Reserve Fund ATM Appropriation:	\$125,000
Town Clerk Salary	(8,300)
Civic backup power switch	(13,338)
Remaining balance	<u>\$103,362</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, December 17, 2018
MINUTES OF MEETING**

A meeting of the Finance Commission was held at 5:30 pm, Monday, December 17, 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, David Hajjar and Judy Langone supported by Tom McQuaid, Clerk to the Finance Commission. The focus of the meeting was a reserve fund transfer for a generator switch.

On a motion by Mr. Donnelly seconded by Mr. Hajjar, the minutes of Thursday, November 8, 2018 were **approved 5-0.**

Mr. Cooper represented the Recreation Department in its request for a Reserve Fund Transfer of \$13,338 for a transfer switch for the emergency generator at the CIVIC Center. This is our primary shelter and it needs emergency power. The amount covers parts and labor to install and test the switch.

On a motion by Mrs. Langone, seconded by Mrs. Haley the transfer was **unanimously approved 5-0.**

Chairman Slater moved the discussion to the potential Memorandum of Understanding being prepared by the Budget Balancing Committee. This MOU would in effect be "the promise" to taxpayers that we will have substantial guidelines to ensure we will not ask for a second operational override within a 5-year period.

Some of the suggestions to be included are:

- a) Strict guidelines establishing fiscal discipline
- b) Key that the document wording is changed to "Operating" Override
- c) Strive for clarity of language so there are no misunderstandings
- d) Make some allowance for employees that do not produce any new net cost. Example – eliminate payments to outside electricians and replace with a full-time employee

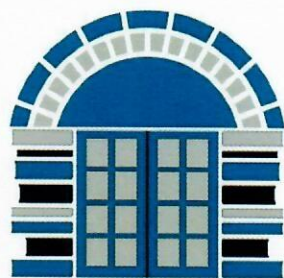
- e) Ensure the agreement covers at least 5 years
- f) Provide constraint of numbers for any new FTE increases
- g) When creating new positions the entire cost including benefits must be considered

While there is no specific MOU yet agreed-upon Mrs. Haley made a motion to support an agreement containing such language. The motion was seconded by Mr. Donnelly and it was ***voted unanimously 5-0***

There being no other business, on a motion by Mr. Hajjar, seconded by Mr. Donnelly, it was ***voted unanimously 5-0*** to adjourn at 5:48 pm.

A True Copy

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



Morrill Memorial Library

www.norwoodlibrary.org

Charlotte Canelli, Library Director

Library Board of Trustees

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

Alan Slater, Chairman
Finance Commission
Town of Norwood
566 Washington Street
Norwood, MA 02062

Mr. Slater and Members of the Commission,

A \$250,000 FY19 capital project of replacing the rear chillers behind the Morrill Memorial Library was approved at the May 2018 Town Meeting. The engineering costs for the project have been estimated at \$28,760 leaving \$221,240.

The lowest bid for the project was accepted at \$240,000. References were received and Ms. Cathy Carney would like to go ahead so that the project is finished on time before the air conditioning season begins in May 2019.

The project needs an additional \$18,760 to go forward.

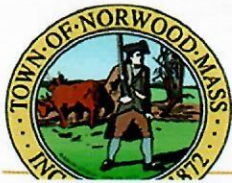
The Board of Library Trustees has agreed to spend up to \$10,000 from the Library's State Aid to Public Libraries account and would like to request that the balance needed of \$8,760 be in the form of a Reserve Fund Transfer.

Thank you for your consideration.

Respectfully,

Charlotte Canelli
Library Director
Morrill Memorial Library

Cc: Sarah Begg, Chairman of the Board of Library Trustees, MML
Thomas McQuaid, Director of Finance and Accounting, Town of Norwood
Cathy Carney, Contract Administrator, Town of Norwood



The TOWN OF NORWOOD

Commonwealth of Ma

As part of the Town's Proposition 2 ½ Override Campaign the Town of Norwood will abide by the following agreements:

Override funds will be made to last at least five years (FY2020-FY2024). No general override will be sought during this period. – The plan includes an Override Stabilization Account to meet this timeframe.

Town and School operating budget increases will be capped at 3.5% per year. An additional allowance of up to 7% shall be allowed for documented special education and English Language Learner services cost increases as these are mandated by state and federal law. Should actual special education costs increases exceed this amount, the remaining School budget shall be decreased by the difference. Special education costs shall be considered as out of district tuition, special education personnel, special education supplies, special education teachers and administrators, and special education transportation.

A significant aspect to cost reduction is to limit the addition of positions that would require benefits. To ensure management of these costs in years 2 -5 no more than 5 benefited positions will be added in one year in the school budget and 2 positions in general government. This shall exclude mandatory special education, English language learners, grant funded positions, or other positions statutorily or contractually required.

Health care cost increases will be programmed at 6%. Should actual increases exceed this amount, the Town and School budget totals shall be proportionately decreased by the excess amount. Should actual increases be less than this amount as a result of negotiated health care savings, the extra savings will be deposited into the override stabilization fund to extend the override period and/ or used to preserve services

Beginning in FY21, no additional positions (outside mandated special education and ELL positions) will be added to the budget until the total town operating budget reaches a historic 5 year average for total snow and ice expenditures and until road expenditures match the annually chapter 90 allocation in FY19).

Agreement will be reviewed if substantial changes are made to state funding of education. This document will guide budget preparation by staff as well as the Finance Commission in recommending a budget to Town Meeting.