



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, April 18, 2019 at 5:30 pm in the Norwood High School Auditorium, Nichols Street, Norwood, MA 02062.

A G E N D A

- Acceptance of minutes from Monday, March 14, 2019
- Acceptance of minutes from Monday, April 8, 2019
- Reserve Fund Transfer Requests
- Review and vote on April 25, 2019 Special Town Meeting Articles
- Review and vote on FY2020 Operating Budget
- Review and vote on FY2020 Capital Improvement Plan
- Financial management Policies approval
- MOU for Override approval
- Other business

FISCAL 2019 RESERVE FUND ACTIVITY

Reserve Fund ATM Appropriation:	\$125,000
Town Clerk Salary	(8,300)
Civic backup power switch	(13,338)
Library Chillers	(8,760)
Selectmen's Salaries	(5,200)
Fire Department Medical	(25,000)
Airport Overtime	(6,032)
Norfolk Aggie Tuition	(3,930)
DPW Overtime	<u>(16,400)</u>
Remaining balance	<u>\$38,040</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, March 14, 2019
MINUTES OF MEETING

A meeting of the Finance Commission was held at 6:00 pm, Thursday, March 14, 2019 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.

On a motion by Mr. Hajjar, seconded by Mrs. Haley, the minutes of Wednesday, February 27, 2019 were **approved 4-0**. Mrs. Langone abstained as she was absent for the previous meeting.

Mr. McQuaid asked the Commission for a Reserve Fund Transfer for Norfolk Agricultural School in the amount of \$3,930. The number of students enrolled in the program was 2 higher than anticipated in the budget. On a motion by Mr. Hajjar, seconded by Mrs. Langone the **request was approved 4-1**. Mrs. Haley stated that she voted against the motion as she would prefer a transfer approved at the Special Town Meeting.

Jim Quaglia, Superintendent and Steve Moore, Assistant Superintendent and Business Manager for Blue Hills Schools presented the school's FY2020 Budget. The Fiscal 2020 assessment for the Town of Norwood is \$1,316,554 up from \$883,571 for the previous year. This was primarily due to an enrollment increase from 54 to 62. It also includes an assessment of \$102,487 due to the renovation project. Mr. Quaglia is retiring in September so this will be his last appearance before the Commission. Members complemented the Superintendent for his openness and attention to budget control during his tenure.

Myev Bodenhofer, School Committee Chair, Dave Thomson, Superintendent & Ann Marie Ellis, Director of Finance & Operations appeared before the Commission to explain the final cuts made by the School Committee. Ms. Bodenhofer stated that with the additional cuts made by the School Committee the total cuts related to athletics and fine arts was approximately \$750,000.

Dr. Thomson produced a Power Point outlining the Schools overall strategic plan and the necessary funding to achieve that plan. The plan relies on funding from the upcoming override vote.

Mrs. Langone indicated that she would look for sources to restore athletics and fine arts even if the override fails. Several other members stated that they were not aware of any other funding sources.

The School Committee made the cuts necessary to come to a final budget of \$44,999,330. Final adjustments to budgets were:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
6000	SCHOOL ADMIN SALARIES	(\$100,473)
6020	SCHOOL INSTRUCTIONAL SALARIES	(143,498)
6030	SCHOOL I/S AND I/B	(41,649)
6090	SCHOOL UTILITIES	23,623
6100	SCHOOL MAINTENANCE OF BUILDINGS	17,951
6121	SCHOOL SNOW AND ICE	(200,000)
6150	SCHOOL ATHLETICS	<u>13,295</u>
Net budget decrease		(\$431,021)

Meetings at 6:00 pm were announced for Monday, April 8th and Thursday, April 18th. These meetings will cover Capital Outlay and the Articles for the Special Town Meeting.

There being no other business, on a motion by Mr. Hajjar, seconded by Mrs. Haley, it was ***voted unanimously 5-0*** to adjourn at 7:42 pm.

A True Copy

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

FINANCE COMMISSION MEETING
Monday, April 8, 2019
MINUTES OF MEETING

A meeting of the Finance Commission was held at 6:00 pm, Monday April 8th, 2019 in the Robert M. Thornton Room, Town Hall, 566 Washington Street. Attending the meeting were Alan Slater, Chairman, Anne Haley, Vice Chair and member Robert Donnelly assisted by Tom McQuaid, Clerk to the Finance Commission. Judy Langone and Kellie Noumi were unable to attend.

Mr. McQuaid asked the Commission for a Reserve Fund Transfer for Public Works Overtime in the amount of \$16,400. Mark Ryan, DPW Director explained that we will need this amount to cover overtime through the April Special Town Meeting at which time he will request the balance. Most of the overtime was due to emergencies such as the Dean Street Bridge. On a motion by Mr. Donnelly seconded by Mrs. Haley the ***request was approved 3-0.***

Mr. Slater postponed the vote on the Fiscal Year 2020 Operating budget until the following meeting.

Mr. Mazzucco presented the Capital Plan. To fix an error in the printed document \$100,000 was added to the cost of the Civic Elevator. On a motion by Mr. Donnelly, seconded by Mrs. Haley the Capital Improvement Plan was ***voted unanimously 3-0.***

On a request by Mr. Hajjar, the Finance Commission voted to recommend the establishment of a stabilization fund for the purpose of building up a fund for larger future capital expenditures. Mr. McQuaid stated he did not agree with the proposal as it requires taxpayers today funding equipment that will be enjoyed in the future. He believes the proper funding source for long-lived assets is borrowing. On a motion by Mrs. Haley, seconded by Mr. Donnelly the motion ***was unanimously voted 3-0.*** Mr. McQuaid will draft a letter for Chairman Slater's signature requesting the Board of Selectmen place this on the annual warrant.

A vote on Financial policies, an MOU for the override and a review of the proposal for combined facilities were delayed to a future meeting.

There being no other business, on a motion by Mr. Donnelly, seconded by Mrs. Haley, it was ***voted unanimously 3-0*** to adjourn at 6:52 pm.

Mr. Slater announced that the next meeting of the finance Commission will be Thursday, April 18, 2019 at 5:30 pm in the High School Auditorium.

A True Copy

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



The **TOWN OF NORWOOD**
Commonwealth of Massachusetts

FINANCE COMMISSION

ALAN D. SLATER
CHAIR

ANNE MARIE HALEY
VICE-CHAIR

ROBERT G. DONNELLY

JUDITH A. LANGONE

KELLIE NOUMI

April 18, 2019

Dear Town Meeting Member,

This letter is written to apprise you of the recommendations of the Finance Commission for the Special Town Meeting of April 25, 2019. On this page we have listed the sources of available funds as of today. The reverse side of this message contains the specific recommendations for appropriations and the related source of that funding.

We propose to use Free Cash to fund \$30,000 for Article 9, a special initiative petition for voters to decide if they wish to support an operational override. This special voting event incurs the normal cost of elections such as election personnel, police details and other costs. When preparing the current Fiscal 2019 budget this election was not anticipated in the budgetary process. We are also recommending \$163,664 of Free Cash to fund Article 11, additional costs of snow and ice. The remainder of the non-borrowing articles are internal transfers from other previously appropriated accounts. Please see the "Yellow Sheets" for more information on each article.

Sincerely,

Alan D. Slater, Chairman
Finance Commission

THE TOWN OF NORWOOD
AVAILABLE BALANCES AS OF APRIL 15, 2019

	Balances As of 04/18/19	Proposed FY19 STM 4/25	Proposed FY20 ATM	Proposed FY20 CIP	Balances After FY2020 ATM
1.) FREE CASH as originally certified for June 30, 2018 STM Art 9 - Elections & Registration STM Art 11 - for Snow and Ice - General Government ATM Capital Outlay Used to offset Forbes Hill Maintenance Used to offset Forbes Hill Interest Free Cash - Available before Town Mtgs	\$ 1,694,781	\$ (30,000) (163,664)	\$ (75,000) (434,290)	\$ (486,900)	
	1,694,781	(193,664)	(509,290)	(486,900)	\$ 504,927
2.) OTHER SURPLUS <u>(Recurring)</u>					
(a.) Cemetery Receipts (Lots/Graves) 26-1420-0000	130,000		(130,000)		-
(b.) Transfare Receipts 26-3262-0000	5,000		(5,000)		-
(c.) AMR Meter Receipts 99-2213-0000	670,000		(670,000)		-
(d.) School Dept. Grant (Hlth. Insurance) 99-6020-2019	150,000		(150,000)		-
Subtotal (Recurring)	955,000		(955,000)	-	-
3.) OTHER SURPLUS- <u>(Non-Recurring)</u>					
Subtotal (Non-Recurring)	-		-		-
4.) STABILIZATION FUND Subtotal (Stabilization)	4,886,840		428,571		5,315,411
GRAND TOTALS	\$ 7,536,621	\$ (193,664)	\$ (1,035,719)	\$ (486,900)	\$ 5,820,338

List of Articles
Special Town Meeting
April 25, 2019

4/18/2019

#	DESCRIPTION	Amount	Transferred to Account	Amount	Transferred from Account	From Free Cash	Borrow	COMMENT
	A	B	C	D	E	F	G	H
1	Adopt Cordial licensing							accept MGL C. 138, s. 12
2	Boston Skating Club AAB license							petition for add'l license
3	Zoning - Mixed Use Overlay District							Planning Board (CBD)
4	Zoning - Multifamily "footnote"							Planning Board
5	Zoning - Open Lot Vehicle Moratorium							Planning Board
6	Adopt Stretch Energy Code							Green Communities
7	Senior Donation Check-off							adopt MGL C.60 s3D
8	Veterans Donation Check-off							adopt MGL C.60 s3F
9	Election & Registration	30,000				30,000		Costs for Override Vote
10	Dean St. Bridge (est.)	950,000					950,000	Bridge Reconstruction- (\$500,000 Reimbursable MHD Grant)
11	Snow & Ice: DPW Airport Schools	20,000 3,664 140,000	4330-19 9038-19 6121-19			163,664		
12	Public Works: DPW OT Cemetery OT Garage Maint. Refuse Removal Public Works Labor	22,000 6,000 20,000 10,000	4016-19 4205-19 4014-19 3400-19	58,000	4015-19			All from department
13	Police Dept.: Transportation Incidentals Telephone Police Salaries	10,000 65,000	2016-19 2012-19	5,000 70,000	2015-19 2011-19			All from department
14	Fire Dept: Incidentals Substitution Dispatcher pay Salaries EMT Pay Salaries Incidentals Holiday Overime and Recall Substitution EMT Pay Dispatcher Pay Maint Pol / Fire	30,000 95,000 5,000	2042-19 2046-19 2049-19	9,000 45,000 38,102 3,546 3,957 2,699 735 16,945 7,375 2,641	2041-19 2048-19 2041-18 2042-18 2044-18 2045-18 2046-18 2048-18 2049-18 2064-18			All from department
15	Building Inspector Salaries Accounting salaries	Indefinite postponement						
16	Human Resources Salaries Accounting salaries	19,000	1040-19	19,000	2411-19			Transition of personnel
17	Legal/Collective Bargaining Exp.	25,000		25,000				Labor counsel
18	OPEB Trust Group Health Insurance	300,000	9220-P1019	300,000	9220-P4030			Excess to OPEB in accordance with FINCOM plan
19	Unpaid Bills	Indefinite postponement						
20	MWRA Water Pipeline Rehab.	629,600					629,600	Cleaning & Lining program MWRA no-interest loan
21	Mass Transportation Infrastructure	9,988	New account	9,988	State Funded			
	Appropriations	810,652		616,988		193,664		
	Borrowing	1,579,600		-		-	1,579,600	
	Total Requests	\$ 2,390,252		\$ 616,988		\$ 193,664	\$ 1,579,600	



The TOWN OF NORWOOD

Commonwealth of Massachusetts

Yellow Sheets

April 19, 2019

THE SELECTMEN

Paul A. Bishop, *Chairman*

William J. Plasko

Allan D. Howard

Thomas F. Maloney

David E. Hajjar

Christina K. Mulvehill, *Clerk*

To Town Meeting Members:

This is the informational "Yellow Sheet" for the upcoming Thursday, April 25th Special Town Meeting. We hope that it proves useful in your deliberations.

ARTICLE 1. This article is being submitted by the Board of Selectmen. We are requesting that you vote to accept the provisions of M.G.L. Chapter 138, §12, as follows:

"In any city or town which votes to accept the provisions of this paragraph, a common victualler, who holds a license under this section to sell wines and malt beverages may, upon written approval, also sell liqueurs and cordials pursuant to said license, subject, however, to all other licensing provisions of this chapter."

This paragraph is a local option provision that requires Town Meeting approval.

The Board was recently approached by Vico Ristorante Italiano (at 89 Central St. in Norwood Center) requesting permission to sell "liqueurs and cordials" pursuant to this provision of law. This would allow them to serve "liqueurs and cordials", but not "hard" alcoholic drinks. These are typically after-dinner drinks. The definitions of what category a specific drink or product falls under is regulated in some detail by the Mass. Alcoholic Beverages Commission (the ABC).

However, Norwood has never accepted the statute that allows us to issue a "liqueurs and cordials" license – probably because no one has ever asked. Whatever the reason, it will allow a restaurant with a beer and wine license, if approved by the Board of Selectmen, to expand its offerings to customers.

If you approve the adoption of this section of the law, the Board is still required to conduct a full licensing hearing for any and all applicants. Only the Board may actually award the license.

ARTICLE 2. This article is also being submitted by the Board. It requests that you approve a petition to the State Legislature to award an all-alcoholic to be drunk on the premises liquor license to The Skating Club of Boston at 750 University Avenue. This is similar to actions that the Town has taken in the past for Byblos Restaurant and the Norwood Theater.

The Skating Club of Boston is a non-profit organization dedicated to the development and training of figure skaters. They serve groups of all ages, and have had several alumni skate in the Olympics. The Club has outgrown its long-time Brighton facility and has announced their

relocation to a new facility here in Norwood, with construction slated to get underway this month. It will include two sheets of ice for figure skating, and one sheet of ice for hockey.

The Club is seeking designation by the United States Olympic Committee as one of only four approved Olympic training facilities in the United States (the others are in Lake Placid, N.Y., Colorado Springs, Col., and Chula Vista, Cal.)

The Club anticipates visitors from all over the country and from other nations as well, especially during major competitions. They will be including an on-premises restaurant in their facility and would like to be able to offer guests the option of drink with their meal. They also want to be able to serve Club members and guests at Club fund-raisers and receptions, where appropriate. They are not seeking business "off the street".

Although the Skating Club is tax-exempt, they have concluded an "in-lieu of taxes" or PILOT agreement with the Town, which calls for the Club to offer ice-time to Norwood High's hockey team (Mustangs Hockey has never had a "home ice" in Norwood) and Norwood Youth Hockey. Other provisions include an annual cash payment to the Town which will increase annually by 3% and reduced fees for Norwood residents and "scholarships" for some of the skating programs they offer.

As part of our Agreement with the Club, we (the Board of Selectmen) have agreed to cooperate in the Club's efforts to obtain a liquor license.

We strongly support The Skating Club of Boston's request to obtain this liquor license. We believe that they will be an economic engine for the entire area, and will become a major draw for visitors to the community.

ARTICLE 3. This article requests that you vote to adopt Chapter 60 §3D of the General Laws, which would authorize the Town to set up a voluntary fund and to seek and accept donations to provide financial assistance to lower-income seniors and disabled residents to pay their real estate taxes.

Many communities throughout the Commonwealth have set up similar funds, including many of our neighboring towns.

The law allows the Town to request donations when it mails out its tax bills. Although the law is often referred to as a "check-off", very few communities actually allow a donation to be included on the same check as the tax payment – it proved too confusing and difficult to administer. Instead, most include an insert with the tax bills explaining the law, together with a separate form and mailing instructions for such donations.

The law requires the Treasurer to set up a separate fund to sequester the donations from other Town funds. It also requires that the Town establish a separate "Taxation Aid Committee", consisting of the Chairman of the Board of Assessors, the Treasurer, and three residents appointed by the Board of Selectmen. The Committee's charge is to "adopt rules and regulations to carry out the provisions of this section and to identify the recipients of such aid".

If you approve, we hope to be able to implement this provision within the next year.

The full text of the law is included in the Warrant.

ARTICLE 4. This article requests that you vote to adopt Chapter 60 §3F of the General Laws, which would authorize the Town to set up a voluntary fund and to seek and accept donations to provide financial assistance to Veterans.

The law is somewhat similar to the section of law governing voluntary assistance to seniors and disabled residents. It also allows the Town to request donations when it mails out its tax bills. However, there are some key differences: the law specifies that any donations to the fund be used to “provide support for Veterans and their dependents in need of immediate assistance with food, transportation, heat and oil expenses”. It does not include tax relief among its charges, perhaps because other sections of law address that purpose.

Another key difference is that the law is administered by the Town’s Director of Veterans Services, who is charged with establishing “financial criteria for determining need and amount of assistance for eligible applicants”.

Again, the law requires the Treasurer to set up a separate fund to sequester the donations from other Town funds.

The Town already provides assistance to our Veterans in our Veterans Services appropriation in the Annual Budget. However, the financial eligibility guidelines through that program are set by the State, and are very stringent. Your acceptance of this law will allow our Veterans Director to reach out to and serve Veterans of all ages facing difficult circumstances that might not otherwise qualify for assistance.

Again, if you approve, we hope to be able to implement this provision within the next year.

The full text of the law is included in the Warrant.

ARTICLE 5. This article has been submitted at the request of the Planning Board, and asks that you approve a number of zoning changes affecting the Central Business District. (Note: the proposed changes are lengthy – the Article begins at the bottom of page 2 of the Warrant and ends on page 22.)

Historically the development of many New England town centers included residential uses above downtown stores. Over time, many apartments above shops were phased out and zoning bylaws were changed to only allow commercial uses in downtown areas. Residential uses were moved to zoning districts outside of town centers, spawning suburban growth. Over the last 20 years communities have changed their zoning bylaws to allow for and encourage residential uses in their central business districts. This trend proved to be effective in bringing life back to many downtown areas. You don’t have to go far to observe this trend, just go to downtown Dedham.

Norwood’s Zoning Bylaw does allow for residential uses in the Central Business District (CBD); however, the allowed density for residential uses is so low that it is not cost effective for downtown property owners to redevelop their buildings. While many downtowns have

construction activity, like Dedham and Walpole, Norwood has seen little to no changes in the CBD. There is a clear connection between people living downtown and spending their money locally, at stores, restaurants and bars within walking distance to where they live. Many communities have realized that more people living downtown is one of the keys to a vibrant town center.

In 2017 the Town was awarded a Best Practices Economic Development Grant from the State. The grant funds are being used to have a consultant write a new mixed use overlay district bylaw for the CBD. The Planners and Planning Board have been working with the consultant to craft a bylaw that incorporates contemporary zoning regulations to allow for more apartments and condos downtown, if the building incorporates the following sustainable, smart growth design features.

- Provides public open spaces.
- Incorporates architectural design elements that are compatible with the existing historic architecture.
- Promotes energy efficient green buildings.
- Preservation of existing historic building facades.
- Provides a transitional green buffer zone between existing residential neighborhoods.
- Promotes walkability and residential near public transportation.
- Promotes street scape improvements.
- Provides for affordable housing.
- Requires landscaping to green the downtown.

Living within walking distance to downtowns has become trendy for both seniors that don't need a large single family home and young professionals that want to live near the action and walk to public transportation to commute to work. Many of younger generation prefer not to own a single family house with a two car garage. Many do not own an automobile; they use public transportation and ride sharing companies such as Uber, Lyft or Zip Car. This trend has been fueling a renaissance for the downtowns of many New England communities.

Norwood's downtown has been experiencing vacancy rates of 12 to 15 vacant storefronts over the last five years. Many of the businesses are struggling, only marginally successful. There is an overabundance of nail salons and pizza restaurants. Some store fronts have a high turnover rate and others have been vacant for years. There are several socioeconomic trends such as shopping online or at open air lifestyle centers such as Legacy Place that are helping to put downtown retailers out of business. Property owners are not reinvesting in their buildings because they will not get a return on their investment. There has been no new construction, renovations or redevelopment in the downtown for many years. With the downtown stagnant and in need of revitalization, the proposed mixed use overlay district can be the catalyst to spur positive economic growth.

The detailed, prescriptive, architectural diagrams and design guidelines in the mixed use overlay district bylaw will help ensure that building additions, alterations and redevelopment projects will fit into the existing historical architectural fabric of the downtown. Building height will be capped at the current 40' height restriction, maintaining the existing scale of downtown

Norwood. The mixed use overlay district bylaw is deliberately designed for the next generation, requiring fewer parking spaces, allowing for shared parking lots with off-set peak demand times. The bylaw promotes public outdoor spaces such as outdoor restaurant seating and courtyards.

There are currently almost 300 residential units within the downtown area. Some are preexisting grandfathered uses, others were allowed by Special Permits and variances. The existing residences have been there for years and have not caused any issues. The mixed use overlay district bylaw allows for 16 to 24 housing units per acre. If the property owner provides certain public benefits described in the bylaw, up to 24 units per acre are allowed. The Planning Board will be the Special Permit Granting Authority. This bylaw amendment provides an opportunity for long overdue, positive changes to the heart of the Town.

ARTICLE 6. This article has been submitted at the request of the Planning Board. (Note: this Article begins on page 22 of the Warrant.)

This amendment to the Zoning Bylaws proposes to increase the allowed density of residential housing within the following commercial Zoning Districts: Multifamily, Central Business, General Business, Highway Business and Limited Business Zoning District. The changes to the Notes for the Table of Dimensional Requirements would allow 16 dwelling units per acre. Currently the bylaw restricts residential density to 11 dwelling units per acre. Over the last 10 years there have been several variance requests for the Zoning Board of Appeals (ZBA) to allow greater housing density. The ZBA feels that the density is overly restrictive and that the Zoning Bylaw should be amended to allow for a modest increase of residential density within the aforementioned commercial Zoning Districts. The Planning Board agrees that allowing more residential density will help to spur redevelopment in these commercial districts.

ARTICLE 7. This article has been submitted at the request of the Planning Board.

This article seeks your approval of a one-year moratorium on open lot storage of motor vehicles. Over the last five years there has been an ongoing problem with zoning violations for open lot motor vehicle storage. Currently, the only Zoning District where open lot storage is allowed is within the Manufacturing District. Cars have been stored all over town within districts where the use is prohibited. The Building Inspector has had to deal with this ongoing problem. The Planning Board and Board of Appeals have issued several Special Permits for open lot storage. We have estimated that approximately 3,000 vehicles are currently being stored outside of the Route One corridor on approximately 40 acres of land.

The utilization of valuable commercially zoned land for parking lots, with no buildings, does not generate tax revenue and does not create any new jobs. Open lot auto inventory storage offers few benefits to the Town. In addition, clearcutting the remaining forested land in town for auto storage lots can cause a number of adverse environmental impacts.

In an effort to address the ongoing problems associated with the auto storage lots, the Planning Board has proposed a one-year moratorium.

During the moratorium the Planning Board and Planning Department staff will analyze the issues associated with open lot motor vehicle storage and proposes measures to address those issues.

ARTICLE 8. This article request that you adopt a new General Bylaw entitled "Stretch Energy Code" to enable the Building Inspector to require that higher levels of energy efficiency be incorporated into new construction, beyond the requirements of the State's "base" building code. The Code is authorized by the State Board of Building Regulations and Standards and is enforced by the Mass. Department of Public Safety and by local Building Inspectors.

Together with other administrative actions at the municipal level, this will allow the Town to be designated by the Commonwealth's Department of Energy Resources as a "Green Community", making the Town eligible for future grants for energy efficiency projects. Examples include badly-needed lighting retrofit programs at our schools and town buildings, improvements to heating and air conditioning controls, etc.

When the State first authorized the "Stretch" Energy Code several years ago, many of its requirements were "cutting edge" – not necessarily in terms of the technology but in terms of the regulatory framework. However, the differences between the Base Code and the Stretch Code have steadily shrunk, as the Base Code has incorporated higher energy efficiency requirements into its everyday provisions and its standards have become commonplace in construction. For this reason, the Building Inspector does not foresee any problems with implementation of the Stretch Code.

The proposed bylaw reads as follows:

ARTICLE XXXXVIII STRETCH ENERGY CODE

Section 1. Definitions

International Energy Conservation Code (IECC) 2009 - The International Energy Conservation Code (IECC) is a building code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency. Commencing July 1, 2010, the baseline energy conservation requirements of the MA State Building Code will default to IECC 2009 and MA amendments.

Stretch Energy Code

- Codified by the Board of Building Regulations and Standards as 780 CMR 120.AA, the Stretch Energy Code is the International Energy Conservation Code (IECC) 2009 with amendments contained herein.

Section 2. Purpose

The purpose of 780 CMR 120.AA is to provide a more energy efficient alternative to the base energy code applicable to the relevant sections of the building code for both new construction and existing buildings.

Section 3. Applicability

This code applies to residential and commercial buildings. Buildings not included in this scope shall comply with 780 CMR 13.00, 34.00, 61.00, or 93.00, as applicable.

Section 4. Authority

A municipality seeking to ensure that construction within its boundaries is designed and built above the energy efficiency requirements of 780 CMR may mandate adherence to 780 CMR 120.AA. 780 CMR 120.AA may be adopted or rescinded by the Town of Norwood in the manner prescribed by law.

Section 5. Stretch Code

The Stretch Energy Code, as codified by the Board of Building Regulations and Standards as 780 CMR 120.AA, including any amendments or modifications, is herein incorporated by reference into the Town of Norwood General Bylaws.

The Stretch Energy Code is enforceable by the Building Inspector.

ARTICLE 9. This article requests \$30,000 to supplement the Election and Registration budget, under the jurisdiction of the Town Clerk.

The request is related solely to the upcoming Override Election, scheduled for June 3rd. The funds are required for legal advertising, extended voter registration hours, printing of ballots, and costs of staffing our polling places.

The Election & Registration budget is calculated based on the number of elections scheduled in any given fiscal year, and this special election was obviously not part of that calculation when the budget was prepared well over a year ago.

ARTICLE 10. This article requests your authorization to borrow up to \$950,000 to reconstruct the Dean St. Bridge.

The bridge lies just east of Route 1, just before you drive up the hill towards Neponset St. Most drivers – including long-time residents – don't realize it is even there. It was built in 1958 over the "Meadowbrook", which feeds into the Neponset River behind Norwood Light's Electrical Substation. In late February, a "sinkhole" suddenly opened up at the edge of the road, in front of the Dean St. Substation. It was spotted by a passer-by and immediately reported to the Police, allowing Public Works to block off the area before anyone was injured. Most of the east-bound travel lane has been blocked off since, squeezing both lanes of traffic over to the opposite side of the road.

It goes without saying that Dean St. is very heavily travelled. It is a major conduit for traffic going to and from Interstate Route 95 and Route 1. Public Works Director Mark Ryan immediately contacted the Mass. Highway Division of the Mass. Department of Transportation (MassDOT) and requested assistance through their relatively new "Small Bridge Replacement

Program". MassDOT responded quickly and shepherded the request through its project application process, and within a month announced its approval.

Design work on a replacement bridge structure has already begun. The total estimated cost is \$950,000. The maximum amount of the grant is \$500,000. The grant itself is reimbursable – meaning that the Town has to first pay for the work and then submit paid invoices and other paperwork to MassDOT for reimbursement (we can do this in stages – we will be able to submit the paperwork as the project proceeds and be reimbursed in stages). The Treasurer will borrow the necessary funds for the project on a temporary basis and then do a permanent financing only for the difference between the \$500,000 grant and the actual final cost (estimated at \$950,000).

The Bridge itself is approximately 60 feet from curb-to-curb and has 12-foot span. However, the project to replace it is more complicated than it may look at first glance. The Meadowbrook is a major part of the Town's storm drainage system and cannot be diverted during construction. In addition, just about every major utility passes either overhead (electric, phone and cable) or under the structure (electric, gas, water and sewer), and most will have to be temporarily or permanently relocated.

Public Works will advertise the project for bid in May. We hope that a contract will be awarded and that work will get underway in June.

The project is estimated to take about six months to complete.

ARTICLE 11. This article requests a total of \$163,664 for Snow & Ice expenses from this past winter for three different departments.

Public Works Snow & Ice: Public Works is requesting a total of \$20,000 to supplement this year's (FY'19) appropriation of \$625,000 – the lowest overall cost in several years. While most of us would call it a mild winter, we nevertheless received 44" of snow overall, which is historically about average, resulting in 7 plowing operations, 21 salt operations, and 2 snow removal operations.

Our average annual cost for Snow & Ice for the preceding five years (FY'14 – FY'18) was \$1,169,429. The FY'20 budget to be voted on at the Annual Town Meeting is \$675,000. The Override vote scheduled for June 3rd includes an additional \$300,000 earmarked for the Snow & Ice account, and – if it passes – would go a long way toward funding a more realistic budget.

Airport: The Airport is requesting an additional \$3,664 to supplement their appropriation of \$35,000. They have requested \$46,000 in their FY'20 budget.

Schools: The Schools are requesting an additional \$140,000 to supplement this year's (FY'19) appropriation of only \$14,382 – down from \$40,000 appropriated in FY'18. They have allotted \$46,000 in the FY'20 budget to be voted on at the Annual.

The School Committee's initial budget for Snow Removal for next year was originally \$246,000. Subsequently, with the backing of the Budget Balancing Committee, it was reduced to \$46,000 in an effort to preserve as many instructional positions as possible. If the Override passes in

June, the Committee will restore this line item to the full \$246,000, much closer to their average annual cost.

We recommend that the funds required for all three departments come from Free Cash.

ARTICLE 12. This article requests a total of \$58,000 for four separate Public Works accounts:

DPW Overtime	\$ 22,000
Cemetery Overtime	\$ 6,000
Garage Maintenance	\$ 20,000
Refuse Removal	\$ 10,000

DPW Overtime - \$22,000: Most Overtime, other than scheduled OT for Saturday openings at the Compost/Recycling facility and for holidays and special events, results from off-hours water breaks, sewer back-ups, and emergency utility mark-outs, and from a shortage of labor due to several injuries (some job-related, some not). This year's appropriation for DPW Overtime was \$130,782. Together with a Reserve Fund transfer of \$16,400 approved by the Finance Commission in March, this additional request of \$22,000 will increase the total to \$169,182. The Department expended \$167,990 in FY'18 and \$151,364 in FY'17.

Cemetery Overtime - \$6,000: The request is directly attributable to the number of weekend burials. The Town recovers 100% of the cost through its fee schedule. The original appropriation was \$30,000; this request will increase the total to \$36,000. The Department expended \$33,630 in FY'18 and \$33,646 in FY'17.

Garage Maintenance - \$20,000: The Garage Maintenance account covers the costs of gasoline and diesel as well as the cost of repairs. In particular, the cost of fuel has been higher than we had projected when the FY'19 budget was prepared over a year ago. The original appropriation was \$301,204; this request will increase the total to \$321,204. The Department expended \$326,888 in FY'18 and \$293,826 in FY'17.

Rubbish Removal - \$10,000: The Town's Refuse Removal Contract has been severely impacted by the turmoil in recycling markets that started last year, when China began to severely limit imports of recycled materials because of problems with contamination. Our contract with Waste Management, effective this past July 1st, sets a fixed charge of \$144.00 per ton for the collection of recycling. The disposal (marketing) cost for recycled materials is variable, and fluctuates month-to-month based on the national market price index for recycled materials. This disposal cost has been steadily increasing for most of the last year, to a point where the combined costs for collection and disposal of recycling now exceed that of rubbish disposal. However, when we negotiated the current contract in November of 2017, we were able to limit the total per-ton cost of recycling on an annual basis so that it cannot exceed the annual per-ton cost of rubbish disposal, which is fixed at \$187.66 per ton.

This means that in any given month, our recycling costs on a per-ton basis could exceed our rubbish disposal costs (which they have), and that we would have to pay these higher costs as they were billed on a monthly basis (which we have). However, recycling markets fluctuate constantly, and we also agreed that the "true-up" of costs would take place once a year, at the

end of each contract year (June 30th). Thus, if total recycling costs on a per-ton basis for the full contract year exceeded our per-ton rubbish costs, Waste Management would credit us for the difference. This ensures that for the life of our 5-year contract, our total recycling costs cannot ever exceed our rubbish costs on a per-ton basis.

Our curbside recycling costs since July 1st have averaged \$207.44 per ton, while our rubbish disposal costs, as indicated, are fixed at \$187.66 per ton. We have data only through the end of March, but we project that when all costs are totaled and all credits due are applied, we will have a total shortfall of \$10,000.

This year, Norwood residents will generate approximately 2,330 tons of recycling and 6,000 tons of rubbish. The total Refuse budget is \$1,715,270.

We recommend that the funds required for the four accounts come from projected surplus in the Public Works Labor Salaries account.

ARTICLE 13. This article requests \$65,000 for Police Department Incidentals and \$10,000 for the Transportation (gasoline) accounts.

Vehicle Maintenance - \$45,000: The bulk of the funds are for Vehicle Maintenance. The Department has a fleet of 20 vehicles. Most are used every day and half of them operate on a 24-hour basis. Our marked cruisers (8) are replaced on a three-year schedule.

Although our vehicles are inspected daily and serviced regularly (the marked cruisers are serviced weekly), they endure constant use under often difficult conditions. They are expensive to service – and like all newer cars that depend upon electronic systems to operate – even more expensive to repair. Our repair costs have doubled over the last two years – from \$64,826 in FY'17 to \$123,604 last year and to a projected (with three months to go) \$124,000 again this year. The Department has begun to purchase maintenance contracts for its new vehicles, in an effort to control these costs.

Medical Services - \$13,000: An additional \$13,000 is requested for Medical Services, which covers the costs of injuries incurred on-duty. The budget was \$25,000 but costs can vary substantially from year-to-year. Costs were \$55,590 in FY'17 and \$30,711 last year.

Miscellaneous Costs - \$7,000: An additional \$7,000 is requested for several lines in the Incidentals account, but it is simpler to place them in this one account. The budget is \$3,000 but by the end of the year most of the that money plus this additional sum will be distributed amongst up to a dozen or more individual line items in the budget.

Transportation - \$10,000: The Department is also requesting an additional \$10,000 for its (separate) Transportation account, budgeted at \$78,500, which covers the purchase of fuel. Fuel usage is level, but prices have fluctuated since the account was first budgeted over a year ago.

This year's total appropriation for Incidentals and for Transportation (currently separate accounts) is \$441,300. We actually spent \$508,500 in FY'17 and \$529,093 last year. We have

recognized the shortfall and have budgeted \$608,161 for FY'20 (which includes the purchase of new body armor for our officers).

The additional funding will come from an anticipated surplus in Police Salaries.

ARTICLE 14. This article requests a total of \$130,000 for two Fire Department Salaries accounts (Dispatchers' Overtime and Substitution) and for its Incidentals account.

Dispatchers Salaries/Overtime - \$5,000: This account is close to budget right now, but with 3 months remaining in the fiscal year, the Department is seeking additional funding for Dispatcher Overtime to supplement its appropriation of \$78,797. Although we expended over \$90,000 in each of the past two fiscal years, there were some unusual circumstances involved, and we do not anticipate that this year's costs will reach those levels.

Substitution - \$95,000: The Substitution account, budgeted at \$735,000 this year, covers the cost of Overtime that is required to ensure that there are sufficient personnel on-shift to safely respond to fire and medical calls. (The Overtime & Recall budget covers costs associated with emergency call-backs.) The account has been severely impacted this year by several major absences, including:

- 3 retirements during the year (and one of our frustrations is the length of time it takes to hire new firefighters and paramedics through the Civil Service system);
- 3 job-related injuries of two months or more duration (one is approaching 5 months);
- 2 major medical absences;
- A military deployment that began just over one year ago - the Firefighter's tour of duty has just ended and we have welcomed him back just this month!;
- State Fire Academy training - the Department brought on 2 new firefighters this year. One completed the required 10-week training during the year, while a second will start the Academy on May 23rd.

The cumulative effect of these absences, most of them totally unanticipated when the budget was first prepared 18 months ago, has obviously impacted the budget. The Chief is projecting that he may need up to \$95,000 to get through the fiscal year.

We are requesting \$787,000 at the Annual for next year's Substitution budget.

Incidentals - \$30,000: The Chief has requested additional funds in two specific areas.

- The first is \$15,000 for Ambulance Equipment and Supplies line. We budgeted \$45,000 this year, but we spent \$50,000 in FY'18 and almost \$55,000 in FY'18. The Fire Department operates and maintains 3 ambulances: 1 ALS (Advanced Life Support), 1 BLS (Basic Life Support), and 1 Reserve BLS unit (used when one of the other units is out-of-service for maintenance). Each of these units is inspected annually by the Mass. Office of Emergency Medical Services and must be fully equipped and supplied. EMS standards are constantly being up-graded, and the Department must comply to maintain our accreditation.

- The Chief has also requested \$15,000 for New Uniforms and full Turnout Gear for new Firefighters, and for replacement Turn-out Gear that has been damaged in use. Changing standards for Turnout Gear and improvements in the protection provided by the Gear have driven the increase in costs.

The overall budget for Incidentals this year is \$508,660. The Department spent \$515,000 in FY'18 and \$464,200 the year before. We are requesting \$540,000 in next year's budget.

We recommend that the additional funding come from an anticipated surplus in Fire Salaries and from unused funds in an FY'18 account for settlement of the Fire Union contract (paid out earlier this fiscal year).

ARTICLE 15. This request for additional funds to meet a potential shortfall in the Building Inspector's Salaries budget is being withdrawn. Based on recent projections, additional funding will not be necessary.

ARTICLE 16. This article requests \$19,000 for Human Resources Salaries.

The Department has a full-time staff of three, including the Director, the Benefits Coordinator, and an Administrative Assistant.

Two of the three have left: our director, Michelle Pizzi, resigned to take charge of the (much larger) HR Department in Newton, and our long-time Benefits Coordinator, Pat Pardi, retired after 25 years of service to the Town. Both events were unexpected.

Both positions were vacant for a number of weeks. The "savings" were offset by payments for accrued vacation and similar one-time "buyout" obligations and by a temporary increase in pay for our remaining Administrative Assistant (who did an incredible job holding things together!).

Although the new Director will start at a lower step on our Salary Schedule, the net impact of the payouts for the two departures will leave the account short by \$19,000. The original appropriation was \$259,841.

We want to thank both Michelle Pizzi and Pat Pardi for their contributions in building our Human Resources Department. We will miss both.

And we want to acknowledge our new Director, Molly Kean, who will be assuming her new position on Monday (April 22nd) of the week we hold this Special, and who will be at Town Meeting as well.

We recommend that the additional funding come from another internal General Government account.

ARTICLE 17. This article requests an additional \$25,000 for the Collective Bargaining account.

The account covers the costs involved in the collective bargaining process with Town Government's seven collective bargaining units: Police (2), Fire, Clerical, Public Safety (non-

uniformed), Public Works, and Electric Light/Broadband Department (by law, the School Department is responsible for their own collective bargaining, and has its own budget for this purpose).

Most of the costs are for legal services. The Town currently uses the law firm of Mirick O'Connell, with offices in Boston, Worcester and Westborough. We also use their services for questions involving compliance with state and federal labor laws, which are becoming more numerous and more complex every year.

We are not certain that we will use all of the requested funds, but we are projecting that we may run over budget. Part of this is certainly related to the vacancy in the HR Director's position.

The current budget is \$75,000. We spent a similar amount last year, but we spent \$126,700 in FY'17.

This account currently is part of the Board of Selectmen's budget, primarily for historical reasons involving the evolution of collective bargaining in Massachusetts. It has been moved in next year's budget to the Town Counsel account ("labor relations"), in compliance with the new standard chart of accounts (UMAS) we are adopting on July 1st.

We recommend that the additional funding come from another internal General Government account.

ARTICLE 18. This article seeks your approval to continue funding the OPEB ("Other Post-Employment Benefits") Trust Fund. The amount requested is \$300,000. The funds will come from a surplus in the Fiscal 2019 Health Insurance account that resulted from the receipt of federal Medicare drug subsidy payments. This is the last year that these funds will be available; the drug subsidy program has been eliminated.

The OPEB Trust Fund was established by Town Meeting in May of 2009, pursuant to the acceptance of M.G.L. Chapter 32B §20. This law allows the Town to set aside funds for the payment of future non-pension benefits for retirees (principally health and dental care costs). However, given the effects of the 2008 Recession, no actual contributions were made until 2014.

Both the Selectmen and the Finance Commission have recommended and you have approved a \$250,000 contribution at every Annual Town Meeting since 2014. The Finance Commission has also recommended that any unspent funds appropriated for health insurance remaining at the close of a given fiscal year also be transferred to the OPEB account. These surplus funds have principally come from Medicare Part D subsidy payments.

This strategy has helped ensure the Town a stable bond rating, which in turn results in lower borrowing rates for the Town.

The most recent actuarial study computes our total unfunded OPEB liability at \$153,287,812 as of June 30, 2017. By law, the OPEB liability must be recalculated every two years.

The balance in the OPEB Trust Fund currently stands at \$2,343,497. If this article is approved, our Trust will have an approximate balance of \$2,643,497.

ARTICLE 19. This is the usual article for Unpaid Bills.

An Unpaid Bill is a valid bill for goods or services that did not get paid before the end of the prior fiscal year. The most common problem occurs with purchases that are made close to the end of the fiscal year, and that for whatever reason were not billed on a timely basis and for which a purchase order was either not issued or did not have enough funds remaining to pay the full amount (this sometimes happens with utility bills). One of the quirks of Massachusetts law is that approval to pay an Unpaid Bill requires a 9/10s standing vote of Town Meeting

At the present time, we are not aware of any Unpaid Bills.

ARTICLE 20. This article requests that you authorize the Board of Selectmen to borrow \$629,600 from the Massachusetts Water Resources Authority to continue our on-going water main cleaning and lining program and to replace aging parts of the water distribution system.

The cleaning and lining project is a continuation of our long-standing program to upgrade our local water distribution mains to eliminate rusty water complaints and water pressure problems. Cast iron water pipes laid before 1960 were generally unlined. Over time, these pipes become encrusted with rust in a process called tuberculation, as the oxygen in the water combines with the elemental iron in the pipe itself.

This causes two problems:

First and foremost, tuberculation slowly reduces the inside diameter of the pipe, which in turn reduces its carrying capacity, resulting in reduced water pressure in the area affected. In extreme cases, flows can be reduced to a trickle.

Second, tuberculation may cause rusty water problems, especially on side streets and during periods of low water demand, as iron scaling breaks off the inside of the pipe and floats "downstream". You frequently see this effect on an extreme scale when fire hydrants are opened or during a water break, reversing established water flow patterns. Although not a health problem, rusty water is certainly an esthetic problem, and can stain laundry.

Today, new water lines are laid using cement-lined ductile iron pipe. The cement lining prevents direct contact between the water and the iron in the pipe.

In most cases, the pipe itself is in otherwise good condition and can be lined. In a few cases, we have had to replace a section of main entirely, because the condition of the pipe itself has deteriorated.

This year's project calls for cleaning and lining of 1,100 feet of 6" water main on Prospect St. (from Nahatan St. to Prospect Ave.); 800 feet of 6" water main on Lydon St.; and 250 feet of 6" water main on Fulton St. (from Prospect Ave. to High St.). The project will also replace 650 feet

of undersized 4" water main on High St., and another 450 feet of 4" water main on Fulton St. (from High St. to Nahatan St.) with 8" mains.

Separately, we are also requesting that you approve an additional \$500,000 as part of the capital outlay budget at the upcoming Annual Town Meeting, to supplement MWRA funding. This will allow Public Works to accelerate work on additional streets, and will reduce the timeline required to eliminate our remaining 37 miles of unlined pipe from 65 years to 32 years. If these funds are also approved, we will combine our contracts to get better pricing and continue working in the same neighborhood, on Prospect St., Prospect Ave., Summit Ave., and Curran Ave.

The \$629,600 is to be borrowed from the MWRA through its interest-free Local Water System Assistance Program. The amount will be repaid through water rates over a ten-year period beginning in FY 2021.

ARTICLE 21. This final article requests that you appropriate exactly \$9,988 from the Mass. Transportation Infrastructure Fund for the purchase and installation of bicycle racks in the community.

The fund was established pursuant to Chapter 187 of the Legislative Acts of 2016, often referred to as the "Rideshare" fund. The State Legislature mandated that all ride-share companies operating in the State (Uber, Lyft, etc.) pay a fee into this fund as what might be considered an "impact fee", in return for allowing them to operate without local regulation. The specific allocations are determined by a formula based on the number of rides originating in a given community. The revenues are distributed annually to the cities and towns, and must be used for "transportation infrastructure enhancements", including "alternative modes of transportation". The funds must be spent in the year that they are distributed; they cannot be accumulated to do a future larger project.

This is our first allocation of funds. We propose to use them to purchase and install bike racks in the community parks and other public locations. Given the small dollars involved, we estimate that we may be able to install about 10 bike racks.

BOARD OF SELECTMEN

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William J. Plasko
Allan D. Howard
Thomas F. Maloney
David E. Hajjar