



The TOWN OF NORWOOD

Commonwealth of Massachusetts

FINANCE COMMISSION

ANNE MARIE HALEY
CHAIR

ROBERT G. DONNELLY
VICE-CHAIR

JUDITH A. LANGONE

KELLIE NOUMI

ALAN D. SLATER

FINANCE COMMISSION MEETING

Tuesday, May 26, 2020 at 4:00 pm

This meeting will be conducted digitally using GoToMeeting. Directions explaining how to join the meeting can be found on page two of this agenda.

AGENDA

- Acceptance of minutes from Monday, May 18, 2020
- FY21 Budget Discussion
- FY21 Budget Vote
- Reserve Fund Transfers as follows:
 - Norfolk Agricultural School Tuition \$7,575
 - Police Radio Upgrade \$10,656
 - Fire Engine Repair \$26,344
- Other Business

FISCAL 2020 RESERVE FUND ACTIVITY

Reserve Fund ATM Appropriation:

\$125,000

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.

Here is additional information about how to attend the meeting using GoToMeeting

Finance Commission Meeting (Will Be Recorded)
Tue, May 26, 2020 4:00 PM - 8:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/871105109>

You can also dial in using your phone.
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Access Code: 871-105-109

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FINANCE COMMISSION MEETING
Monday, May 18, 2020
MINUTES OF MEETING - DRAFT

On Monday, May 18, 2020, a meeting of the Finance Commission was held at 4:00 pm digitally using GoToMeeting.

Attending the meeting were Anne Haley, Chair, Robert Donnelly, Vice Chair, members Judy Langone, Kellie Noumi and Alan Slater, supported by Tom McQuaid, Clerk to the Finance Commission, Molly Ahearn, Assistant Town Accountant, and Emily Chambers, Budget Management Analyst.

On a motion to accept from Vice Chair Donnelly, seconded by Mr. Slater, the minutes from May 14, 2020 were ***approved unanimously*** through a roll-call vote.

There were new concerns raised about going forward with the FY2021 budget as voted on May 14, 2020. On a motion by Mr. Slater, seconded by Mrs. Langone, using a roll-call, the Commission ***voted 4-1 in favor*** of rescinding the budget vote.

The Commission asked management to come up with possible revenue reduction scenarios and possible cuts to the budget by the end of this week.

The plan is to consider these scenarios, formulate a final budget, and vote at the next meeting which is scheduled for May 26, 2020, at 4:00 pm digitally using GoToMeeting

Karin Sheridan, Director of Finance and Operations presented an update on School Department Revolving Funds and COVID-19 expenditures. COVID-related expenses included extra costs for distance learning technology and payroll for Extended Day staff. Dr. David Thomson, Superintendent of Schools, confirmed that no refunds are due to parents as a result of cancelled spring athletics or activities. Ms. Sheridan will update the Commission when the Department of Education confirms the amount of Circuit Breaker funding for the 4th quarter.

Ms. Sheridan presented an update on School Department Grants. Federally funded Title Grants will be given an automatic extension due to COVID-19. The Commission inquired about the

impact of COVID-19 on available grant funds for Fiscal 2022 and beyond. Ms. Sheridan confirmed that enough notice is given to the School Department before grants are terminated.

The School Department Year-to-Date Budget was presented by Ms. Sheridan. Due to a mid-year transition of payroll to Munis, some history and categories may be confusing. Department Heads are being urged to close all open Purchase Orders to give a more realistic view of encumbered funds. Ms. Sheridan will have a more accurate figure in the coming weeks. The Commission discussed potential cost savings from reduced transportation or maintenance. Ms. Sheridan pointed out that although there may be a \$130,000 savings from the bus contract, there are approximately the same amount of extra transportation costs for special education. Commissioners asked about delaying new hires in FY2021 to provide cost reductions to offset anticipated revenue declines. Ms. Noumi pointed out that eliminating teachers and having more than thirty students per class may be unacceptable to the public immediately following an Override.

Tony Mazzucco, General Manager, reviewed increased costs in both the General Government and School Department as a result of COVID-19, and suggested using stabilization accounts and free cash to support the FY21 budget rather than making cuts. Mrs. Langone raised concerns that a deficit will be more difficult to address as time goes by and suggested a more proactive cost-cutting approach.

The Commission requested that Mr. Mazzucco provides modeling options for varying levels of revenue changes in advance of the next scheduled meeting in order to guide the Commission's decision on accepting a budget for FY2021.

On a motion from Mr. Slater, seconded by Ms. Noumi, the Commission ***voted unanimously*** through a roll-call vote to adjourn the meeting at 6:31 pm.

A True Copy

Attest: _____
Thomas J. McQuaid, Clerk



Anne Marie Haley, Chair
Robert G. Donnelly, Vice-Chair
Judith A. Langone
Kellie Noumi
Alan D. Slater, Chairman

Mr. Thomas J. McQuaid, CPA
Town Clerk and Accountant
Town of Norwood
Norwood, MA 02062

This is to advise you that the Finance Commission has voted the following Reserve Fund Transfers:

**NORWOOD FINANCE COMMISSION
CERTIFICATION OF RESERVE FUND TRANSFER VOTE**

DATE OF FINCOM TRANSFER:

TRANSFER TO:

<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
012102-5214600	Police - Radio Repair	\$ 10,656.00
018402-532101	Norfolk Aggie Tuition	\$ 7,575.00
012202-524100	Fire - Equipment Repair	\$ 26,344.00

TRANSFER FROM:

<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
019512-595800	Reserve Fund	\$ 10,656.00
019512-595800	Reserve Fund	\$ 7,575.00
019512-595800	Reserve Fund	\$ 26,344.00

Signatures of Finance Commissioners:

Anne Marie Haley, Chair

Robert G. Donnelly, Vice-Chair

Judith A. Langone

Kellie Noumie

Alan D. Slater



The TOWN OF NORWOOD

Commonwealth of Massachusetts

THE SELECTMEN

Paul A. Bishop, Chairman

William J. Plasko

Allan D. Howard

Thomas F. Maloney

David E. Hajjar

Christina K. Mulvehill, Clerk

May 20, 2020

*Anne Marie Haley, Chair
Norwood Finance Commission
Norwood, MA*

Re: Reserve Fund Transfer-Fire Department

Dear Ms. Haley:

The Board of Selectmen, in meeting of Tuesday, May 19, 2020, voted to approve the request by the Manager for a Reserve Fund Transfer for the Fire Department in the amount of \$26,343.92 to cover the costs of a short block engine rebuild for Engine 4.

Very truly yours,

BOARD OF SELECTMEN

By


Administrative Assistant

*aak
enclosure*

*cc: Tony Mazzucco, General Manager
Thomas J. McQuaid, Director of Finance & Accounting
Chief George Morrice, Norwood Fire Department*



GEORGE T. MORRICE
CHIEF OF DEPARTMENT

RONALD J. MAGGIO
DEPUTY FIRE CHIEF

DAVID J. HAYES
DEPUTY FIRE CHIEF

TOWN OF NORWOOD

FIRE DEPARTMENT

135 NAHATAN STREET
NORWOOD, MASSACHUSETTS 02062

ADMINISTRATION
(781) 762-0080

FAX
(781) 440-5230

May 15, 2020

Norwood Finance Committee
Town of Norwood
566 Washington Street
Norwood, MA 02062

Finance Committee,

I am requesting a Reserve Fund Transfer in the amount of \$26,343.92 to pay for a short block engine rebuild for Engine 4.

Engine coolant was found mixed in with the engine oil showing failure of engine oil cooler. Replaced engine oil cooler. Also, after performing a turbo repair, evidence of debris ingestion was found from compromised air filter housing. The pistons were pulled and the engine was found to be dusted. Engine short block rebuild performed.

Respectfully,

George T. Morrice
Chief, Norwood Fire Department



The TOWN OF NORWOOD

Commonwealth of Massachusetts

THE SELECTMEN

Paul A. Bishop, *Chairman*

William J. Plasko

Allan D. Howard

Thomas F. Maloney

David E. Hajjar

Christina K. Mulvehill, *Clerk*

May 20, 2020

Anne Marie Haley, *Chair*
Norwood Finance Commission
Norwood, MA

Re: Reserve Fund Transfer- Finance & Accounting

Dear Ms. Haley:

The Board of Selectmen, in meeting of Tuesday, May 19, 2020, voted to approve the request by the Mr. McQuaid, for a Reserve Fund Transfer in the amount of \$7,575.00

Very truly yours,

BOARD OF SELECTMEN

By


Administrative Assistant

aak
enclosure

cc: General Manager Tony Mazzucco
Thomas J. McQuaid, *Director of Finance & Accounting*



The TOWN OF NORWOOD

Commonwealth of Massachusetts

DIRECTOR OF FINANCE & ACCOUNTING

THOMAS J. McQUAID, CPA

ASST. TOWN ACCOUNTANT

LINDA A. LARIDIS

May 5, 2020

Paul Bishop, Chair
Board of Selectmen
566 Washington Street
Norwood, MA 02062

Dear Chairman Bishop,

I am writing to request the Board's recommendation to the Finance Commission for a reserve fund transfer of \$7,575.00.

During the preparation of the Fiscal 2020 budget, I used \$21,615 as a placeholder for tuition to the Norfolk County Agricultural School. Ordinarily, when I receive notice from the School of the actual tuition, we adjust the budget prior to publication.

I did not receive a copy of the letter from the School and I forgot to follow up to change the budget. We have received the \$29,190.00 invoice for tuition, and I am asking for a reserve fund transfer to make up the difference.

Sincerely,

Thomas J. McQuaid, CPA
Director of Finance and Accounting

PO# 20006797

2020/9525

Invoice

3/1/2020

V# 30164

Norfolk County Agricultural High School
400 Main Street
Walpole, Massachusetts 02081
Telephone: 508-668-0268, X11101 Fax: 508-668-0812
Federal Tax ID# 04-6001429

Norwood Public Schools
 Superintendent David Thomson
 275 Prospect Street, P.O. Box 67
 Norwood, MA 02062

Tony Mazzucco, General Manager
 Norwood Town Hall
 566 Washington Street
 Norwood, MA 02062

Tuition for the 2019-2020 school year for each student attending the Norfolk County Agricultural High School who is a resident of Norfolk County is \$1,946.00 per student. This is in accordance with the authority granted in Chapter 8, Section 82 of the Acts of 1991.

<u>Gr</u>	<u>SASID</u>	<u>First/Last Initials</u>	<u>Street Address</u>	<u>Tuition</u>
9	1008624621	D.M.	41 Deerfield Road	\$1,946.00
9	1087623527	C.M.	43 Adams Street	\$1,946.00
10	1007495616	G.A.	248 Washington Street, #3	\$1,946.00
10	1021317322	M.D.	244 Washington Street	\$1,946.00
10	1079625521	A.M.	169 Washington Street	\$1,946.00
10	1081107922	K.M.	11 Cranmore Road	\$1,946.00
10	1035681413	M.R.	237 Winter Street	\$1,946.00
10	1009400321	K.S.	95 Westover Parkway	\$1,946.00
11	1052402321	K.B.	54 Bond Street	\$1,946.00
11	1022296915	I.C.	1 Beech Street	\$1,946.00
11	1022402327	M.D.	89 Howard Street	\$1,946.00
11	1051001526	A.F.	62 Elliot Street	\$1,946.00
11	1045893510	K.G.	739 Norwest Drive	\$1,946.00
11	1072402323	C.W.	191 Roosevelt Avenue	\$1,946.00
12	1092093210	H.M.	150 Lenox Street, Unit 52	\$1,946.00

Total Due: \$29,190.00

OK to Pay *[Signature]*
 026 0658T 3/6/2020
 018402 332101



The TOWN OF NORWOOD

Commonwealth of Massachusetts

THE SELECTMEN

Paul A. Bishop, Chairman

William J. Plasko

Allan D. Howard

Thomas F. Maloney

David E. Hajar

Christina K. Mulvehill, Clerk

May 20, 2020

Anne Marie Haley, Chair
Norwood Finance Commission
Norwood, MA

Re: Reserve Fund Transfer-Police Department

Dear Ms. Haley:

The Board of Selectmen, in meeting of Tuesday, May 19, 2020, voted to approve the request by the Manager for a Reserve Fund Transfer for the Police Department in the amount of \$10,656.00 to cover the costs to upgrade the radios in the fleet of cruisers.

Very truly yours,

BOARD OF SELECTMEN

By


Administrative Assistant

aak
enclosure

cc: Tony Mazzucco, General Manager
Thomas J. McQuaid, Director of Finance & Accounting
Kevin Grasso, Norwood Police Department



The TOWN OF NORWOOD

Commonwealth of Massachusetts

GENERAL MANAGER

Tony Mazzucco

**ASSISTANT
GENERAL MANAGER**

Bernard Cooper

May 15, 2020

Board of Selectmen
Town of Norwood
Norwood, MA 02062

Re: Reserve Fund Transfers

Dear Members of the Board,

Attached is a request from the Fire Department for a Reserve Fund Transfer in the amount of \$26,343.92 to pay for a short block engine rebuild for Engine 4.

Also attached is information for a Reserve Fund Transfer for the Police Department in the amount of \$10,656.00. This money will be used to upgrade the Motorola APX6500 radios in the Police Department's fleet of cruisers so they will be able to transmit and receive digital transmissions.

I request that you approve these requests.

Very truly yours,

Tony Mazzucco
General Manager



The TOWN OF NORWOOD

Commonwealth of Massachusetts

May 15, 2020

Mr. Tony Mazzucco
General Manager
Town of Norwood
Norwood, MA 02062

Dear Mr. Mazzucco,

The Police Department's fleet is using a Motorola APX6500 radio. We purchased these state of the art radios so that we would be prepared should any community go digital. What was lost in translation or not explained in any detail is that the radio though digital capable, it is not digital ready. This would mean that a device would have to be installed into the radio to transmit or receive digital transmissions. Unfortunately the Town of Walpole has gone digital leaving us and other area communities unable to communicate with an agency that we rely on, as they do us for mutual aid.

Over the last several years we have been able to issue most Officers with a digital ready portable radio. These have been updated to include the new Walpole Police frequency. Portable radios are usually turned down or off when the officer inside his cruiser. It would be extremely beneficial and important to have digital ready radios for all cruisers.

To have the fleet upgraded to become digital ready the cost would be at a cost of \$10,656.00. I have attached a quote from Motorola Solutions. This is quoted through Cyber Communications using the ITT57 MA STATE bid list.

Respectfully,

Kevin J Grasso
Administrative Assistant to the Chief of Police
Norwood Police Department

**MOTOROLA SOLUTIONS**

Quote Number: QU0000505891

Effective: 14 MAY 2020

Effective To: 13 JUL 2020

Bill-To:

NORWOOD POLICE DEPT
137 NAHATAN ST
NORWOOD, MA 02062
United States

Ultimate Destination:

NORWOOD POLICE DEPT
137 NAHATAN ST
NORWOOD, MA 02062
United States

Attention:

Name: Kevin Grasso
Phone: 781-440-5151

Sales Contact:

Name: Kevin Jay
Email: kjay@cybercomminc.com
Phone: 7816471010

Contract Number: ITT57 MA STATE

Freight terms: FOB Destination

Payment terms: Net 45

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	1	T7694A	ANALOG CONVENTIONAL	-	-	-
1a	9	G808AE	ADD: ASTRO DIGITAL CAI OPERATION	\$592.00	\$592.00	\$5,328.00
2	1	T7694A	ANALOG CONVENTIONAL	-	-	-
2a	5	G808AE	ADD: ASTRO DIGITAL CAI OPERATION	\$592.00	\$592.00	\$2,960.00
3	1	T7694A	ANALOG CONVENTIONAL	-	-	-
3a	2	G808AE	ADD: ASTRO DIGITAL CAI OPERATION	\$592.00	\$592.00	\$1,184.00
4	1	T7694A	ANALOG CONVENTIONAL	-	-	-
4a	2	G808AE	ADD: ASTRO DIGITAL CAI OPERATION	\$592.00	\$592.00	\$1,184.00

Total Quote in USD**\$10,656.00**

1. Terms subject to ITT57 as modified by the clarifications and terms/conditions. For a full list of terms/conditions please contact you Motorola representative.

2. PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number
- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)

3. Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

4. Prices quoted are valid for thirty(30) days from the date of this quote.

5. Unless otherwise stated, payment will be due within forty five day of invoice. Invoicing will occur concurrently with shipping. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.