



# 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

Monday, June 15, 2020 at 5:30 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.

### A G E N D A

- Acceptance of minutes from Tuesday, May 26, 2020
- Reserve Fund Transfer Requests – Fire Department \$11,739
- Municipal Relief Request – DPW \$12,450
- Special Town Meeting Budget Items
- Other Business

#### FISCAL 2020 RESERVE FUND ACTIVITY

Reserve Fund ATM Appropriation:	\$125,000
Norfolk Aggie Tuition	(7,575)
Police Radio Upgrade	(10,656)
Fire Engine Repair	(26,344)
Remaining Balance	<u>\$80,425</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.*

2020 JUN 11 P 1:53

TOWN OF NORWOOD  
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TOWN CLERK'S OFFICE

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Mon, Jun 15, 2020 5:30 PM - 8:30 PM (EDT)

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**FINANCE COMMISSION MEETING**  
**Tuesday, May 26, 2020**  
**MINUTES OF MEETING- DRAFT**

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 from Vice Chair Donnelly, seconded by Ms. Noumi, the minutes from May 18, 2020 were ***approved unanimously*** through a roll-call vote.

At the Finance Commission meeting on May 18, 2020, the Commission rescinded its vote to approve the budget. A Subcommittee made up of Anne Haley, Alan Slater, Teresa Stewart, Myev Bodenhofer, Tony Mazzucco and Dave Thomson met on May 22, 2020 to create a plan to address potential decreases in revenue.

Tony Mazzucco, General Manager, presented the subcommittee's proposal. He stated that, prior to the findings of the Subcommittee, the Town budget proposes to postpone \$2.6 Million of capital expenditure at the Annual Town Meeting. This will preserve the same amount of Free Cash. If the Town chooses to proceed with the expenditures later in the year, it will be done at the Fall Special Town Meeting, utilizing borrowing.

The Subcommittee recommends anticipating Departmental Revenues at 85% of Fiscal 2019 actual receipts. This is a drop of \$771,514 from the budget, as stated. Additionally, we should prepare to receive a drop in State aid of \$1,939,985 from currently budgeted levels. This represents the potential of receiving a 10% drop from Fiscal 2019 levels. Collectively, if these two dramatic things occur, we will be facing a deficit of \$2,711,499.

The Subcommittee recommends voting the \$205,782,459 budget as determined prior to the Covid crisis. To guard against any revenue shortfalls, management will delay, until at least December 1, 2020 funding these items: retirement catchup (\$500,000), contributions to the

stabilization fund (\$428,571), and contributions to the override stabilization fund (\$700,000). Additionally, we can use free cash of (\$1,082,928) to cover potential revenue shortfalls. Any and all of these measures can be reversed at a Special Town Meeting in the fall. Additional deferrals include holding off spending of \$300,000 of Student Opportunities Act (SOA), postponing \$400,000 of road work, and deferring supply and materials spending (\$150,000). Mr. Mazzucco also outlined a “hiring frost,” which entails thoroughly analyzing whether vacant positions need to be filled immediately. Even if we need to implement all of these items, the proposed changes leave the Town with \$2.4 million in free cash, \$1.2 million in override stabilization, and \$5.5 million in general stabilization.

Ms. Noumi requested confirmation that refraining from spending \$2.6 million on capital resulted in increased cash reserves over an earlier version of the budget. Mr. McQuaid confirmed this.

Mr. Slater voiced his approval of the plan. In an earlier meeting, someone expressed concern about passing an override, and then potentially cutting services. He stated that the override does not mean that changes cannot be made, since the override was passed based on a certain set of assumptions about state aid and local receipts that may no longer be valid.

Vice Chair Donnelly inquired whether the budget is technically still in balance with the projected reductions in revenues. Mr. Mazzucco explained that the budget will still be in balance at the time of Town Meeting. If the Commonwealth raises objections to revenue projections on the Tax Recap, the budget would need to go back to Town Meeting for revision and approval.

Ms. Noumi suggested that since revenues may not be as low as projected, the Commission should rank the proposed action items in order of importance to determine which should be restored first. Chair Haley agreed but advised deferring that discussion to fall Town Meeting.

On a motion from Mr. Slater, seconded by Ms. Noumi, the Subcommittee’s plan was ***approved unanimously*** through a roll-call vote.

On a motion from Ms. Langone, seconded by Vice Chair Donnelly, the original \$205,782,459 budget was ***approved unanimously*** through a roll-call vote.

Mr. Mazzucco presented the reserve fund transfer requests to the Commission. The Police Department requested \$10,656 to upgrade its radio system to digital interaction. The Town of Walpole recently upgraded its radio system and it is no longer compatible with the Town of Norwood’s system. The radio upgrade is critical to the Police Department’s ability to communicate with other area communities. On a motion from Vice Chair Donnelly, seconded by Ms. Langone, the reserve fund transfer request of \$10,656 to the Police Department – Radio Repair was ***approved unanimously*** through a roll-call vote.

A reserve fund transfer of \$7,575. was requested for Norfolk Agricultural High School to pay for the tuition for students that was not included in the projected tuition costs at the end of the previous year. The additional cost relates to the number of students who enrolled. On a motion from Ms. Langone, seconded by Vice Chair Donnelly, the reserve fund transfer request of \$7,575 for Norfolk Aggie Tuition was ***approved unanimously*** through a roll-call vote.

The Fire Department requested a reserve fund transfer of \$26,344 to repair Engine #4. Chief Morrice explained that the short block of the engine, which is 10 years old and scheduled to be replaced in 5 years, was infiltrated by contaminants and destroyed. On a motion from Ms. Langone, seconded by Mr. Slater, the reserve fund transfer request of \$26,344 to the Fire Department – Equipment Repair was ***approved unanimously*** through a roll-call vote.

Chair Haley requested the Clerk of the Finance Commission to sign the Reserve Fund Transfer requests due to the fact that Commissioners were meeting virtually.

Ms. Langone inquired about the logistics of social distancing at Town Meeting. Mr. Mazzucco explained the measures that will be taken, include:

- Holding the meeting in the gymnasium to allow for 6 feet of distance
- On-site screenings and compliance review by the Public Health Department
- Mandatory face masks
- Hand sanitizer
- Open doors

The Town Moderator and key officials will be in attendance with department heads attending remotely. The warrant has been shortened to the bare minimum to allow for a short duration. Mr. Mazzucco explained that the Town had considered holding Town Meeting outdoors, but due to a variety of factors including weather, inaccessibility, and distance from bathrooms and proper handwashing facilities, an outdoor Town meeting is not feasible.

Ms. Noumi inquired about allowing people to participate remotely, and whether gatherings of more than 10 people are permitted under the current reopening guidelines. Mr. Mazzucco responded that the Commonwealth is looking into a policy that would allow digital attendance, and that legislative bodies are exempt from the 10-person maximum. Ms. Noumi then suggested a poll to determine whether enough people are comfortable attending to reach a quorum. Vice Chair Donnelly added that the moderator is amenable to questions and suggestions, and Town Meeting members should feel free to reach out to him.

Ms. Langone asked whether a lack of quorum would force the Town into a 1/12 budget, and Mr. Mazzucco confirmed.

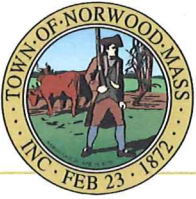
Chair Haley inquired about a new position that has opened in the Recreation Department, and whether it should be subject to the hiring frost. Mr. Mazzucco clarified that the role has been moved from Human Resources to the Recreation Department and reflects a title change. The position may be subject to the frost but the Town intends to hold summer camps at 30% capacity and to open one swimming pool, so staff will be needed.

Mr. Slater suggested including the revenue-based budget proposal into the budget book. Mr. McQuaid will add it after the Manager's message. Chair Haley will finish her letter for the budget book and send it to Mr. McQuaid as well.

On a motion from Ms. Langone, seconded by Mr. Slater, the Commission ***voted unanimously*** through a roll-call vote to adjourn the meeting at 4:57 pm.

A True Copy

Attest: \_\_\_\_\_  
Thomas J. McQuaid, Clerk



# 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*

June 03, 2020

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

Re: Reserve Fund & Municipal Relief Act Transfer

Dear Ms. Haley:

The Board of Selectmen, in meeting of Tuesday, June 02, 2020, voted to approve the following transfers as requested by the Manager:

Reserve Fund Transfer – Fire Department - \$11,739

Municipal Relief Act Transfer – Department of Public Works - \$12,450

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

**GENERAL MANAGER**

Tony Mazzucco

**ASSISTANT  
GENERAL MANAGER**

Bernard Cooper

May 21, 2020

Board of Selectmen  
Town of Norwood  
Norwood, MA 02062

Re: Reserve Fund Transfer and Municipal Relief Transfer

Dear Members of the Board,

Attached is a request from the Fire Department for a Reserve Fund Transfer in the amount of \$11,739 to pay for an emergency repair of a rooftop HAVC unit which services the Public Safety Building.

Also attached is information for a Municipal Relief Act transfer for the Department of Public Works, Cemetery Department, in the amount of \$12,450. This transfer will be used to purchase burial liners to meet the current demand.

I request that you approve these requests.

Very truly yours,

Tony Mazzucco  
General Manager





# **TOWN OF NORWOOD**

## **FIRE DEPARTMENT**

**135 NAHATAN STREET  
NORWOOD, MASSACHUSETTS 02062**

**GEORGE T. MORRICE  
CHIEF OF DEPARTMENT**

**RONALD J. MAGGIO  
DEPUTY FIRE CHIEF**

**DAVID J. HAYES  
DEPUTY FIRE CHIEF**

**ADMINISTRATION  
(781) 762-0080**

**FAX  
(781) 440-5230**

**May 18, 2020**

**Norwood Finance Committee  
566 Washington Street  
Norwood, MA 02062**

**I am requesting a Reserve Fund Transfer in the amount of \$11,739 to pay for an emergency repair of a rooftop HVAC unit which services the Public Safety Building.**

**After experiencing extreme temperatures in the administrative offices of the Police Department, ATC Mechanical was called to assess the problem. Unit #3 was found to have two compressors inoperable. Attached is ATC Mechanical's review & repair.**

**Respectfully,**

**George T. Morrice  
Chief, Norwood Fire Department**

**ATC Mechanical**

86 Finnell Drive Building 1  
Weymouth, MA 02188  
Phone (781) 340-1000  
Fax (781) 340-1620

**Invoice**

INVOICE # 20-26144  
DATE: 5/15/2020

**TO:**

Town of Norwood  
135 Nahatan Street  
Norwood, MA 02062  
Attn: Chief George T Morrice

**FOR:**

Norwood Police/Fire  
RTU #3

DESCRIPTION	AMOUNT
5/4/6/20  Responded to service call of no AC from RTU #3, serving the police station area. After investigation found one compressor had all 3 legs grounded and the other compressor with the valve plates gone, both need to be replaced. Worked on recovering refrigerant from both circuits on RTU #3, unbrazed circuit #1 compressor and the old filter dryer. Brazed new compressor and filter dryer in place, checked for leaks with nitrogen none present, unbrazed circuit #2 and brazed in new compressor. Placed a holding charge in circuit, pulled vacuum on circuit #1 and then left hold charge overnight. Picked up one compressor, refrigerant and fittings for installation, the other compressor is due in tomorrow.	4,914.00
TOTAL	\$4,914.00

Make all checks payable to ATC Mechanical.  
Payment is due within 30 days.

Thank you for your business!

**ATC Mechanical**

86 Finnell Drive Building 1  
Weymouth, MA 02188  
Phone (781) 340-1000  
Fax (781) 340-1620

**Invoice**

INVOICE # 20-26145  
DATE: 5/15/2020

**TO:**

Town of Norwood  
135 Nahatan Street  
Norwood, MA 02062  
Attn: Chief George T Morrice

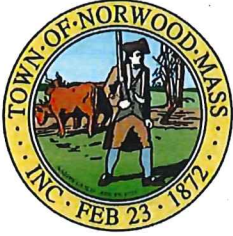
**FOR:**

Norwood Police/Fire  
RTU #3

DESCRIPTION	AMOUNT
<b>5/7/8/20</b>  Continued with unbrazing circuit to filter dryers, installed new contactors and all auxiliary contacts. Charged and checked with nitrogen no leaks present. Pulled deep vacuum on both circuits charged circuit #1 & #2 with R22 refrigerant. Worked on getting compressors to run after installation, will return in the am to complete. Worked on unit controls, unit had jumpers installed to run, removed jumpers found head pressure controls with normally closed head pressure opening on a rise in pressure. Unit is set up for normally open closes on a rise by having normally closed, this energizing lockout relays stopping unit from running. Ordered and picked up new pressure controls needed. Installed, wired and removed jumpers on unit. Checked rotation on compressors, completed charge on both units, ran AC, both running ok now	6,825.00
<b>TOTAL</b>	<b>\$6,825.00</b>

Make all checks payable to ATC Mechanical.  
Payment is due within 30 days.

**Thank you for your business!**



**TOWN OF NORWOOD**  
**DEPARTMENT OF PUBLIC WORKS**

One Lyman Place, Norwood, MA 02062  
Phone 781-762-1413 Fax 781-762-9378  
Email mryan@norwoodma.gov

**Mark P. Ryan**  
**Director of Public**  
**Works and**  
**Town Engineer**

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**MEMORANDUM**

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**To:** Tony Mazzucco  
**From:** Mark Ryan *MR*  
**Date:** April 28, 2020  
**RE:** Cemetery Liners

The Department of Public Works, Cemetery Department, would like to request the following transfer under the provisions of the Municipal Relief Act:

**\$12,450**

FROM:	Snow & Ice – Miscellaneous	5055-014232-529403
TO:	Cemetery – Miscellaneous	5552-014912-553200

The Cemetery - Miscellaneous line was budgeted \$17,900 for the purchase of precast concrete burial liners at a cost of \$182.00 per liner. The Cemetery then charges \$575.00 for the purchase and installation of the burial liner. Typically the Cemetery would furnish anywhere from 80 – 100 burial liners per year with the remaining 30-50 liners furnished and installed by the funeral home subcontractors. The Cemetery receives NO revenue when the funeral home furnishes and installs the burial liner.

Over the past few months, we've seen a dramatic shift where the Cemetery is furnishing and installing 90%+ of the burial liners. This is a great revenue source for the Town that was implemented by Paul Ranalli in FY'14. As mentioned earlier, the Cemetery charges \$575.00 to furnish and install a burial liner with \$182.00 going towards the purchase of the burial liner. This means that the Cemetery receives \$393.00 profit for each burial liner installed.

The amount budgeted in Cemetery-Miscellaneous is not enough to fund the purchase of so many liners. While the Cemetery Department was typically providing 80-100 burial liners per year, we currently estimate that they will provide 160 burial liners by the end of June, 2020.

To allow the Cemetery Department to purchase burial liners to meet this demand, we are requesting \$12,500 to be transferred from Snow & Ice – Miscellaneous to Cemetery - Miscellaneous.

Here is the breakdown of the requested transfer:

Existing Cemetery-Miscellaneous budget shortage	\$3,708
Recently paid invoice for liners charged to Public Works	\$3,269
30 liners estimated for May & June @ \$182.00 per liner	<u>\$5,460</u>
<b>Total</b>	<b>\$12,437</b>

<b>Say \$12,450</b>
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