

The TOWN OF NORWOOD

Commonwealth of Massachusetts

1 2020 JUN 25 P 3:07

FINANCE COMMISSION

ANNE MARIE HALEY
CHAIR

ROBERT G. DONNELLY
VICE-CHAIR

JUDITH A. LANGONE

KELLIE NOUMI

ALAN D. SLATER

FINANCE COMMISSION MEETING

Monday, June 29, 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 June 22, 2020
- Municipal Relief Requests
- 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)
Fire Department HVAC Repair	(11,739)
Remaining Balance	<u>\$68,686</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.

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

Finance Commission Meeting (Will Be Recorded)
Mon, Jun 29, 2020 5:30 PM - 8:30 PM (EDT)

1 2020 JUN 25 P 3:07

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FINANCE COMMISSION MEETING
Monday, June 22, 2020
MINUTES OF MEETING- DRAFT

A meeting of the Finance Commission was held at 12:00 pm digitally using GoToMeeting.

Attending the meeting were Anne Haley, Chair, members Judith Langone (evening portion only), Kellie Noumi (afternoon session only) and Alan Slater, supported by Tom McQuaid, Clerk to the Finance Commission, and Emily Chambers, Budget Management Analyst. Vice Chair Robert Donnelly was absent.

Mr. Slater requested a minor change to the minutes from the June 15, 2020 meeting. On a motion from Mr. Slater, seconded by Ms. Noumi, the amended minutes were *approved unanimously* through a roll-call vote.

Tom McQuaid presented Special Town Meeting Article 1 – Transfer of budgets that have already been appropriated:

- Finance and Accounting salaries (\$18,000) – Transfer from Audit Services
- Info Tech salaries (\$2,000) – Transfer from HR Salaries
- Building Commissioner salary (\$28,000) – Transfer from HR Salaries
- COA Part Time salaries (\$4,000) – Transfer from HR Salaries
- Public Works salaries (\$26,000) – Transfer from Snow and Ice
- Town Counsel (\$58,000) – Transfer from Snow and Ice
- Police/Fire Dispatch Center (\$10,000) – Transfer from Snow and Ice
- Fire Department salaries (\$35,000) – Transfer from Snow and Ice
- Public Safety Building Utilities (\$20,000) – Transfer from Snow and Ice
- Extended Day Cost (\$164,000) – Transfer from Snow and Ice
- School Food Service (\$30,000) – Transfer from Snow and Ice
- Total: **\$395,000**

Chair Haley requested more information about the high costs for Town Counsel. Bernie Cooper, Assistant Town Manager, explained that negotiations were undertaken with eight unions, which is an expensive process. It is the first opportunity the unions have had in the past three years to negotiate contracts. Mr. Cooper reported that HR is having success with the negotiations and the

process is moving smoothly. Mr. Slater noted that the budget for Town Counsel has been increased for FY21 to reflect that it has been underfunded in the past.

Mr. Slater commented that the School Committee voted to increase fees for Extended Day, which should make the program self-sufficient in the future. He commended the Committee for taking action.

Mrs. Haley inquired about the transfer request for the dispatch center. Mr. Cooper confirmed that the project is over budget, due to housing two departments with very different needs. In particular, more concrete coring was needed than had been anticipated at the start of the project.

On a motion from Mr. Slater, seconded by Ms. Noumi, the Article 1 transfer request of \$395,000 was ***approved unanimously 3-0*** through a roll-call vote.

Mr. Slater proposed that the Commission meet on a more regular basis, beginning in July, to monitor the budget and state and federal funding, in preparation for the fall Town Meeting.

At 12:19 pm, on a motion from Mr. Slater, seconded by Ms. Noumi, the Commission ***voted unanimously*** through a roll-call vote to recess the meeting until 5:45 PM at Norwood High School.

The meeting resumed at 5:45 pm at Norwood High School. Attending the meeting were Anne Haley, Chair, members Judy Langone and Alan Slater, supported by Tom McQuaid, Clerk to the Finance Commission. Vice Chair Robert Donnelly and member Kellie Noumi were absent.

Commissioners expressed the desire to meet with Massachusetts Representative John Rogers to gain insight into discussions of local aid for FY21.

On a motion from Mrs. Langone, seconded by Mr. Slater, the Board ***voted unanimously 3-0*** to invite Representative Rogers to the next Finance Commission meeting.

Mr. Slater requested to have at least one Commission meeting in July and two in August in order to keep an eye on revenue trends for FY21.

On a motion from Mrs. Langone, seconded by Mr. Slater, the Board ***voted unanimously 3-0*** to schedule the Commission's next meeting for Wednesday, July 15, at 5:30 pm.

There being no other business, on a motion by Mr. Slater, seconded by Mrs. Langone, the Commission ***voted unanimously 3-0*** to adjourn at 7:39 pm.

A True Copy

Attest: _____
Thomas J. McQuaid, Clerk



The TOWN OF NORWOOD

Commonwealth of Massachusetts

June 24, 2020

Board of Selectmen
Town of Norwood
Norwood, MA 02062

Re: Internal Funds Transfer

Dear Members of the Board,

Attached is a letter from Chief Brooks outlining the Police Department's request for an internal funds transfer of \$60,000 from POLICE-SAL PAID HOLIDAY (012101-514400) to five different accounts.

Specifically:

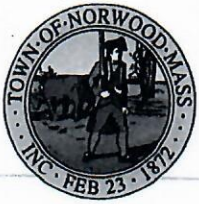
\$35,800 into POLICE-MEDICAL (012102-53100)
\$6,500 into POLICE-TRANSPORTATION (012102-548000)
\$2,700 into POLICE-TELEPHONE (012104-534200)
\$5,000 into POLICE-MISCELLANEOUS (012102-578200)
\$10,000 into POLICE-TRAINING/SCHOOL (012102-579600)

Please see Chief Brooks' letter for more detailed information. I recommend that you approve this request.

Sincerely,

Tony Mazzucco
General Manager

Cc: Chief Williams Brooks



The TOWN OF NORWOOD

Commonwealth of Massachusetts

May 13, 2020

POLICE DEPARTMENT
WILLIAM G. BROOKS III
Chief of Police

Mr. Bernie Cooper
Assistant General Manager
566 Washington Street
Norwood, MA 02062

RE: Special Town Meeting Budget Transfers

Dear Mr. Cooper,

The Police Department is requesting an internal funds transfer of \$60,000.00 from POLICE-SAL PAID HOLIDAY (012101-514400) to the following Police expense lines explained below.

This fiscal year the Police Department has paid \$49,320 in medical invoices, thus exceeding our budget line of \$25,000.00. We look to transfer \$35,800.00 into POLICE-MEDICAL (012102-53100) to cover unpaid medical invoices and future invoices for this fiscal year. There are still several open IOD claims.

The Police Department is looking to transfer \$6,500.00 into POLICE-TRANSPORTATION (012102-548000) to cover fuel expenses for the remainder of FY20.

The Police Department is seeking to transfer \$2,700.00 into POLICE-TELEPHONE (012102-534200) to cover invoices for the remainder of FY20.

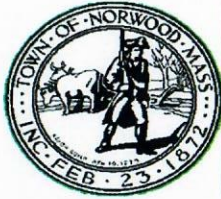
The Police Department seeks to transfer \$5,000.00 into POLICE-MISCELLANEOUS (012102-578200) to cover credit card expenses and other invoices to close FY20.

The Police Department seeks to transfer \$10,000.00 into POLICE-TRAINING/SCHOOL (012102-579600) to cover firearm qualifications and to pay for outstanding invoices.

Very Truly Yours,

WILLIAM G. BROOKS III
CHIEF OF POLICE

cc: Tony Mazzucco, General Manager
Officer Grasso



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

NORWOOD FINANCE COMMISSION
CERTIFICATION OF MUNICIPAL RELIEF TRANSFER VOTE

For Fiscal 2020

DATE OF FINCOM TRANSFER:

6/29/2020

Transfer 02

TRANSFER TO:

ORG	Object	Description	Amount
012102	531000	POLICE - MEDICAL	\$ 35,800.00
012102	548000	POLICE - VEHICLE GAS & OIL	6,500.00
012102	534200	POLICE - TELEPHONE / DATA	2,700.00
012102	578200	POLICE - MISCELLANEOUS	5,000.00
012102	579600	POLICE - TRAINING /SCHOOL	10,000.00

TRANSFER FROM:

ORG	Object	Description	Amount
012101	514400	POLICE - PAID HOLIDAYS	\$ 60,000.00

Signatures of Finance Commissioners:

Anne Marie Haley, Chair

Robert G. Donnelly, Vice Chair

Judith A. Langone

Kelly Noumi

Alan D. Slater, Chairman